

LEO HAYES HIGH SCHOOL STUDENT HANDBOOK 2024-2025



Leo Hayes High School
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Vision: LHHS is an inclusive community of learners committed to building relationships, valuing wellness, and igniting curiosity.



BOTTOM FLOOR

MAIN GYM C123 				AUXILLIARY GYM C121 				Student Parking Doors				MUSIC B121 		MUSIC B125 		D112 Electrical Wiring Lab				Skilled Trades D109		Doors	Stairs																										
HALLWAY																																																	
Outside Basketball Court						CAFETERIA 				B WING CAFETORIUM 				D126 CULINARY Technology		D127 WOODSHOP FINISHING		D130 WOODSHOP		Library																													
						B WING Doors				SEATING AREA				INTEGRATED SERVICES		Feed The Lions																																	
E108		E106		DOORS		E103		E101		A104		A104		A107		A108		RESOURCE CENTER ALLIS 		GUIDANCE OFFICE 		 MAIN STAIRCASE TO SECOND FLOOR		ADMINISTRATION OFFICES 		CONFERENCE ROOM 		A187		A190		A191		OFFICE															
LEARNING CENTER		E-WING HALLWAY				HALLWAY												1 st floor - FRONT DOORS BUS PICK UP AND DROP OFF				HALLWAY																											
E107		E105		E104		E102		DOORS		A105		A106		A109		A110		A110		A116		A117		Resource		Washroom		Single Stall		OFFICE		MEETING ROOM		A175		A177		A180		A181		A188		A189		A192		DOORS	

TOP FLOOR

OVER GYM				OVER GYM				MUSIC  B212		ART  B211		ART  B210		Art D210		Work Room		Science		Science D206		Work Room		Science D203															
HALLWAY																																							
C208 P E CLASSROOM 		C 207 WEIGHT ROOM 				C205 OUTDOOR PURSUITS 				HALLWAY				Second floor Overlooking Cafetorium				D212 Science		D213 Work Room		D215 Science		D216 Science		D217 Work Room		D219											
B216 Computer Lab								B205 - Classroom										Above Library																					
B217 Computer Lab								B204 - Resource										B203 Fashion Tech																					
A202		A205		A206				A215		A218		A219		A222		A223		 Main staircase For school				A228		A229		A232		A233				A242		A245		A246			
HALLWAY																																							
A203		A204		A207		A208		A216		A217		A220		A221		Staff Room				Dream catcher room				A227		A230		A231		A234		A235		A243		A247		A247	

Principal's Message

I would like to welcome all of you to Leo Hayes High School. Our Leo Hayes High School staff does a tremendous job as we strive to meet the needs of all our students in a respectful and caring way. We value relationships that lead to positive interactions which encourage engagement in learning and wellness. At Leo Hayes High School, we pride ourselves in offering a wide variety of clubs and activities for students. I would encourage you to respect and support each other, set goals and invest in your studies, get involved with activities that you enjoy and will enhance your student life, and make the most of your experiences as a student at Leo Hayes High School. Go Lions!

Kendra Frizzell

Leo Hayes High School Administration		Letter Group (by student's last name)
Vice-Principal	Natalie Capson-Daniels	A – Cl
Vice-Principal	Nancy Benjamin	Cm – G
Vice-Principal	Dan Wilton	H – Mb
Vice-Principal	Joanne McDonald	Mc – Re
Vice-Principal	Shaun Davis	Rf – Z

Leo Hayes SPR/Departments	
Dominic Leach	Alternative Education and Interventions
Mariecke Leavitt	Applied Arts and Music
Shane Hoyt	Skilled Trades Technology and Business
Josh Collins	Athletic Director and Physical Education
Tracy Gatto	Guidance
Jonathan Wilson	Humanities, School Planning and Professional Learning
Tanya McBride	Inclusive Education
Rose LeBlanc	Languages, Student Culture and Engagement
Michelle Wuest	English, School Planning and Professional Learning
Cindy Grasse	Math and Data
Lisa Holyoke-Walsh	Science & Instructional Coach for New Teachers

Leo Hayes Counsellors	Letter Group (by student's last name)	Leo Hayes Resource	Letter Group (by student's last name)
		Tanya McBride	Skills for Independence
Kristen Piercy	A – Cl	Ryan McNally	Skills for Independence
Shelley Hanson	Cm – G	Erik Mooers	Skills for Independence
Jenna O'Keefe	H – Mb	Tiresa Lancaster	A – Cl
Jane Stinson	Mc – Re	Laura Noble	Cm – G
Tracy Gatto	Rf – Z	Peter Hobbs	H – Mb
		Bev Rankin	Mc – Re
		Chris Skead	Rf – Z

Bell Schedule

Daily Bell Schedule

PLC Time

8:35AM to 9:05AM

Transition: 9:05AM-9:10AM

Period 1

9:10AM to 10:10AM

Nutrition Break

10:10AM to 10:20AM

Period 2

10:20AM to 11:20AM

Announcements

11:20AM-11:30AM (P2 class)

Transition: 11:30AM-11:35AM

Period 3

11:35AM to 12:35PM

LUNCH

12:35PM to 1:35PM

Transition- 1:35PM-1:40PM

Period 4

1:40PM to 2:40PM

Break

2:40PM to 2:50PM

Period 5

2:50PM to 3:50PM

Dismissal: 3:50PM

Advisory Day Bell Schedule

PLC Time

8:35AM to 9:05AM

Transition: 9:05AM-9:10AM

Period 1

9:10AM to 10:00AM

Nutrition Break

10:00AM to 10:10AM

Period 2

10:10AM-11:00AM

Transition: 11:00AM-11:05AM

Advisory Period

11:05AM-11:40AM

Transition: 11:40AM-11:45AM

Period 3

11:45 AM to 12:35 PM

LUNCH

12:35 PM to 1:35 PM

Transition- 1:35PM-1:40PM

Period 4

1:40PM to 2:40PM

Break


2:40PM to 2:50PM

Period 5

2:50PM to 3:50PM

Dismissal: 3:50PM

Code of Conduct

		Hallways	Classroom	Social Media	All Settings
Expectations	R Responsible	<ul style="list-style-type: none"> • Move efficiently and effectively. • Keep your hands and feet to self. • Have a hall pass during class time. 	<ul style="list-style-type: none"> • Attend and be on time. • Be on task and engaged. • Be prepared to pass in assignments as due. • Use personal technology when needed. 	<ul style="list-style-type: none"> • Pause before you post. • Be kind and sensitive to others. • Create a positive digital footprint. 	<ul style="list-style-type: none"> • Choose positive actions and behaviours. • Be accountable for your behaviour. • Report safety concerns. • Clean up after yourself and show care for your environment.
	O Organized	<ul style="list-style-type: none"> • Keep to the right. • Minimize locker time. 	<ul style="list-style-type: none"> • Be on time. • Be prepared with organized materials. • Be ready and attentive to learn at the start of class. 	<ul style="list-style-type: none"> • Be mindful of who you are interacting and sharing with online. • Manage the time you use online effectively. 	<ul style="list-style-type: none"> • Be prepared. • Be where you are expected to be.
	A Aware	<ul style="list-style-type: none"> • Keep your head up and look around. • Respect personal space. • Be alert. 	<ul style="list-style-type: none"> • Recognize opportunities for choices in learning. • Be thoughtful of the learning environment and all learners. 	<ul style="list-style-type: none"> • Be mindful of your purpose and audience. • You have a digital footprint that stays with you forever. 	<ul style="list-style-type: none"> • Be alert. • Take pride in your school and be welcoming to everyone. • Respect personal space. • Be mindful of how you impact others.
	R Respectful	<ul style="list-style-type: none"> • Use courtesy in allowing others to cross halls or merge in to flow. • Use appropriate language and volume. • Reply to everyone with a respectful tone. 	<ul style="list-style-type: none"> • Listen to others. • Support the work of the teacher and other students. • Appreciate diversity and accept differences. 	<ul style="list-style-type: none"> • Use language and comments that are polite, sensitive, and considerate. • Understand that everything is not for sharing. 	<ul style="list-style-type: none"> • Use a calm voice and appropriate language. • Be polite and kind.

Positive Learning and Working Environment Policy

As stated in the Department of Education & Early Child Development's Positive Learning Environment Policy (Policy 703) "the goal of discipline is to help pupils learn appropriate, productive behaviours which will enable them to meet their needs and pursue their goals". As students are partners in the learning process, they must take responsibility for their learning and behaviour. When a student fails to adhere to established policies and /or fails to adhere to the duties of pupils as stated in the New Brunswick Education Act, it becomes necessary to take some corrective action. As we develop a positive learning environment in which students need to learn, and teachers need to teach efficiently and effectively, people must respect each other's rights.

Objectives

- To ensure and nurture the physical, social, intellectual and emotional development of all students.
- To promote a safe and secure learning environment free from unnecessary interruptions or interference.
- To foster mutual respect and to recognize the worth of each individual.
- To guide student behaviour by emphasizing positive decision making.
- To stress each student's responsibility for schoolwork, behaviour, and care of school property.

Behaviour Consequences and Guidelines

Behaviour	Description of the Behaviour	Expected Consequences
Abusive Language	The use of abusive language will not be tolerated in our school system. Abusive language directed toward staff members and students that disrupts the working and learning environment that is disrespectful and harassing will not be tolerated.	1 st Incident of inappropriate language directed at staff or students: 3-5 days out-of-school suspension. 2 nd Incident: 5 to 10 days of out-of-school suspension, subject to the approval of the Director of Schools. 3 rd Incident: Recommendation to the Director of Schools for a semester suspension.
Inappropriate language	The use of profane language that disrupts the learning environment will not be tolerated in our school. Staff members and students have the right to work and learn in an environment that is respectful.	1 st Incident of inappropriate language that disrupts learning environment: 1- 2 days out of school suspension. 2 nd Incident of inappropriate language that disrupts learning environment: 3-5 days out of school suspension.
Cheating or Plagiarism	Leo Hayes High School places a high value on academic honesty because knowing what a student understands is vital for their learning. As a result, students are expected to do their own work.	Meeting with administration, detentions assigned and the completion of the work to the standard required for the course/outcome will be completed in In School or an alternate setting. Parents will be informed. Repeat occurrence: ESS referral to discuss appropriate course placement.

Behaviour	Description of the Behaviour	Expected Consequences
Failure to comply with school code of conduct	Those students who willfully defy school policy and rules set out to keep our building safe and in contravention of our school code of conduct.	Students should expect an intervention of increasing severity: <ul style="list-style-type: none"> • Detention • In-School Suspension • Out-of-School Suspension
Discrimination	Discrimination can be defined in everyday terms as a practice or standard that is not reasonably necessary, that has the effect, intended or not, of putting certain persons or groups at a disadvantage because of shared personal characteristics such as race, sex, or religion, and that is based on stereotypes about them or perpetuates the view that they are less capable or less worthy of recognition or value. The behaviour violates the basic tenants of the Human Rights Act and cannot and will not be tolerated in the culture environment of the school. This would include all school-sponsored events whether taken place in the school or outside of school grounds.	1 st Incident: 3-5 days out-of-school suspension. 2 nd Incident: 5 days of out-of-school suspension. 3 rd Incident: Minimum of 5 days of out-of-school suspension at the recommendation of the Director of Schools for an out-of-school suspension for the remainder of the semester depending on the age of the student and the nature and knowledge of the intent. Suspensions of more than 5 days cumulative need the approval of the Director of Schools.
Endangering the health and safety of others.	Disruption of school operations is any behavior which threatens the health and safety of any person, including school personnel. Examples of this could be, but not limited to, arson, bomb threat, tampering with fire alarms and safety equipment, unruly and disorderly behavior in school, online behaviour that impacts school operations, etc. This also includes any other behavior that, in the opinion of the school, would reasonably be considered serious misconduct.	1 st Incident: minimum of 3 and maximum of 5 days of out-of-school suspension. 2 nd Incident: minimum of 5 days to a maximum of 10 days of out-of-school suspension. Director of Schools approval needed for more than 5 days. 3 rd Incident: Recommendation to the Director of Schools for the suspension to extend for the semester. *Situations can occur in this category where the first incident may require more significant consequences up to and including exclusion from school for an entire school year.
Fighting	Fighting is the decision of two, or more students to engage in a mutually agreed upon fight.	1 st Incident: 5 days out-of-school suspension. 2 nd Incident: 10 days out-of-school suspension. 3 rd Incident: Recommendation to the Director of Schools for the suspension to extend for the semester. Police may apply Bi-Law no. 5.9 which carries a monetary fine.
Threat Making	Students who verbally threaten the personal safety of others either in person or online should expect a consequence in keeping with the offense.	1 st offence: 3-5 day out of school Suspension 2 nd offence: 5 days out of school Suspension 3 rd offence : 10 days out of School Suspension Where it is warranted, the police will be notified.

Behaviour	Description of the Behaviour	Expected Consequences
Electronic Devices	<p>Smartphones and other electronic devices are only to be used during non-instructional time, unless authorized by their subject teacher that they are needed for pedagogical purposes during a given time in class. All devices should be on silent mode and stored away as directed by the Leo Hayes High School Cell Phone Etiquette Policy.</p> <p>Use of devices in class, without approval from the teacher, is an act of defiance and will be treated as Failure to Comply with the School Code of Conduct.</p> <p>Students and guardians must be aware that these items are prime targets for theft. The only way to ensure their security is to not bring them into school. Leo Hayes High School is not responsible for lost, stolen or damaged electronic devices.</p>	<p>Students should expect an intervention from the classroom teacher and contact home. Incidents will include a referral to the office.</p> <ul style="list-style-type: none"> • Detention as a tier one intervention by teacher and Home Contact. • Administrative Detention • In-school suspension • Out of school suspension
Harassment	<p>Harassment is a form of discrimination. It includes any unwanted physical or verbal behaviour that offends or humiliates a person. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment. Students and staff have an absolute right to be and feel emotionally and physically safe at school, on buses or at school functions. No one will bully, taunt, intimidate, or subject others to harassment in any form. Examples could be, but are not limited to, threatening others and spreading, or creating false stories or rumors.</p> <p>All staff will be expected to intervene whenever incidents of harassment are witnessed or reported. The names of all parties involved will be brought to the attention of the guidance counsellor.</p> <ol style="list-style-type: none"> a. The incident will be investigated by the Administration. b. Both parties will receive counselling. c. An ESS Team member will inform parents/guardians of both parties of the concerns. d. The offending student will be informed of the next consequences. 	<p>1st Incident: 3-5 days out of school suspension. 2nd Incident: 5 days out-of-school suspension with a potential for an extension as approved by the Director of Schools. 3rd Incident: 5 days of out-of-school suspension with a recommendation of a full semester suspension.</p> <p style="text-align: center;">Where it is warranted, the police will be notified.</p>

Lying	Any dishonesty that impedes an investigation by administration or disrupts process will face consequences depending on the time taken and severity of the offence.	Could range from detentions to out of school suspension based on the severity.
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Behaviour	Description of the Behaviour	Expected Consequences
Inappropriate Online Activity	<p>Inappropriate online activity can be any action determined to be offensive, unwelcome, demeaning or belittling of another.</p> <p>These actions often take place on social media sites such as Facebook, Snapchat, Twitter, Instagram, and others.</p> <p>Misuse of Teams chat is also considered inappropriate online activity</p> <p>These inappropriate activities can happen during school time or not but still impact the school climate, culture and the safety and well-being of staff and students.</p>	<p>1st Incident: 3-5 days out-of-school suspension.</p> <p>2nd Incident: 5 days out-of-school suspension and a possible recommendation to the Director of Schools that the student be suspended for 10 days or more, depending on the severity of the incident.</p> <p>3rd Incident: a half-year or a semester suspension with the approval of the Director of Schools.</p> <p>*Guidance referrals and outside intervention planning through other agencies may be part of the process.</p> <p>Where it is warranted, the police will be notified.</p>
Physical Violence	<p>Physical violence is the use of force, or inciting others to use force, to cause physical injury to another.</p>	<p>Subject to the approval of the Director of Schools, if the physical violence is severe, it may result in an out-of-school suspension for a minimum of a half-year or a semester. The following factors will be considered in determining the severity of the violent act:</p> <ul style="list-style-type: none"> • nature of the assault • use of weapons • intent to injure • nature and severity of any injury <p>In all other cases, the following consequences will apply:</p> <p>1st Incident: minimum of 3 to 5 days out-of-school suspension.</p> <p>2nd Incident: minimum of 10 days out-of-school suspension.</p> <p>3rd Incident: Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.</p> <p>Where it is warranted, the police will be notified.</p>
Refusal to Identify	<p>Students are expected to cooperate politely with the reasonable request of any staff member. The term “staff member” includes but is not limited to teachers, administrative assistants, custodial and cafeteria staff, coaches, educational assistants, paraprofessional staff, and administrators.</p> <p>Refusal to comply with the reasonable request of a staff member is considered a serious infraction that will result in disciplinary action. In school, at school events, or in public places during school events, a LHHS staff member or another adult chaperone may ask a student to identify themselves. We expect every student to respond with correct identification in a courteous and respectful way. Refusal to identify is unacceptable and will result in immediate suspension from school.</p>	<p>1st Incident: 3 days out-of-school suspension.</p> <p>2nd Incident: 5 days of out-of-school suspension.</p> <p>3rd Incident: 5 days out of school suspension with a recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.</p>

Behaviour	Description of the Behaviour	Expected Consequences
Loitering	Loitering is unnecessary time spent in washrooms and locker rooms.	1 st offense – warning and call home 2 nd offence – 1 day of in school suspension 3 rd offence – 1-3 days out of school suspension
Theft	Theft is the taking of any item that does not belong to you.	A student caught stealing will be suspended for 5 days out-of-school suspension. Where it is warranted the police will be notified.
Unjustified Absenteeism	Unjustified Absenteeism is the action of staying away from school without good reason. It is unexcused absenteeism.	Students can expect to meet with the administration team to build a plan for successful attendance. Excess unjustified absenteeism can result in reduction of class schedule or removal for the semester. ESS Teams to determine this on individual basis. Chronic non-attenders who suffer academically and for whom attendance interventions and communication to home have not met with success, will be removed from PowerSchool and parents informed to re-register when the student is ready to return.
Vandalism	Vandalism is any act that causes damage to school property. Vandalism is a crime and may be reported to law enforcement.	1 st Incident: 5 days out-of-school suspension. 2 nd Incident: 5 days out of school suspension with a recommendation to the Director of schools that the student be suspended for a minimum of 5 additional days (10 days total). Restitution for damages is required.
Possession	Possession is the use of and/or the holding for others of, illegal or dangerous substances or objects. Examples could be, but are not limited to, use of illegal drugs, alcohol, cannabis and cannabis products, possession of drug paraphernalia and possession of explosive materials or weapons.	1 st Incident: 5 days out-of-school suspension. 2 nd Incident: 10 days out-of-school suspension by way of approval from the Director of Schools. 3 rd Incident: Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester. In all cases, the police will be notified.

Substance Use and Abuse (Alcohol, Drugs, Tobacco, etc.)		
Behaviour	Description of the Behaviour	Expected Consequences
Tobacco / Vaping	According to the New Brunswick Government Smoke-free Workplace Policy, all schools and school campuses, along with all provincial buildings are designated smoke free. Students are not permitted to smoke anywhere on school property, inside or outside the building. Students MUST leave the school property before smoking or vaping.	<p>Outside on School Property 1st Incident: 2 days in-school suspension. Any further Incident: 2 days out-of-school suspension.</p> <p>Inside Building 1st incident: 2 days out-of-school suspension. 2nd incident: 3 days Out of school suspension. Provincial policy dictates that there is no tobacco use on school property.</p>
Trafficking and Possession for the Purpose of Trafficking	Trafficking and possession for the purpose of trafficking refers to any student in possession of illegal substances for the purpose of selling it.	<p>Five days of out of school suspension at a minimum and a recommendation for an extension as per below. Recommendation to the Director of Schools that the student be suspended for one calendar year. In all cases, the police will be notified.</p>
Under the Influence	Under the Influence means any student who has consumed alcohol, drugs or any other substance and is visibly impaired either on the bus going to school, while at school, or after school while on school property	<p>1st Incident: 5 days out-of-school suspension. 2nd Incident: 5 days out-of-school suspension plus a recommendation to the Director of Schools that the student be suspended for a minimum of an additional 10 days out of school suspension. 3rd Incident: a half-year or a semester suspension with the approval of the Director of Schools. Where it is warranted, the police will be notified.</p>

Leo Hayes High School Policies/Guidelines

Attendance – Student and Parent Responsibilities

The staff of Leo Hayes believes that good attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas amongst students, and between student and teacher. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson. In essence, attendance records reflect habits of responsibility and state of health. The school has a legal responsibility to ensure that students who left home to go to school are indeed in school. The ultimate goal is to keep students in school.

- Students who arrive late during the school day are expected to sign at the main office.
- Students must provide appropriate excuses for each absence. A parent/guardian may call the main office at 457-6898 and leave a message.
- Students are responsible for obtaining any missed work for days absent.
- All students leaving the building, must either be signed out at the office in person by the parent/guardian or by providing a note from their parent/guardian explaining the absence.
- Teachers will contact home regarding unexcused absences.
- Any assessments missed due to excused or unexcused absences will be written in the time period designated by the teacher.
- The auto dialer system for tracking and reporting daily attendance to parent(s)/guardian(s) will be in use for the school year.

Homework/ Missed Work

If a student is absent, the student is responsible for any missed work. Parents requesting to pick up homework may do so at the office but should note that it may require a minimum of 24 hours' notice. **Teachers are not required to provide homework for students who go on family vacations at times other than those designated vacation times during the school calendar year.**

Assemblies

Assemblies, when scheduled, are a part of the instructional day and are included as part of the School Improvement Plan. Students are expected to attend scheduled assemblies, follow all school rules, and be on their best behaviour. **Parents are asked not to sign out their student(s) when an assembly is planned.**

Information and Communication Technologies (ICT) Use – EECD Policy 311

In accordance with EECD Policy 311, section 6.1, ADHERENCE TO ICT STANDARDS:

6.1.1. Each year, all students, or their parents (if required), and school personnel must sign a form attesting to their commitment to respect the laws, regulations, policies and guidelines regarding the appropriate use of information and communication technologies (ICT) available at the school, including access to the internet, personal devices and assistive technologies assigned to certain students. These standards align with the requirements outlined in Policy 703 - Positive Learning and Working Environment - Appendix D New Brunswick Student Code of Conduct.

***Please see form sent home for further information and required signing.**

Cell Phones

Leo Hayes High School has developed expectations for the use of cell phones in school in accordance with amendments to Policy 311, 6.13.:

6.13.1. At the teacher's discretion, cell phone use by students is allowed in classrooms for pedagogical reasons. During class time, teachers will have students place their cell phone in a designated area of the classroom on silent mode.

* The monitoring of health conditions (i.e. Diabetes Management apps, etc) are exceptions.

Please see form sent home, Leo Hayes High School Cell Phone Etiquette Policy, for further information and required signing.

Cafeteria Services

Chartwells offer cafeteria services daily. Students have the option of using cash or debit to make purchases. Students are asked to return trays and dishes to the proper area, keep their table clean and place garbage in its proper locations. Shaking and moving vending machines is not permitted. Please speak to cafeteria personnel if you do not receive the product.

Evacuation/Fire Drill Procedures

During a fire drill or real emergency students should move quickly and promptly out of the building according to the emergency plan and as directed by their teacher. Each classroom has emergency and fire drill plans and directions are posted. Classes should move well away from the building and stay as a class unit so the teacher can account for each student. Teachers will each have visible signs to indicate their location outside the school. Fire alarms are to be regarded as actual situations until notified by school authorities or by the fire department/police. It is very important that students co-operate and follow instructions. There is no smoking/vaping during fire drills or evacuation procedures.

Scent Reduced Policy/Peanut Reduced Building

Scented products contain chemicals that can cause serious problems for people with asthma, allergies and environmental illness. Please be sensitive to others' health problems and wear *unscented* personal products. Spraying cologne/perfume or other scented products is strictly prohibited. Due to student and/or staff sensitivities, please note that **Leo Hayes High School School promotes a peanut and nut-reduced environment.**

School Closures

The Superintendent of Schools makes the decision to open or close schools after district transportation personnel provide current information about weather and road conditions. The ASD-W transportation department has access to current weather and road conditions throughout the district through the Department of Transportation and a contracted weather information service provider. Inclement weather predictions are monitored closely throughout the evening and again from 5:00 a.m. onward.

Announcements can be heard on local radio stations or through a recorded message that can be heard by dialing the ASD-W public information line at 1-888-388-4455 (toll free) or 453-5454 any time after 6:00 a.m., and by checking the district website and twitter feed online at www.asdw.nbed.nb.ca.

No extracurricular activity will occur if there has been a school closure due to weather unless approved by the administration.

Bus Transportation

In accordance with ASD-W policy, the time spent on a school bus is an extension of the class day for the student. Therefore, all the rules that apply to the school apply to the bus as well. In the interest of the safety of all concerned, it is essential that all students traveling on school buses behave responsibly and follow the rules and regulations. Failure to do so may result in the loss of bus privileges. Administrators may deny transportation to students not attending classes. Students should:

Office Hours

Leo Hayes High School's Main Office is open from **8:00 am to 4:00pm**, Monday to Friday. The main office phone line is 457-6898 and you are invited to leave a message on the school's message service seven days a week.

Office Communication System

School Messenger is used by LHHS to send messages to parents. This system allows the school to provide information to parents, students and staff about upcoming school events or emergencies. School Messenger sends home daily absence reports should a student be absent at any point during the instructional day.

Arrivals and Departures

Students arriving or departing between 9:10 am and 3:50pm must be picked up and dropped off at the Administration doors of the school so they can be signed in or out.

Parents: Please note that students are asked to wait in their scheduled class to be paged by the office when you arrive to sign them out. Please observe the fire lanes and accessible parking spots when parking to pick up your student throughout the day.

Parents/guardians/family members that are not listed as contacts for students will not be permitted to sign out a student at any time.

Visitors

All visitors are asked to report to the main office once they are admitted through the security system. Unauthorized persons are not permitted to be in the building or on the premises. It is expected that all visitors use respectful language and have positive interactions with school personnel while visiting. Visitor parking is available near the main office doors.

Video Surveillance

A video surveillance system is installed in the school at various public locations to help ensure a safe school environment.

Lockers

Lockers remain school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment. **Students must, use school issued locks, and must use only the locker assigned by the homeroom teacher.** Students are responsible for keeping the inside and outside of their lockers clean and are responsible for their contents. To avoid loss of textbooks and personal belongings, **students should not share locker combinations with other students.** It is recommended that items of value and / or large sums of money not be left in lockers. Students defacing lockers will be responsible for the cost of repairing/ replacing the locker and subject to other disciplinary measures as warranted. **There is a replacement cost of \$12 for lost or broken locks.**

Student Parking

For vehicle parking, students are assigned the parking lot behind the gymnasium. The following guidelines for all students parking cars on Leo Hayes property will be enforced.

1. All vehicles parked on Leo Hayes property must be registered with the main office.

2. Students are not permitted to sit and/or loiter, in or around, their car during instructional time while parked at LHHS.
3. Park all cars in designated parking areas only. Parking on grass, fire lanes in unauthorized areas will result in the loss of parking privileges and/or fines.

Textbooks

Textbooks are issued by subject teachers at the beginning of each semester and remain property of the school. Unreturned textbooks must be replaced at the student's expense.

Leo Hayes High School Safe Places

Lunch Hour Lion's Dens

Leo
High
values

Food security is an issue that impacts many students at Leo Hayes High School.

Feed the Lions was created in 2013 to address student hunger by starting a breakfast and lunch program for anyone who may need it.

A backpack/grocery delivery program is also now operational at LHHS, where students are able to take non-perishable food items home.

Feed the Lions always welcomes donations and student volunteers. If you are interested in joining our group, please reach out to Mrs. McBride or Mrs. Lancaster.



Hayes
School
and

promotes a safe and positive learning environment across all settings on campus and at all times of day. Students can identify classrooms that teachers identify as safe and welcoming spaces to eat lunch and/or socialize with peers by looking for classrooms titled "Lion's Den" with the school logo, a lion's head, in the window of the classrooms.

Single-Stall Washrooms

Two gender-neutral washrooms are available to all students who, for any reason, prefer not to use the larger public gendered washrooms or change rooms in the school. One is located in A-Wing West, across from the Guidance Department. Second is located in the downstairs of D-Wing.

Student Fees

*Some courses at LHHS have specific course fees. If you student is enrolled in such a course, the classroom teacher will share this information as part of their course outlines at the beginning of the semester.

Student Fee	Student Fee (Family rate)
Student Fee = \$45.00	Student Fee = \$70.00
Each student is required to pay a yearly SRC fee that allows the student council and faculty supervisors to coordinate and promote student activities at LHHS.	
<p>This yearly fee covers costs such as, but is not limited to:</p> <ul style="list-style-type: none"> • Student Identification Card • Access to a lock and locker • Themed events and awareness weeks • Administrative services to support SRC • Guest speakers (virtual or in person) • Conferences • Student Assembly prizes and awards programs • SRC projects that are part of the current school year and long-term projects that may extend into future years • Support of extracurricular activities, clubs and groups. 	
<p>All fees are now payable on SchoolCash online. You may register for Cashless Schools at: https://anglophonewest.schoolcashonline.com/</p>	

Consider Supporting our Feed the Lions Program
<p>When paying your child's student fee, please consider choosing the additional \$5.00 donation to Feed the Lions and add that to your cart in SchoolCash Online.</p> <p>This money goes directly to the Feed the Lions program supporting our school breakfast, lunch, and backpack program.</p> <p>Would you like to donate more than \$5.00? Please select the ** option and fill in the amount of your donation.</p> <p>Thank you for Feeding the Lions!</p>

Graduation

Graduation signifies a great achievement. It is an opportunity to celebrate accomplishments and reflect on personal growth. As you receive your diploma on graduation day, know that you have arrived at this moment with the support of your family, friends, and the entire Leo Hayes High School community!

Your relationships and experiences in high school have shaped who you are and what you believe. Celebrate your accomplishments and be humble of the lessons you have learned. Your graduation will be an exciting time of year.

Information regarding graduation events will be released throughout the year. We encourage students to check with their homeroom teachers and our social media platforms for updates as they become available. Some items are time sensitive and it is essential for students to know what is coming up.

The graduation fees will be released later in the year. It is critical for fees to be paid as soon as possible. We encourage all families to use online payment to pay this fee. You may register for Cashless Schools at <https://anglophonewest.schoolcashonline.com/>

Extra and Co-Curricular Activities

Below, you will find a list of some of the extra and co-curricular activities that are offered at LHHS. All activities are advertised within the building and our social media platforms/announcements.

- Art Club
- Astronomy Club
- Best Buddies
- Champions for Change
- Coffee House
- Cybertitan
- Debate Club
- Envirothon Club
- Feed the Lions
- Gardening Club
- Gender and Sexuality Alliance (GSA)
- SRC/JSRC
- Global Minds
- Model U.N.
- Music Ensembles
- Musical Production
- Peer Mentors
- Photography Club
- Ping Pong
- Prom Committee
- Renaissance
- Safe Grad
- Science Club
- Tech Club
- Unified Sport
- Yearbook
- Youth for Christ

Sports

- Badminton Mixed
- Baseball
- Basketball Boys and Girls
- Cross Country and Track Mixed
- Football
- Golf Mixed
- Hockey Boys and Girls
- Rugby Boys and Girls
- Swimming Mixed
- Soccer Boys and Girls
- Softball
- Volleyball Boys and Girls

Leo Hayes High School Athletic / Student Leadership Policy

Drugs/Alcohol

- A minimum of one month suspension away from all team activities (including practices, watching games, etc.) for incidents connected to school. Repeat or severe offences may result in permanent removal from the school team.

Tobacco

- Chewing tobacco, smoking cigarettes (vaping) is strictly prohibited during all team events on or around school property.

Academics

- Students must **maintain an average of 60%** and **not be failing more than one course** while participating on a school team or the following steps will occur:
 - A meeting between the student, Athletic Dir., and V.P., where the student will be given **two weeks** to complete all current/outstanding assignments, improve their effort and attendance in classes, and improve their marks where possible.
 - If at the end of the two weeks, the stated criteria has not been met, the student will be suspended for **two weeks** from all team activities.
 - If at the end of the two-week suspension, the student has failed to meet the stated criteria, they will be removed from the team for the remainder of the season.

Attendance on Game Days

- Students are required to attend school **for the full day** on game days unless a predetermined excuse (medical appointment, etc.) has been shared with the coach and/or Athletic Director **the day before the game.**

Failure to fulfill a Team Commitment

- If a student voluntarily quits a team, he/she is not eligible to join another team whose season overlaps.
- Other serious misconduct may result in immediate removal from any sports team.

Parents and Guardians:

- The LHHS administration and Athletic Director would like to remind everyone about the *NBIAA's Fair Play Code for Spectators*.

- We appreciate all parents and guardians supporting athletics at their respective schools. Please be respectful of coaches, players, officials and your fellow spectators in regards to your conduct.
- People who conduct themselves inappropriately at school events may be subject to school-based sanctions.



ASD-W

Anglophone School District West

1135 Prospect Street | Fredericton, New Brunswick E3B 3B9 | www.asdw.nbed.nb.ca

September 2024

Dear Families/Caregivers:

Anglophone School District West is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services, and district staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your child, please be assured that our protocol is being followed and that the goal is safety for all students.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "hold and secure" allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A "lock down" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for families/caregivers to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely,

David McTimoney
Superintendent



Dreams are the Seedlings of Reality.

Semer la réalité par le rêve.

Kuhutuwok mekwitahutomin jiw minkasik eh tuhkiya.

Somnia Sunt Curculi Veritatas.