

Fredericton High School



FHS Handbook 2020-2021

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FHS Website: frederictonhigh.nbed.nb.ca

School Building Opens: 8:15am

Classes begin: 9:20am

FHS Vision Statement

FHS: Leaders in Academic Excellence and Inclusive Education

FHS Mission Statement

FHS values academics, inclusion, diversity, respect and responsibility as the foundation of our learning community.

Our school:

- Promotes academic excellence through inclusion and collaboration.
- Celebrates diversity by recognizing that our differences enrich and strengthen our community.
- Creates a safe, supportive and respectful environment where students can thrive academically, socially and emotionally.
- Partners with parents and community to enable students to reach their potential and become responsible, productive, global citizens.

SCHOOL CALENDAR

2020-2021

September 7	Labour Day – no school for students
September 8	First day for grade 9 students (A-L surname)
September 9	First day for grade 9 students (M-Z surname)
September 10	First day for grade 10, 11, 12 students (A-L surname)
September 11	First day for grade 10, 11, 12 students (M-Z surname)
September 14	Rotational attendance schedule begins (A-B-A-B-A/B-A-B-A-B)
September 22-23	School Pictures
October 12	Thanksgiving Day – no school for students
November 11	Remembrance Day – no school for students
November 20	Parent-Teacher Interviews/Professional Learning Day – no school for students
December 4	Professional Learning Day – no school for students
December 18	Last day of classes before Christmas break
January 4	School re-opens for students & staff
January 25-29	First semester examinations
February 1-2	Turn-around days – no school for students
February 15	New Brunswick Family Day – no school for students
March 1-5	March Break – no school for students
March 19	Professional Learning Day – no school for students
April 2	Good Friday – no school for students
April 5	Easter Monday – no school for students
April 14	Parent-Teacher Interviews/Professional Learning Day – no school for students
May 7	NBTA Council Day – no school for students
May 17	NBTA Branch Meeting Day – no school for students
May 24	Victoria Day – no school for students
June 14-18	Second semester examinations
June 21-25	Final report cards issued; Graduation events

Daily Bell Schedule

9:15	Warning Bell
9:20-10:20	Period 1
10:20-10:35	Nutrition Break
10:32	Warning Bell
10:35-11:35	Period 2
11:35-11:45	Transition
11:45-12:45	Period 3
12:45-1:45	Lunch
1:40	Warning Bell
1:45-2:45	Period 4
2:45-2:55	Transition
2:55-4:00	Period 5 & Announcements

****Students are permitted outside only during lunch hour**

GENERAL INFORMATION ABOUT FHS

Administration and Guidance

FHS has 5 VP's and 5 Guidance Counselors. Students are assigned to a Vice-Principal and Guidance Counselor alphabetically, based on surnames as follows:

<u>Student Surname</u>	<u>Vice-Principal</u>
A-Do	Ms. Kilfillen
Dp-La	Mrs. Dymond
Lb-Pq	Mrs. Pearson
Pr-Z	Mr. Batt

Note that Mr. Langille is the VP who oversees building facilities and does not have students assigned to him.

FHS Guidance Counselors: Mr. Cook, Mr. Dionne, Mrs. Hamilton, Mrs. Langille, Mrs. Maxwell

Assemblies

School-wide assemblies may occur periodically throughout the school year, and are part of the instructional day. Therefore, attendance is mandatory, and all school rules apply. Hats are to be removed and cell phones turned off.

Cafeteria

Our cafeteria service is provided by Compass Group (Chartwells). Cash, debit and credit cards are accepted. **Due to safety and security reasons, backpacks are not permitted in the cafeteria where food is being sold.**

Cashless Schools

The preferred method of payment for all school fees (student fees, athletic fees, course/lab fees) is through cashless schools. To register for cashless schools, go to: <https://anglophonewest.schoolcashionline.com/>

Corridor Conduct

When students congregate in common areas, they are reminded to demonstrate respect for others by allowing free access to lockers and by retaining open passage in the hallways. **To facilitate traffic flow, students should remain on the right-hand side while in corridors and stairwells.** Students are to refrain from sitting on the floors in classrooms, locker areas, or corridors. For safety purposes, students are not permitted to congregate in stairwells.

Course Registration

Course registration information, policies and practices can be found in the FHS Registration Guide, available from the Guidance Department, or on the FHS website (Quick Links→Guidance).

Fire Drills

Students should move quickly and promptly out of the building to designated areas as directed by the teacher. Each classroom will have Fire Drill Directions posted. Classes should move well away from the building and stay as a class unit so that the teacher can account for each student. If the fire alarm sounds during non-instructional time (breaks, noon hour, after school), students are to report to their homeroom teachers at a pre-designated location.

Health Services

Confidential sexual health services (counseling, testing/screening and treatments) are available at FHS provided by a Nurse Practitioner who visits weekly. Students can make an appointment for the sexual health clinic at FHS by calling 453-5379 or by texting 506-478-7605. Guidance counsellors can also assist students with making an appointment.

Homeroom Advisory Period

Students will be assigned to a homeroom teacher, but will only attend homeroom at certain times throughout the year, as opposed to everyday. Students will be given ample notice prior to days where they will be expected to attend homeroom advisory period.

Important Numbers/Websites (Student Support)

Suicide, Depression, Anxiety, Coping (CHIMO helpline)	1-800-667-5005
Addictions, Suicide, Depression, Anxiety, Coping (Mental Health Clinic)	453-2132
Dating Problems, Difficulty at School, Bullying, Abuse, Depression, Emergencies, etc. (Kids Help Phone)	1-800-668-6868
Birth Control, Sexually Transmitted Infections, Pregnancy (Sexual Health Centre)	453-5200
www.yoomagazine.net	(FHS code: GH456)

Kat's Club

There are several classrooms throughout the building which are open to students during the lunch hour as safe and welcoming environments. Look for "Kat's Club" signs on classroom doors which indicate these rooms.

Library

The school library is located on David MacMillan Way (Main Street). The library is open to students prior to homeroom, during breaks, at lunch time, and after school. Refer to the FHS website for more information (Quick Links→Library).

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 neat and tidy, 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 lose the privilege of their use and be subject to other disciplinary measures as warranted. **There is a replacement cost of \$10 for lost or broken locks.**

Promotion & Graduation Requirements

Grade 9 to grade 10: A grade 9 student is promoted outright to grade 10 if they have passed English 9, Math 9A, Math 9B, and have an overall average of 60% or higher. Please note that the grade 9 promotion policy may be altered at any time by the Department of Education, as a result of the impacts of Covid-19 and the global pandemic. If this occurs, those affected by the alteration will be notified.

Graduation: At the grade 11/12 level, students must obtain a minimum of 17 or 18 credits, as defined in the Course Selection handbook. Those students currently in grade 9 or 10 during the 2020-2021 school year will require 18 credits to graduate. Those students currently in grade 11 or 12 during the 2020-2021 school year will require 17 credits to graduate. Successful completion of the English Language Proficiency Assessment is also a requirement for graduation in NB schools. Please note that graduation requirements may be altered at any time by the Department of Education, as a result of the impacts of Covid-19 and the global pandemic. If this occurs, those affected by the alteration will be notified.

Report Cards

Formal report cards are issued twice each semester. Many teachers also provide informal interim reports. Parent-teacher interviews are scheduled each semester. Please refer to “PowerSchool Public Portal” bulletin at the back of this handbook for information on how to access grades and attendance records on-line.

School Photos

Students are photographed by Harvey Studios in September. Photos are used for student ID cards and the FHS yearbook. Families have the option of purchasing picture packages.

Student Drop Off

Parents are asked to respect signage and drop students off only in designated drop off areas, as doing so will allow for traffic flow. Please refrain from entering parking areas (such as the designated staff parking area in front of the main administration/gymnasium entrance), as this causes congestion.

Student Fee (\$40/student)

The student fee supports all student-based school activities (athletics, clubs, guest speakers, school breakfast program Kats’ Kitchen, etc.). The fee provides a student handbook, lock and locker rental, and picture ID cards. Families with 3 or more FHS students: please contact Lisa Fillion to obtain family rate (lisa.fillion@nbed.nb.ca).

Student Identification Cards

Harvey Studios comes to the school in September to photograph all students for a student identification card. The cost of this is covered under the student fee. Students must carry I.D. cards at all times. Students must identify themselves when required to do so by any school personnel – teachers, administrators, support staff, bus drivers. Students are required to show I.D. cards for admittance to many school activities. The replacement cost of an I.D. card if lost is \$5.

Student Parking

For vehicle parking, students are assigned the parking lot off Priestman Street by the sports fields. The following guidelines for all students parking cars on FHS property will be enforced:

1. All vehicles parked on FHS property are to be registered with Mr. Langille (VP). Registration cost is \$5. **Parking spaces are for registered vehicles only. Non-registered vehicles may be towed at the owner’s expense.**
2. Lock the vehicle for security and protection of personal property.
3. Park all cars in designated areas only. Parking on grass, fire lanes, or unauthorized areas will result in the loss of parking privileges and/or fines.
4. Refrain from smoking or eating lunch in vehicles. Students are not to loiter in parking lots.
5. Refrain from littering in parking lot areas. Those found littering may be fined.

Note: Due to safety reasons (bus traffic), student pick-up and drop-off is at the cafeteria entrance.

Textbooks

Textbooks are issued by subject teachers at the beginning of each semester and remain property of the school. Lost textbooks must be replaced at cost before final marks or transcripts are released.

Visitors

All visitors are asked to report to the office upon arrival at FHS to receive authorization for their presence. Visitor parking is clearly identified.

Website

FHS Website: frederictonhigh.nbed.nb.ca

Here you may access teacher contact information, the school calendar, upcoming events, announcements, school policies, exam schedules and more.

Withdrawal from FHS

Students who decide to leave FHS must obtain **withdrawal forms** from the Guidance Department. Students must complete the forms, return textbooks, library materials, pay any outstanding debts and clean out the locker to complete a formal withdrawal. Once this is completed, forms are to be returned to Guidance. Parents will be notified of any withdrawals. **Failure to follow the proper procedure when leaving school results in delay for registration in the future and can be costly if textbooks are missing.**

Yearbook

The FHS Yearbook, **THE GRADUATE**, may be ordered on-line or through the yearbook co-editors during selling periods throughout the school year. **As per Policy 360-7A, parents must sign consent for their child's picture to appear in the Yearbook.**

CODE OF STUDENT CONDUCT

At Fredericton High School, students are important partners in the learning process. In this partnership, students are asked to make a commitment to their learning and to take responsibility for their behavior. In return, students can expect to be treated with fairness, respect, and consistency. High standards of performance and behavior are the hallmarks of FHS and as such, will be expected of all students.

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 behaviors which will enable them to meet their needs and to pursue their goals." As students are partners in the learning process, they must take responsibility for their learning and behavior. 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 facilitate sound educational programs which encourage student participation at all times.
- To foster mutual respect and to recognize the worth of each individual.
- To respect and promote the principles of freedom, justice and equality.
- To guide student behavior by emphasizing positive decision making.
- To stress each student's responsibility for schoolwork, behavior, and care of school property.

New Brunswick Education Act

Duties of Pupils

14(1) It is the duty of a pupil to

- a) participate in learning opportunities to his or her potential,
- b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
- c) attend to assigned homework,
- d) attend school regularly and punctually,
- e) contribute to a safe and positive learning environment,
- f) be responsible for his or her conduct at school and while on the way to and from school,
- g) respect the rights of others, and
- h) comply with all school policies.

14(2) It is the right of a pupil to be informed of his or her educational progress on a regular basis.

Improper Conduct

22(1) Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.

22(2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

22(3) Where a person, in or on school property,

- a) uses threatening or abusive language, or
- b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

Consequences of Improper Conduct at Fredericton High School

Detention

Assigned detentions are not optional and will be at the discretion of school personnel. Most detentions are assigned during the noon hour. In cases of after school detentions, it will be the responsibility of the student to make arrangements for transportation.

In-School Support Centre (ISSC)

Students may be assigned to the ISSC for a variety of reasons, including to serve an in-school suspension assigned by administration. While there, the student must conform to the rules of the ISSC, and be diligent in completing all assigned work.

Note: Students are not permitted to participate in any extra-curricular activities while assigned to in-school suspension. Students may resume participation once the in-school suspension has been served.

Out of School Suspension

An out of school suspension exceeding five days may be appealed. The suspension of school privileges (i.e.: attending ASD-W school events such as sports, dances, graduation functions, etc.) cannot be appealed.

Note: Students who are suspended from attending school cannot use the school bus system, be on school property, or attend any school-based activities in ASD-W. Students may resume participation the day following the last day of suspension.

Fredericton High School Policies/Guidelines

Athletic Code of Conduct

Refer to FHS Website (Extra-Curricular→Athletics).

Attendance – Student and Parent Responsibilities

The staff of Fredericton High School, along with the Parent School Support Committee, 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.

Legal obligation to attend

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when **just cause** exists (i.e.: documented illness, emergency, religious holidays, circumstances of a compassionate nature).

Section 16(1) of the Education Act states, "A child is not required to attend school if the child

- a) is unable to attend school by reason of the child's sickness or other unavoidable cause,
- b) is officially excluded from attendance under this Act or the regulations,
- c) is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- d) in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister."

Student responsibilities when absent

1. Students must present an excuse (written by parent/guardian) to the homeroom teacher and subject teachers prior to or directly following an absence. If this is not done in a timely manner, the student will be deemed truant and subject to consequences. Parents/guardians who choose to send excuses by e-mail are asked to include homeroom and subject teachers.
2. Students must ensure they catch up on work missed to the best of their ability (see below).
3. Students must arrange to write any tests missed while absent (see below).

Missed work and assessments due to absence

1. Teachers will provide assistance when students have been absent for **just cause** (reasons cited within section 16(1) of the Education Act). For short-term absences, students shall catch up when they return to school.
2. **When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers.** It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (such as trips). Should assessments have occurred during a non-essential absence, the **student** must make arrangements with the subject teacher promptly upon his/her return to school to complete the assessments.
3. A "zero" grade will be assigned to all missed assessments until the assessment is completed.
4. A "zero" grade will be assigned (and will stand) for any assessments missed due to truancy.
5. **Schedules for final examinations in January and June must be observed. Students who take vacations during this time will receive a zero grade on any examination missed.**

Missed work and assessments with just cause (extended medical absences)

Step 1: When a student is absent 5-7 days or periods per subject

- Parents must present a medical note to administration
- Work can be provided when the curricular outcomes can be met

Step 2: When student is absent 12-14 days or periods per subject

- A re-entry plan will be put in place involving school, parents, student and possible district/external agencies
- The re-entry plan meeting will include a discussion about the overall health and balance with academics
- An additional/updated medical note may be required
- No additional work will be sent home until all outstanding work from previous absence is completed and/or re-entry plan has been developed

Step 3: When student is absent 20 plus days or periods per subject

- An additional/updated medical note may be required
- The re-entry plan must be revisited, and the following will need to be considered:
 - a) Reduction in schedule
 - b) Options for alternate placement and/or graduation pathways
 - c) Distance education (deadlines must be respected)
 - d) Higher value summative assessments (if capable of writing)
 - e) Summer School (exceptions with permission by administration)
 - f) Withdrawal from school due to medical reasons

****Unexcused absences may lead to consequences such as detentions, tracking, in-school suspension, and counseling. Chronic unexcused absence will result in school interventions (see Fredericton High School Attendance Guidelines, below).**

**** Students who arrive or leave during the school day are expected to sign in or out at the main office.**

Attendance – Fredericton High School Attendance Guidelines

It is equal responsibility of the school, parent and student to ensure that the student attend classes punctually and regularly. In conjunction with Synervoice (automated dialing system which alerts parents of absences), Fredericton High School has a three-step process to communicate attendance concerns to students and parents/guardians.

Step 1: When a student has been absent 5-7 days or periods per subject:

- After the subject teacher has contacted the homeroom teacher, the homeroom teacher will voice concern about attendance to the student, if available.
- The homeroom teacher will call/e-mail home (3 attempts) to voice concern about attendance.

Step 2: When a student has been absent 12-14 days or periods per subject:

- After the subject teacher has contacted the homeroom teacher, the homeroom teacher will voice concern about attendance to the student, if available.
- The homeroom teacher will refer the student to the office about attendance concerns.
- The Vice-Principal will meet with the student to discuss possible future suspension, reduction of schedule, or alternate placement based upon the subjects currently passing/failing. The Vice-Principal will call/e-mail home (3 attempts) to voice concern about attendance and possible implications. The student may be assigned consequences, such as detentions or tracking. The Vice-Principal will refer to guidance and communicate with all teachers any changes to student schedule.

Step 3: When a student has been absent 20 plus days or periods per subject:

- The homeroom teacher will notify the Vice-Principal that the student has 20 plus absences.
- The Vice-Principal will communicate with subject teachers to determine the number of courses the student is passing. Based on this information, the VP may:
 - a) implement a reduction in schedule,
 - b) refer the student to an alternate placement, or
 - c) suspend the student for the balance of the semester, with the right to appeal.

Closed Campus

For security reasons, FHS operates a closed campus. This means students remain in the building except during lunch hour. **Students are not permitted to exit the building during breaks.** Students who choose to leave the school and property during lunch hour are expected to be good citizens of FHS while off campus. **All school rules apply during the school day, whether students are on or off the property.**

Conveyance Privileges (Buses)

Students are to conduct themselves in an orderly manner while travelling on buses. Failure to do so may result in suspension of busing privileges. Refer to FHS website for school bus rules (Quick Links→ASD-W→Transportation).

Dress Code

Refer to FHS Website (Quick Links→Student Information).

Drug and Alcohol Policy

Involvement with drugs or alcohol is prohibited at school and school related activities, and will result in suspension. Items will be seized and given to the Police for possible criminal investigation and charges. If there is evidence of involvement with drugs and/or alcohol, the following will be applied:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) The student will be suspended out of school for 5 days.
- c) The Police will be contacted in accordance with the Criminal Code. The Police will assist all stakeholders in the application of this policy, as required.

Note: Evidence of involvement would include possession of drugs or alcohol and /or paraphernalia, aroma, inappropriate behavior.

Subsequent offences: In the event of a second or subsequent offence, length of suspension will be determined in consultation with the Director or Schools (this may result in suspension for the balance of the school year).

Trafficking and possession for the purpose of trafficking: Students found to be distributing drugs or alcohol at school or school functions will be suspended from school. Length of suspension will be determined in consultation with the Director of Schools, and may be up to a calendar year. The Police will investigate all criminal complaints: further action may result in accordance with the Criminal Code.

Note: Pupils who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of this policy and will be subject to the same consequences.

Examination Policy

All students must write final examinations. Examination dates for each school year are established well in advance. To avoid conflict, please check exam dates on the FHS website (Quick Links→Exams), or the front of this handbook. **Please note that students who do not write exams are ineligible for FHS academic prizes and awards.** If a student is unable to write an exam during the scheduled time, a request must be made directly to the Principal to reschedule. In exceptional circumstances, a final mark will be pro-rated according to the formula provided by the Department of Education & Early Child Development described on the FHS website. **Students who take vacations during the examination period will receive a zero grade on any examinations missed. Students who depart FHS prior to the scheduled exam dates will be expected to write final exams prior to departure (on all course content).**

Note also: The Friday prior to each examination period is the last day teachers will accept assignments for value (4:00pm).

Personal Electronic Devices (PED)

In many cases, the use of PED's has led to disruption of the learning environment, due to their use in class. Inappropriate use of these devices can also pose a safety risk, infringe on the privacy rights of individuals, contribute to bullying or harassment (via text messaging, photos, etc.), contribute to cheating, etc. FHS staff also recognizes that many of today's young people are in possession of these PED's, and are accustomed to using them

on a regular basis. With this in mind, our policy respects the students' ability to use them in a reasonable way without infringing on the rights of others or disrupting student learning.

Policy: Personal electronic devices may be used at the discretion of the classroom teacher to enhance curricular outcomes. Personal electronic devices may not be used outside of the classroom during instructional time unless permission is granted by the person of authority; FHS staff member.

Consequences: Students are to comply with the direction of the classroom teacher with regards to PED's. Failure to do so will result in consequences by the teacher. Major incidents of defiance, or a continued refusal to follow the instruction of the teacher, will result in a referral to the office.

Inappropriate non-instructional use of electronic devices is contrary to Policy 703-3 and subject to consequences. Examples of inappropriate use include (but are not limited to):

- unsolicited capture of images
- unsolicited video or audio recording
- posting above such items on the internet without permission

Students who infringe on the privacy and rights of others in this manner will be subject to the following consequences:

1st offence: Five day out of school suspension. Additionally, a student will be removed from the class of a teacher whose rights have been violated in this regard.

2nd offence: Ten day out of school suspension, subject to approval by the Director of Schools (and removal from the course with no opportunity to receive the credit)

3rd offence: A recommendation will be made to the Director of Schools for a suspension for the remainder of the school year.

Physical Aggression/Fighting

Students engaged in instigating or consenting to fighting will be subject to the following consequences:

1st offence: Five-day suspension from regular classes.

2nd offence: Ten day out of school suspension, subject to approval by the Director of Schools.

3rd offence: A recommendation will be made to the Director of Schools for a suspension for the remainder of the school year.

In situations involving physical aggression/fighting, the Police may apply By-Law No. S-9, which carries a fine of \$250.

Physical Assault

All students have the right to a safe learning environment. With this in mind, FHS has a strong stance on physical violence. In cases of physical assault, in accordance with *Policy 703-8: Student Discipline – Out of School Suspension* (ref. August 2013), school administration will recommend the following to the Director of Schools:

1st offence: Minimum ten day out of school suspension.

2nd offence: Suspension for the balance of the school year.

A "Violence Threat Risk Assessment" may be applied at any stage – see letter from Superintendent that follows.

Note: In cases of physical assault involving a weapon, consequences/length of suspension will be determined in consultation with the Director of Schools.

Plagiarism

Plagiarism is a serious academic offence and may result in loss of credits or zero grades. See FHS website (Quick Links→Student Information→Documents).

Possession of Dangerous Items

Students who have items in their possession which may be hazardous to the safety of others may be suspended from school and a referral will be made to the School Threat Assessment Team with further action taken by administration, and/or by police as required by law (see pg. 16).

Scent-Free Policy

Many students and staff have severe allergies to scented products. Individuals are NOT TO WEAR SCENTED PRODUCTS TO SCHOOL, nor are they to bring scented aerosol products to school. Students in violation of this policy may be sent home to take action to eliminate the scent.

Sexual Harassment

Sexual harassment is any unwelcome behavior, actions or words which are:

- sexual in nature.
- likely to offend or humiliate.
- related to a person's sexuality or body parts.
- known by the person to be inappropriate.
- repeated after the person in question has been told to stop.

Sexual harassment at FHS will not be tolerated. It will be treated as a serious matter and shall be dealt with promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned. A response to sexual harassment may be suspension, guidance referral, and/or referral to the Police. Charges may be laid pending investigation. Students concerned with sexual harassment should seek help from a member of the Sexual Assault Support Team, guidance, or administration.

Technology

All users of technology must follow the guidelines of the *FHS Acceptable Use Policy* (ref. September 1997) and the Department of Education & Early Child Development's Policy Statement 311 (ref. July 1996). These policies establish responsible, ethical, appropriate, and legal use of internet, e-mail, and computer services during and outside school hours.

Theft

Any student caught stealing from students, staff, or from the school will face out of school suspension, and may also be reported to the Police. Charges may be laid pending investigation.

Threatening Behavior

FHS students and staff have the right to a safe school environment. ASD-W has adopted a protocol, called "Violence Threat Risk Assessment", to protect and promote that right. Students who make significant threats to harm themselves or others will be involved in the threat assessment process, whereby trained personnel will determine the level of risk posed, as well as a course of action. Depending on the circumstances, the student may be suspended from school during and/or following the assessment. Each September, parents receive a letter from the Superintendent outlining the "VTRA" process (see pg. 16). This letter is also posted on the FHS website.

Tobacco Use/E-Cigarettes/Vapes

Provincial policy dictates that there is to be no tobacco use/cigarettes/vapes on school property. Smoking/vaping on property will result in assignment to the In-School Support Centre.

Smoking/vaping on property: 2 days ISSC

Smoking/vaping inside the school building: 3 days ISSC

Note: The policy will be equally applied for tobacco use and E-cigarettes/vapes. Second and subsequent violations of this policy will result in out of school suspension (2 days minimum). In addition, under city By-Law, students who use tobacco/e-cigarettes/vapes on school property may be issued a fine of \$172.50.

Vandalism

Students are financially liable for damage to school property. Those who intentionally damage school property may be suspended. Students must provide full financial restitution for damages.

Verbal Abuse/Harassment toward staff

Students who verbally abuse or harass staff members, including generating inappropriate and unfounded rumours, may be subject to the following consequences (as per ASD-W Guidelines & Procedures for Student Discipline):

1st offence: Five-day suspension from regular classes.

2nd offence: Recommendation to the Director of Schools that the student be suspended out of school for 10 days

3rd offence: Recommendation to the Director of Schools that the student be suspended out of school for the balance of the school year

STUDENT AWARDS

Fredericton High School recognizes and encourages excellence in the areas of academics, athletics/activities, citizenship, and service to community. Some awards are made monthly while others are reserved for the year end awards assembly or graduation. **In order to be eligible for FHS academic awards, students must be enrolled full time in grades 11 and 12, and write all final examinations in January and June (regardless of medical exemption).**

Application forms must be completed for the following awards:

Black Kat Scholars

Black F Honors Award

Small Black F Award

Athletic Yellow F's

***Application forms may be found on the FHS website (Quick Links→Awards)**

ACADEMIC AWARDS/STUDENT RECOGNITION**Black Kat Scholars**

All applicants must be students in good standing at Fredericton High School and have attended FHS for all four years. A minimum average of **85%** is required at **year end in each** of grades 9, 10 and 11, and at the **end of semester 1 and mid-semester 2 in grade 12** (with no mark below 70%) for the application to qualify. This standard is upheld literally. **Averages are not rounded up. Marks will be reviewed 4th quarter. Significant changes in marks/averages after submission of the application could result in disqualification.** In addition, only students who are enrolled in a full course load, and who participate in all final examinations are eligible. In addition to the academic component above, a student must be an active participant in some creative or aesthetic experience, and/or social activity. The student is expected to exemplify the "all round" student and to have made a major contribution to FHS by demonstrating significant achievement in more than one type of activity (beyond academics) such as drama, music, sports, etc. This may be achieved through any three of the following:

(Note that family members cannot be used as references to verify requirements for any of the criteria)

1. Volunteer community service (100 hr. minimum)
2. Athletic small Yellow F
3. Activity Small Black F
4. Provincial and/or National Award through High School competition or equivalent
5. Duke of Edinburgh Award (Silver)
6. Music Proficiency – Grade 8 Conservatory. Both practical and theory components must be completed.
7. Any other activity considered acceptable to the Black Kat Scholars Committee (Students must demonstrate a serious commitment and a high level of achievement within one activity, while attending high school). Examples of activities are Shad Valley, Cadets, Scouts, Girl Guides, etc.

Black F Honors Award

Awarded at graduation to students who have an average of 90% or more. The average is to be calculated using the marks of 6 compulsory courses plus the marks of the highest 10 elective courses at the grade 11/12 level. Students must be enrolled in a full course load and participate in all final examinations to qualify for this award. The 90% standard is upheld literally. **Averages are not rounded up.**

Small Black F

Awarded at graduation to students who have demonstrated a commitment to and actively participated in at least eight school-based, non-athletic clubs. Participation in the same club for 4 years would fulfill 4 of the 8 requirements.

Certificate of French Oral Proficiency

The certificate of Oral Proficiency is issued to grade 12 students, either in the Immersion or the Post Intensive French program, who participate in an oral interview conducted by the Department of Education & Early Childhood Development. This certificate indicates the student's individual level of proficiency.

Student of the Month

Awarded to a student who has contributed significantly to academics, school activities and/or community activities.

Student of the Year

Awarded to a graduate who has contributed significantly to the Fredericton High School community.

****A comprehensive list of community and national scholarships is available on the FHS website (Quick Links→Guidance→ASD-W Scholarship Information).**

ATHLETIC AWARDS**Large Athletic Yellow F**

Awarded when a student has been a member of 8 teams over four years of high school. The student must play on FHS teams recognized by the N.B.I.A.A.

Small Athletic Yellow F

Awarded when a student has been a member of an FHS team for 3 years, or a combination of 5 different FHS teams (recognized by the N.B.I.A.A.).

Male & Female Athlete of the Year

Awarded to seniors who are recognized as the top athletes at FHS and amongst the finest in New Brunswick.

Coastal Graphics Athlete of the Month

Awarded to athletes who have contributed significantly to their respective teams. Athletes are nominated by their coaches.

Athletic Distinction

Awarded to outstanding senior athletes who have distinguished themselves provincially in an NBIAA sport.

STUDENT LIFE**Student Representative Council**

The mission of the Fredericton High School Student Council is to build responsible leaders within our school community and promote the values that represent good character in all students.

We will accomplish our mission through:

- Leading by example in our classrooms and community by being respectful, responsible, and safe.
- Helping others in our community.
- Serving as a source of communication between the students and faculty of the school.
- Coordinating and encouraging all student activities within the scope of Fredericton High School.

The Fredericton High School Student Council provides the main forum for discussing student concerns and ideas. We are dedicated to developing leadership skills and enhancing co-curricular life. In addition, students are given the opportunity to interact with faculty, staff and administrators. The FHS Student Council is responsible for representing and serving the needs of the student body.

Student Government Executive for 2020-21

President – Amanda Zhang

Vice-President – Ava Morgan

Secretary – Charlee Versloot

Communications Officers– Drashtant Varma, Anisha Anupindi & Atisha Mani

Treasurer – Cynthia Cui

School Spirit Officers – Julia Turner, Caitlyn Blair & Logan Gillis

Art Representatives – Sumou Shawesh & Hanna Hatchard

Grade 10 Rep – Emma Boles & Thomas Morgan

Grade 11 Rep – Jeremy Pei & Jagger Rideout

Intramurals

The Physical Education staff organizes structured noon hour intramurals with assistance from the Health and Physical Education classes. The objectives of the program are participation, sportsmanship, and friendly competition. The weight room is open every Tuesday and Thursday. Intramurals and equipment sign-out are offered Monday, Wednesday, and Friday. Students participating in intramurals are asked to change into proper attire.

Sports:

Badminton	Football	Soccer	Track & Field
Baseball	Golf	Softball	Volleyball
Basketball	Hockey	Sports Club	Wrestling
Cross Country	Rugby	Swimming	

Clubs and Activities:

Animation	French Oratorical	Positive Action Committee
Anime & Manga	Gamer's Club	Prom Committee
Art Club	Gay Straight Alliance	Quit 4 Life
Best Buddies	Geography Club	Reach for the Top
Black Kat Ambassadors	Glee Choir	Red Cross Response Team
Book Club	Grad Class Committee	Safe Grad
Bookstore	Graduates Without Borders	Sewing Club
Chess Club	Hip Hop Club	Shad Valley
Coding Club	Improv Club	Spoken Word Poetry Club
Concert Band	Interact Club	String Orchestra
Crystal Growing	Jazz Band	Swing Dance Club
Debate Club	Junior Achievement	Student Government
Drama	Kats' Kitchen	Table Tennis
Duke of Edinburgh	Knitting Club	TADD (Teens Against Drunk Driving)
Ecology Club	Magic the Gathering	TATU (Teens Against Tobacco Use)
English Enrichment	Mandarin Club	Technical Crew
Environmental Club	Math Club	Transition Team
FHS Cancer Society	Model United Nations	White Ribbon Club
Feminist Club	Multicultural Club	Wildlife Conservation Club
Free the Children	Musical Production	Yearbook
French for the Future	Oratorical	Youth for Christ

PowerSchool Public Portal

The PowerSchool Public Portal is an online tool that enables parents/guardians and students to become informed and involved partners in education.

The Public Portal gives parents/guardians the very latest student information, such as:

- Attendance
- Student schedules
- Assignments
- School bulletins
- Assignment criteria
- Grades & assessments
- Teacher comments

Please note: Parents/guardians and students agree and understand that the PowerSchool Public Portal is offered on a best effort basis. The District cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system.

Single Sign-on Setup:

Currently we are registering parents/guardians of students in grades 9-12. PowerSchool's Public Portal uses a single sign-on process for parents/guardians, which means they have their own individual account, including a personal username and password. Parents/guardians need to register at the main office (showing proof of identification). They will then be provided with a letter (one letter for each child) that contains the following information:

- An internet address to access the Public Portal
- Step-by-step directions of how to create a parent account
- How to link children to the account using the Student Access ID & Password
- How to add a student to an existing parent/guardian account

Please feel free to contact heather.stewart@nbed.nb.ca with any questions.



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

September 2020

Dear Parents/Guardians:

Anglophone West School District 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 intensive threat assessment training of School Administrators, Education Support Services, Teachers and District Staff. Further to this, partners from policing, Social Development and Mental Health are also trained in this multidisciplinary approach.

The protocol requires trained school staff, as a team, to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the VTRA 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 own child, please be assured that our protocol is being followed and that the goal is safety.

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 parents/guardians 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 parents, 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 children and staff.

Sincerely,

David McTimoney
Superintendent