



School Motto

Dreams are the Seedlings of Reality

Semer la réalité par le rêve

Kuhutuwok mehkwtahutomin jiw minkasik eh tuhkiyan Somnia

Sunt Curculi Veritatas

2020-2021

Leo Hayes High School
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<http://leohayeshigh.nbed.nb.ca>

Leo Hayes High School Administration

Mr. Jeff Holder..... Principal
Ms. Natalie Capson-Daniels..... Vice-Principal
Mr. Shaun Davis.....Vice-Principal
Ms. Nancy Stairs.....Vice-Principal
Ms. Mary Waddell.....Vice-Principal
Mr. Dan Wilton.....Vice-Principal

Leo Hayes Guidance

Mrs. Tracy Gatto (SPR) - S to Z
Mrs. Bonita Hunt - First Nation Students
Mrs. Shelley Hanson - A to E
Ms. Jane Stinson - F to L
Mrs. Lisa Vienneau – M to R

Leo Hayes Resource

Brenda Graves (SPR)
Ms. Debra Caterini – Sq to Z
Ms. Tacey Dale - Du to He
Mrs. Tiresa Lancaster – A to Bri
Mrs. Lorie Holland - Hi to L
Mrs. Tanya McBride – Bro to Di
Mr. Erik Mooers - M to O
Ms. Bev Rankin - P to Sp

Leo Hayes High School Departments

Mr. Kurt Allen - Athletic Director/HPE
Mrs. Michelle Wuest – English
Ms. Tracy Gatto – ESS Guidance
Mrs. Brenda Graves – ESS Resource
Mrs. Mariecke Leavitt – Fine Arts/Music
Mr. Fred Connors – Leo Hayes Learning Center
Mrs. Cindy Grasse – Mathematics
Mrs. Lisa Holyoke – Walsh Science
Mrs. Stephanie Henry – Second Languages and Diversity
Mr. Jonathan Wilson – Social Studies
Mr. Shane Hoyt – Technology and Skilled Trades

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.schoolcashonline.com/>

Student Fee

The SRC coordinates and promotes student activities at LHHS. A yearly fee of \$40.00 (Maximum of \$65.00 per family) to promote school activities is charged to each student. This fee covers such costs as, but is not limited to:

- A student identification card
- Access to a lock and locker
- School social activities for which students are not charged directly
- Support of extracurricular activities, clubs and groups and student council projects that may extend beyond the current school year

You may register for Cashless Schools at: <https://anglophonewest.schoolcashonline.com/>. We strongly encourage all families to use online payments for this fee.

Routine/ Setting					
E X P E C T A T I O N S		Hallways	Classroom	Social Media	All Settings
	R Responsible	<p>Move efficiently and effectively</p> <p>Keep your hands and feet to self</p> <p>Have a hall pass during class time</p>	<p>Attend and be on time</p> <p>Be on task and engaged</p> <p>Be prepared to pass in assignments as due</p> <p>Use personal technology when needed</p>	<p>Pause before you post</p> <p>Be kind and sensitive to others</p> <p>Create a positive digital footprint</p>	<p>Choose positive actions and behaviours</p> <p>Be accountable for your behavior</p> <p>Report safety concerns</p> <p>Clean up after yourself and show care for your environment</p>
	O Organized	<p>Keep to the right</p> <p>Minimize locker time</p>	<p>Be on time</p> <p>Be prepared with organized materials</p> <p>Be ready and attentive to learn at the start of class</p>	<p>Be mindful of who you are interacting and sharing with on-line</p> <p>Manage the time you use on-line effectively</p>	<p>Be prepared</p> <p>Be where you are expected to be</p>
	A Aware	<p>Keep your head up and look around</p> <p>Respect personal space</p> <p>Be alert</p>	<p>Recognize opportunities for choices in learning</p> <p>Be thoughtful of the learning environment and all learners</p>	<p>Be mindful of your purpose and audience</p> <p>You have a digital footprint that stays with you forever</p>	<p>Be alert</p> <p>Take pride in your school and be welcoming to everyone</p> <p>Respect personal space</p> <p>Be mindful of how you impact others</p>
	R Respectful	<p>Use courtesy in allowing others to cross halls or merge in to flow</p> <p>Use appropriate language and volume</p> <p>Reply to everyone with a respectful tone</p>	<p>Listen to others</p> <p>Support the work of the teacher and other students</p> <p>Appreciate diversity and accept differences</p>	<p>Use language and comments that are polite, sensitive and considerate</p> <p>Understand that everything is not for sharing</p>	<p>Use a calm voice and appropriate language</p> <p>Be polite and kind</p>

Code of Student Conduct

At Leo Hayes 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 behaviours. In return, students can expect to be treated with fairness, respect and consistency. High standards of performance and behaviour are the tradition at Leo Hayes and 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 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.

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 they progress through their 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.

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.

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

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 where just cause exists (i.e.: documented illness, emergency, religious holiday, circumstance of a compassionate nature). Sections 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 religious denomination of the child or the parent of the child.
- d) In circumstance considered exceptional by the minister, is exempted from attendance in writing by the Minister."

Student Responsibilities When Absent

1. Students must submit an excuse (written by parent/ guardian) to the subject teacher 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.
2. Students must ensure they catch up on work missed to the best of their ability
3. Students must arrange to write any tests missed while absent.

Missed Work and Missed Tests Due to Absence

1. Teachers will provide assistance when students have been absent for JUST CAUSE (reasons cited in Education Act). For short term absences, students shall catch up when they return to school. For extended absences, teachers will provide work when requested.
2. **When students are absent from school with parental permission, but the absence is not for just cause 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).

Closed Campus

For security reasons, Leo Hayes operates a closed campus. This means students remain in the building except during lunch hour. Students are permitted to leave the school and property during noon hour. While off campus, students are asked to be good citizens of Leo Hayes. **All school rules apply during the school day, whether students are on or off property.**

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 \$5 for lost or broken locks.**

Personal Items

All personal items are to be stored in your assigned locker including, but not limited to: bookbags, coats and school supplies. Personal items are **NOT** to be left unattended in **ANY** area of the school. During instructional time bookbags are to remain in the locker. The only exception is for those students that have physical education and only during the time period they have Phys. Ed. Scheduled. (I.e. either periods 1 to 3 or periods 4 to 5)

Loitering

Students are asked to not gather around the front entrance, fire exits and in the hallways of Leo Hayes for safety reasons (inside or outside the front doors) during the school day.

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 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.

Behaviour / Consequence guidelines

Offence	Possible Consequences
Class Disruption	Detention In school suspension Out of school support
Defiance of School Policy	Detention In school support Out of school suspension
Abusive Language	<p>The use of abusive language will not be tolerated in our school system. Staff members have the right to work in an environment that is respectful and harassment-free.</p> <ul style="list-style-type: none">• 1st offence: 3 – 5 days (out of school suspension)• 2nd offence: 5 – 10 days out, subject to the approval of the Director of Schools.• 3rd offence: recommendation to Director of Schools for suspension for semester.
Refusal to identify	3 days out of school suspension.
Harassment	<p>Harassment is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Pupils 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.</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. The Guidance Counsellor will inform parents/guardians of both parties of the concerns.d. The pupil will be informed of the next consequence.<ul style="list-style-type: none">• 1st offence: Counselling and intervention• 2nd offence: 1 – 5 day in-school or out-of-school suspension• 3rd offence: Minimum of a 5-day out of school suspension• 4th offence: Recommendation to the Director of Schools that the pupil be suspended for the remainder of the semester
In School Support	Failure to complete assigned work or attend ISS will result in: Contact Home (long term placements) Referral to Administration 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.

This behavior 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 taking place in the school or outside of school grounds.

All staff will be expected to intervene whenever incidents of discrimination are witnessed or reported. The names of all parties involved will be brought to the attention of the Administration of the school and the guidance counselor.

- a) The incident will be investigated by the Administration
 - b) Both parties are offered counseling.
 - c) The Administration will inform parents/guardians of both parties of the concerns.
 - d) The pupil will be informed of the next consequence.
- 1st offence: 1 – 5 day in-school support or out of school suspension depending on the age of the student and the nature and knowledge of the intent
 - 2nd offence: 3-10 day out-of-school suspension depending on the age of the student and the nature and knowledge of the intent. Suspensions of more than 5 days need the approval of the Director of Schools
 - 3rd offence: Minimum 5 day out-of-school suspension at the recommendation to 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.
 - 4th offence: Dependent on the age of the student and the nature of the intent, a recommendation to the Director of Schools for an out-of-school suspension for the remainder of the school year.

Fighting

- * 1st offence 5 days out of school suspension
- 2nd offence 10 days out of school suspension
- 3rd offense recommendation to Director of Schools for the suspension for remainder of the semester.
- Police may apply Bi-law no 5.9, which carries a \$250 fine.

Physical Violence

Subject to the approval of the Director of Schools, if the physical violence is severe, the consequence may be an out-of-school suspension for a minimum of a half-year or a semester. The following factors will be taken into account in determining the severity of the violent act: nature of the assault, use of weapons, intent to injure, nature and severity of any injury. In all other cases, the following consequences will apply:

- 1st offence: 3 – 5 days (in-school support **or** out-of-school suspension)
- 2nd offence: 5 – 10 days out of school suspension.
- 3rd offence: Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or a semester. **Where it is warranted, the police will be notified.**

Substance Use and Abuse (Alcohol, Drugs, Etc.)

Possession

- 1st offence: 5 day (out-of-school suspension)
- 2nd offence: Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or a semester.
- In all cases, the police will be notified.

Under the influence

- 1st offence: 5 days out of school suspension
- 2nd offence: Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or a semester
- Where it is warranted, the police will be notified.

Trafficking and Possession for the Purpose of Trafficking

- Recommendation to the Director of Schools that the pupil be suspended for one calendar year
- The police will be notified.

Tobacco / E-Cigarette use

Provincial policy dictates that there is no tobacco/vaping use on school property.

- 1st offence 2 days in school support
- 2nd offense 2 days out of school suspension
- Tobacco use inside the building results in 2 days out of school suspension.
- 2nd offense 5 days out of school suspension.

Theft

A student caught stealing will be suspended for 3-5 days out of school. The theft is reported to the school resource officer where charges may be laid.

Truancy

Students make up two days detention or in school support for each class missed.
Excess truancy can result in reduction of class schedule, referral to alternative education, removal for the semester.

Vandalism

Out of school suspension
Make restitution for damages.

Personal Electronic Devices (PED)

The Leo Hayes staff recognizes that many of our students are in possession of PED's and are accustomed to using them on a regular basis. Inappropriate non-instructional use of electronic devices is contrary to Policy 703-3 and subject to consequences. The inappropriate use of PED's is not only disruptive to the learning environment, but PED's have also been the medium through which infringements of privacy, bullying, threats to personal safety, and harassment have developed (via text messaging, photos, etc.)

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 in the classroom during instructional time unless permission is granted by the classroom teacher. Personal electronic devices may not be used to capture unsolicited images or audio/video recordings of Leo Hayes staff or students.

Consequences:

Students are to comply with the direction of the classroom teacher with regards to PED's. Initial failures to comply will result in consequences by the teacher. These consequences are:

- 1) Home contact
- 2) Noon hour detention

Further incidents of failure to comply will result in a referral to Administration for consequences. These consequences could entail:

- 1) Home contact, review of policy, and Administrative detentions
- 2) In School Support

Major incidents of defiance will result in direct administrative consequences. Major incidents will involve:

- The unsolicited capture of images
 - The unsolicited video or audio recording
 - The posting above such items on the internet without permission
- These consequences could entail:

1) Out of School Suspension

- a. Students who infringe on the privacy and rights of others in this manner will be subject to the following consequences:
- b. 1st offence: Five day out of school suspension. Additionally, a student may be removed from the class of a teacher whose rights have been violated in this regard.
- c. 2nd offence: Ten day out of school suspension, subject to approval by the Director of Schools (and removal from class as above)
- d. 3rd offence: A recommendation will be made to the Director of Schools for a suspension for the remainder of the school year.

Student Threat Assessment

ASD-W is committed to creating and maintaining an environment in schools where students, parents and others feel safe. A policy and protocol for responding to student threats in a multidisciplinary manner has been established, as part of a comprehensive school safety program.

The new policy and protocol requires trained school staff to complete a "threat assessment" in all cases of students making significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community. Students may be suspended out of school during the threat investigation to ensure safety for all involved.

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 friends, family, 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

Graduates fee is \$120.00 that will be designated specifically to the graduation ceremony and related events.

We encourage all families to use online payment to pay this fee. You may register for Cashless Schools at: <https://anglophonewest.schoolcashionline.com/> .

Rotational schedule school year 2020-2021

School starts: 9:15AM (warning bell) 9:20AM (School starts) School Ends: 3:55PM Lunch will be 45 minutes each day: 1:00PM-1:45PM School Drop Off: 8:15AM will be the earliest drop off time available.

Students will come to school on a rotational day cycle. This means that students will come to school one day for in class learning and then participate in home learning on the next day.

Day 1 only students with last names starting with A-L will attend school.

Day 2, only students with last names M-Z will attend school.

A calendar will be published to support families to know the days. For reference Monday, September 14 will be Rotation Day 1. LHHS Rotational Schedule

Rotational Day One

Rotational Day Two

Student Legal Last Name

Student Legal Last Name

A-L

M-Z

Bell Schedule

8:45 – 9:15	Dept/PLC/ESS Time
9:15	Warning Bell & Transition
9:20 – 9:30	Homeroom
9:30 – 9:40	Transition
9:40 – 10:40	Period 1
10:40 – 10:50	Nutrition Break
10:50 – 11:50	Period 2
11:50 – 12:00	Transition
12:00 – 1:00	Period 3
1:00 – 1:45	LUNCH
1:40	Warning Bell & Transition
1:45 – 2:45	Period 4
2:45 – 2:55	Transition
2:55 – 3:55	Period 5
3:55	Dismiss to Load Buses

* Skilled Trades Bus to FHS leaves LH at 1:25, Skilled Trades Bus to LH leaves FHS at 4:00.

LHHS SCHOOL CALENDAR 2020-2021

September 7, 2020.....	Labour Day (no classes)
September 8, 2020.....	Grade 9 Orientation with last names A-L
September 9, 2020.....	Grade 9 Orientation with last names M-Z
September 10, 2020.....	Grade 10-12 with last names A-L
September 11, 2020.....	Grade 10-12 with last name M-Z
September 14, 2020.....	All students attend with last names A-L
September 15, 2020.....	All Students attend with last names M-Z
October 12, 2020.....	Thanksgiving (no classes)
November 11, 2020.....	Remembrance Day (no classes)
November 12, 2020.....	Report Cards Issued
November 20, 2020.....	Parent Teacher/PL (no classes)
December 4, 2020.....	PL Full day (no classes)
December 18, 2020.....	Last day of classes
January 4, 2021.....	First day of classes
January 25-29, 2021.....	Semester 1 Exam Week
February 1, 2021.....	Turnaround Day (no classes)
February 2, 2021.....	Turnaround Day (no classes)
February 3, 2021.....	Semester 2 begins
February 15, 2021.....	Family Day (no classes)
March 1-5, 2021.....	March break (no classes)
March 19, 2021.....	PL Full Day (no classes)
April 2, 2021.....	Good Friday (no classes)
April 5, 2021.....	Easter (no classes)
April 12, 2021.....	Report Cards Issued
April 14, 2021.....	Parent Teacher/PL (no classes)
May 7, 2021.....	NBTA Council Day (no classes)
May 17, 2021.....	NBTA Branch Meeting (no classes)
May 24, 2021.....	Victoria Day (no classes)
June 14-18, 2021.....	Semester 2 Exam Week
June 21-25, 2021.....	Learning Outcomes Recovery Week (no classes)
June 25, 2021.....	Last day for Students

Leo Hayes High School Safe Spaces

Lunch Hour Lion's Dens

Leo Hayes High School values and promotes a safe and positive learning environment across all settings on campus and at all times of day. Students are able to 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.

Gender-Neutral 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 AWing West, across from the Guidance Department. The second is located in the downstairs of D-Wing.