



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.

Dreams are the Seedlings of Reality.


Semer la réalité par le rêve.

Kuhutuwok mehkwithahutomin jiw minkasik eh tuhkiyan Somnia Sunt Curculi Veritatas.

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<p>Food security is an issue that impacts many students at Leo Hayes High School.</p> <p>Feed the Lions was created in 2013 to address student hunger by starting a breakfast and lunch program for anyone who may need it.</p> <p>A backpack/grocery delivery program is also now operational at LHHS, where students are able to take non-perishable food items home.</p>	<p>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.</p> <div style="text-align: center;">  </div>
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School Calendar 2021 – 2022

Semester 1: August 2021 – January 2022

AUGUST						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
SUN	MON	TUES	WED	THURS	FRI	SAT
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

- 30 – Full Administration Day – School
- 31 – Based NBTA Council Day – School Based

September

- 1 – NBTA Council Day – School Based
- 2 – Professional Learning Day K-12
- 3 – Full Administration Day – School Based
- 6 – Labour Day
- 7 – First Day of Classes

October

- 11 – Thanksgiving Day

November

- 11 – Remembrance Day
- 12 – Report Cards Issued 9-12
- 19 – Full Day – Parent/Teacher Interviews (½ day); School Based PL (½ day) (ONLY FOR GRADES 9-12)

December

- 3 – Professional Learning Day 9-12 – School Based
- 23 – Last Day of Classes (Full Day)
- 24-31 – Holidays

January

- 3-6 – Holidays
- 7 – K-12 Full Day School Improvement Planning
- 10 – First Day for Students
- 24-28 – Assessment/Demonstration of Learning Week
- 31 – Turnaround Day – High School Only

School Calendar 2021 – 2022

Semester 2: February 2022 – June 2022

FEBRUARY						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
SUN	MON	TUES	WED	THURS	FRI	SAT
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February

- 1 – Turnaround Day – High School Only (No School for High School Students)
- 2 – Semester 2 Begins - High School Only
- 21 – Family Day

March

- 7-11 – March Break

April

- 11 – Report Cards Issued K-12
- 14 – K-12 Full Day – Parent/Teacher Interviews (½ day), (PL ½ day)
- 15 – Good Friday
- 18 – Easter Monday

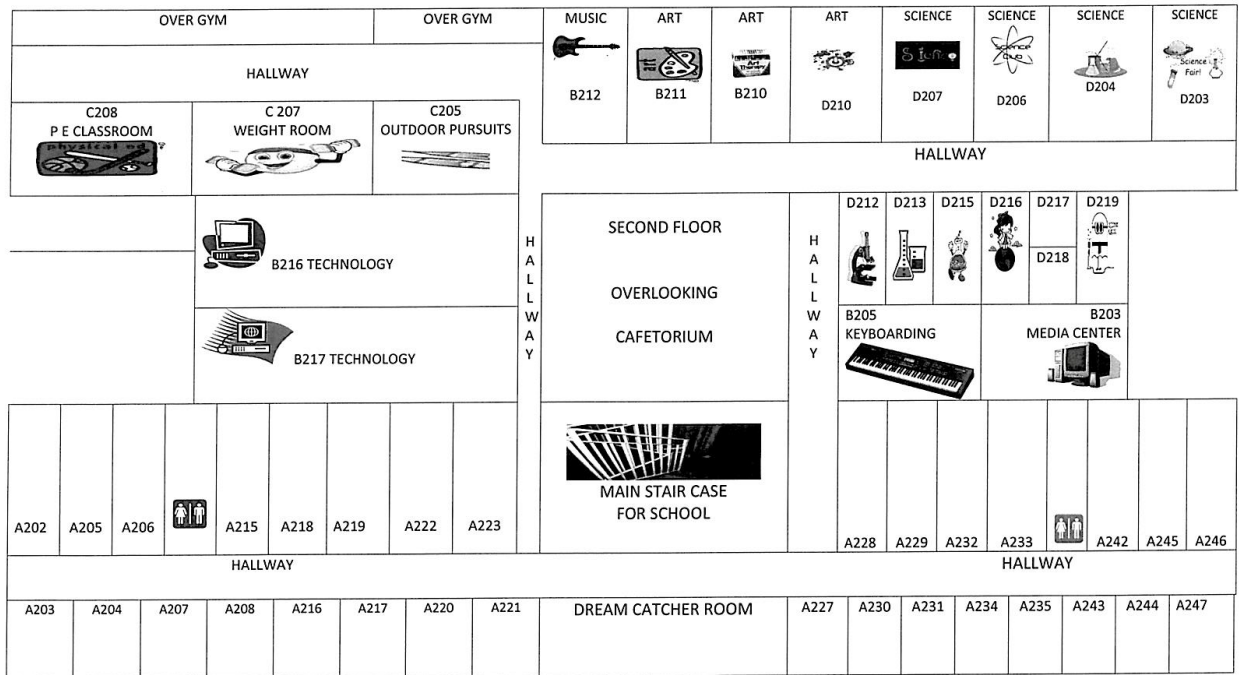
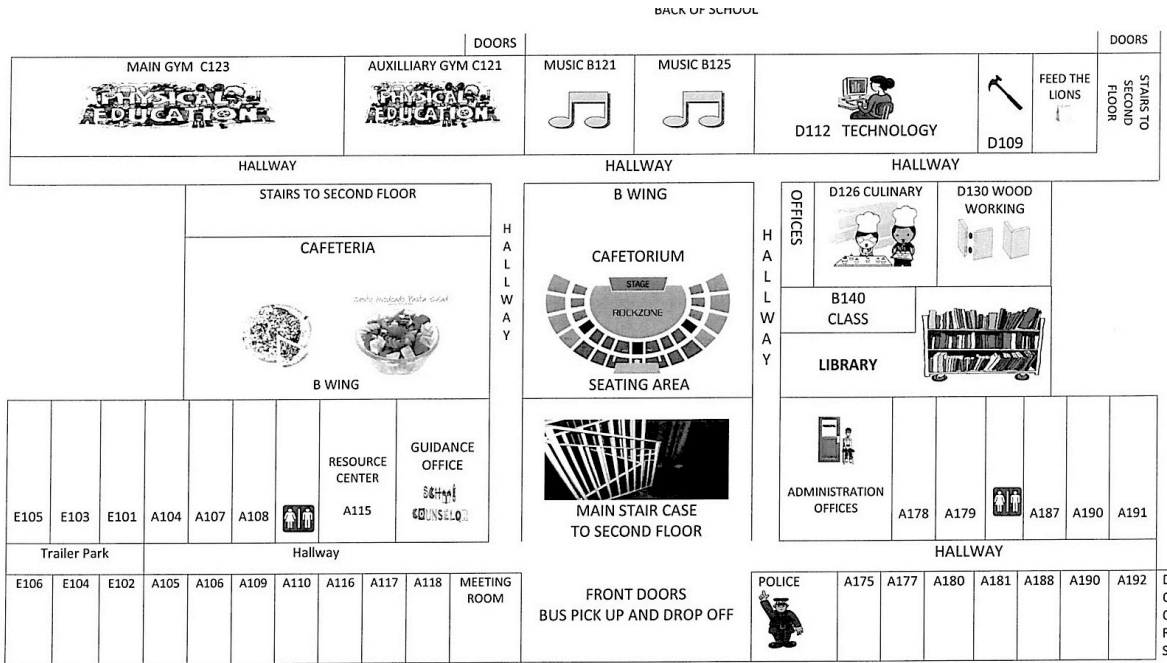
May

- 6 – NBTA Council Day – Provincial
- 16 – NBTA Branch Meeting Day (ALL ASD-W schools)
- 23 – Victoria Day

June

- 13-17 – Assessment/Demonstration of Learning Week – High School Only
- 13-24 – Learning Outcomes Course Recovery Week High School Only
- 24 – Last Day for Students – Final Report Card Day (K-12)
- 27 – Full Administration Day – School Based
- 28 – Full Administration Day – School Based / Last Day for Teachers

Leo Hayes High School Map



Chronology

1968	Provincial Land Purchase is made from the Hayes family.
1998	Ground is broken and construction begins. D. P. A. C. accepts submissions for a school name – Leo Hayes High School is chosen.
1999	Mrs. Pam Campbell is named the first principal of Leo Hayes High School. Leo Hayes High School opens its doors for the first time to grade nine and ten students.
2000	Mr. Reg Bonnell is named principal of Leo Hayes High School. In celebration of the new millennium, a time capsule is installed in the school's cafeteria. It is to be opened in June 2100.
2002	The first graduating class of Leo Hayes High School receives their diplomas at the Aitken Centre.
2003	The first graduating class to complete all four years, grades nine through twelve, at Leo Hayes receive their diplomas.
2005	Mr. Kevin Pottle is named the principal of Leo Hayes High School.
2009	Leo Hayes High School celebrate 10 th anniversary.
2012	Mr. Brad Sturgeon is named principal of Leo Hayes High School.
2020	World pandemic. On March 13 th , schools closed, and online learning begins. Mr. Jeff Holder is named principal of Leo Hayes High School.

Leo Hayes High School Administration		Letter Group (by student's last name)
Principal	Mr. Jeff Holder	
Vice-Principal	Ms. Natalie Capson-Daniels	A-Co
Vice-Principal	Ms. Nancy Stairs	Cr-G
Vice-Principal	Mr. Dan Wilton	Hi-McG
Vice-Principal	Ms. Mary Waddell	McH-R
Vice-Principal	Mr. Shaun Davis	S-Z

Leo Hayes Guidance		Letter Group (by student's last name)
Ms. Juliana Paul		First Nation Students
Mr. Mike Sorenson		A to D
Ms. Jane Stinson		E to L
Ms. Jenna O'Keefe		M to R
Mrs. Tracy Gatto		S to Z (SPR)

Leo Hayes Resource		Letter Group (by student's last name)
Mrs. Lorie Holland		SPR
Mrs. Tiresa Lancaster		Letter Groups TBA
Mrs. Tanya McBride		
Mrs. Brenda Graves		
Mr. Erik Mooers		
Ms. Bev Rankin		
Ms. Debra Caterini		

Leo Hayes High School Departments	
Dominic Leach	Alternative Education and Interventions
Mariecke Leavitt	Applied Arts and Business
Shane Hoyt	Applied Interests, Skills and Technology
Kurt Allen	Athletics and School Wellness
Tracy Gatto	Guidance
Jonathan Wilson	Humanities, School Planning and Professional Learning
Lorie Holland	Inclusive Education
Rose LeBlanc	Languages, Student Culture and Engagement
Michelle Wuest	Literacy, School Planning and Professional Learning
Cindy Grasse	Numeracy
Lisa Holyoke-Walsh	Science

Principal's Message

On behalf of the faculty and staff of Leo Hayes High School, I am pleased to welcome you to Leo Hayes High School. Leo Hayes High School serves students in grades 9-12 and has a student population of approximately 1500 students. Our school has an impressive history of excellence in academics as well as extracurricular activities given it is quite young, opening in 1999.

I am excited to be Principal of Leo Hayes High School. Leo Hayes High School is one of the best schools in this province with an excellent, professional staff dedicated to providing the best education possible each and every day. Our school has a bold vision to become a Centre of Excellence in Teaching and Learning in our province and our entire staff will be working on that pursuit over the school year and years ahead.

My message to each student this year is:

- **Get involved in school activities:** Join a club or try out for a sports team.
- **Resilience:** When facing challenges and experiencing a setback, acknowledge it, but remember that you should move forward, and that each day is a new day and a new opportunity.
- **Interdependence:** If you need help or assistance, reach out to your family members, teachers, counselors, friends, or the administration team. High school does not mean that you do everything on your own. There is always a support network to help you.
- **Take care of yourself and others:** Take care of yourself every day by making healthy life choices. Remember you always have the choice to do what is right and that the time to do what is right is always right now.

Leo Hayes High School sincerely appreciates the sustained support provided by our parents, our PSSC, our local community members, and local businesses and organizations. We pledge to continue to work hard to make our academic and extracurricular programs even stronger to ensure our students are successful and prepared for the future. They deserve no less.

Welcome to Leo Hayes High School! I wish everyone a great school year.

Jeff Holder
Principal

Bell Schedule

Daily Bell Schedule

PLC Time
8:10 AM to 8:40 AM

Warning Bell
8:40 AM

Homeroom
8:45 AM to 8:55 AM

Transition
8:55 AM to 9:00 AM

Period 1
9:00 AM to 10:00 AM

Nutrition Break
10:00 AM to 10:10 AM

Period 2
10:10 AM to 11:10 AM

Transition
11:10 AM to 11:15 AM

Period 3
11:15 AM to 12:15 PM

Lunch
12:15 PM to 1:45 PM

Warning Bell
1:15 PM

Period 4
1:20 PM to 2:20 PM

Break
2:20 PM to 2:30 PM

Period 5
2:30 PM to 3:30 PM

*Extended Homeroom Bell Schedule

Extended Homeroom
8:45 AM to 9:25 AM

Transition
9:25 AM to 9:30 AM

Period 1
9:30 AM to 10:20 AM

Nutrition Break
10:20 to 10:30 AM

Period 2
10:30 AM to 11:20 AM

Transition
11:20 AM to 11:25 AM

Period 3
11:25 AM 12:15 AM

Lunch
12:15 PM to 1:15 PM


Warning Bell
1:15 PM

Period 4
1:20 PM to 2:20 PM

Break
2:20 PM to 2:30 PM

Period 5
2:30 PM to 3:30 PM

Routine/Setting

		Hallways	Classroom	Social Media	All Settings
Expectations	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 behaviour.</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 online.</p> <p>Manage the time you use online 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.

Severe Behaviour Infractions

The Positive Learning Environment Policy (Policy 703) states: "A pupil whose conduct poses an immediate threat to the safety of others will be removed from the situation at once and will be permitted to return when safety can be reasonably assured."

School suspensions are issued in accordance with the Education Act and Anglophone West District guidelines and could result in a long-term suspension for the first offense. Students should expect out of school suspensions for behaviour that does not promote a positive learning environment.

Drugs, Alcohol, Weapons, and other Contraband

The Positive Learning Environment Policy states: "Infractions in this area are viewed as extreme and unacceptable in the public school system". They may result in immediate suspension without the normal sequence of interventions. In any case, the local law enforcement agency can be called in to assist in an investigation with criminal charges and a long-term suspension from school is a possible result. Knives of any kind are considered a weapon.

Fighting and/or Assault

Fighting or encouraging anyone else to fight is a serious offense and the consequences can be just as serious. For the sake of injury to yourself and others, we strongly encourage students to seek out sources of prior mediation. However:

- Please note that severe first offenses expedite this process as a condition of the Positive Learning Environment Policy and could result in an immediate 5 day out of school suspension.
- Suspensions beyond 5 days or an accumulation beyond 5 days are appealable.
- A City of Fredericton By-Law S-9.1 subsection 2.07 (A Bi-Law relating to fighting in public places) carries a fine of \$250.00 for offenders.

Harassment (Verbal, physical, racial and/or sexual)

Harassment of any kind is considered a serious offense. Due to the sensitive nature of the problem, each situation will be treated on an individual basis. Severe incidents may be referred to outside law enforcement agencies for advice, consultation and possible legal recourse.

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 protocols require 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.

Please see the ASD-W Fair Notice letter in the back cover of this handbook.

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.

Students must provide appropriate excuses for each absence to each of their teachers within 2 days of the absence. A parent/guardian may call the main office at 457-6898 and leave a message at any time, 24 hours a day. Excessive absenteeism will be dealt with as disciplinary matters.

Students are responsible for attending all classes, obtaining any missed work and supplying an excuse to the homeroom teacher within two days of their return.

- Parents are responsible for their youth's attendance and for encouraging students to come to school and providing excuses for all absences within two days of the student's return. The excuse must include: the current date, the date of absences, a valid reason for the absence from school and the parent/guardian signature. A phone call or email with all of the same information included will also be accepted.
- All students must sign out with a written excuse from their parent/guardian or they may be signed out at the office by the parent/guardian.
- All students must sign in at office with a note from their parent/guardian if arriving after first period or they may be signed in by their parent/guardian at the main office.
- Subject teachers are responsible for inputting attendance records on the computer each class.
- Administration will contact home regarding unexcused absences.
- Academic consequences of an unexcused absence will be: teachers will determine and explain their process for assessments/work missed during an unexcused absence. Students must produce verification from the home of the excused absence as required by their subject teacher.
- The auto dialer system for tracking and reporting daily attendance to parent(s)/guardian(s) will be in use for the school year.

When a student is absent from any class without a valid excuse and has not provided proper notification within 2 days to their teachers, they are considered truant. Ensuring the security of that student becomes extremely difficult if his/her whereabouts are unknown. 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. Leo Hayes High School has implemented a Truancy Clause intended to make students accountable for missing classes.

Leo Hayes High School Tardy Policy

The Leo Hayes High School staff believe that there is a direct relationship between good attendance and high achievement. Students who attend school regularly and on-time achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their personal and occupational achievement.

We see it as the responsibility of each parent/guardian, teacher, administrator, and staff member to promote and stress the value of good attendance. It is also the responsibility of the staff to carry out all attendance policies in a fair, firm, consistent, and timely manner.

Definition of Being Tardy: A student who is not in their scheduled classroom when the bell rings.

Does it make a difference when my child doesn't go to school?

1 or 2 days a week doesn't seem like much but...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 school years
1 day per week	40 days per year	8 weeks per year	Over 2.5 school years
2 days per week	80 days per year	16 weeks per year	Over 5 school years
3 days per week	120 days per year	24 weeks per year	Nearly 8 school years

How about 10 minutes late per day? Surely that won't affect my child...

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	nearly 1.5 weeks per year	nearly 0.5 of a school year
20 minutes per day	over 1.5 hours per week	over 2.5 weeks per year	nearly 1 school year
30 minutes per day	half a day per year	4 weeks per year	~ 1.5 school years
1 hour per day	1 day per week	8 weeks per year	over 2.5 school years

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.**

Assessment Week Policy

All students must write final exams or complete other final assessments as mandated by the course and/or teacher. Assessments are established well in advance for January and June and must be observed. **Students who take vacations during this time will receive a zero grade on any final assessment missed. If a student is unable to write the final exam due to illness only a professional note will be accepted.** A mark of zero will be given if no professional note is submitted. A final mark may be pro-rated if a student is unable to write an exam due to serious extenuating circumstances. All serious extenuating circumstances will be reviewed by Administration.

Lost and Found

From time to time, student and staff articles are misplaced. Recovered items are placed in a secure location in the administration office. Unclaimed items will be turned over to a charitable organization in January and June.

Library

Whether you are looking for information for an assignment, to print, use the internet, the next great novel to read, a quiet place to sit and relax with a good book, or to use the conference table to study with a group of friends, our Library/Learning Commons is a welcoming space for everyone.

Please remember that books are to be returned or renewed by the due date. Any lost or damaged items are to be replaced by the student who borrowed it.

Computer Use Policy

At the beginning of each school year, all students and a parent/guardian must read and sign a Computer Use Policy Form. This policy outlines appropriate computer use for any school computer, as well as the provided school network.

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 cooperate and follow instructions. There is no smoking/vaping during fire drills or evacuation procedures.

False Fire Alarms

False fire alarms are a criminal offense. They endanger our less able-bodied peers, force the Fire Department to attend to our needs over another subsequent emergency and cost the City of Fredericton for each false incident. As a result, the law enforcement agencies will be called and an investigation launched. Impending decisions could involve criminal charges and/or suspension from school.

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.

Legal Issues

A student is expected to go by the name on their birth certificate. This is a student's legal name. All school records, such as report cards, transcripts, graduation diplomas, etc., are required by law to indicate the student's legal name. By law, schools are required to provide, on request from non-custodial parents, information about a student's education, except when a court order prohibiting access of a parent to a child exists. If there is a current, valid court order prohibiting access to this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

Plagiarism, Learning & Expected Response

We, the community of Leo Hayes High School, understand and value intellectual property. Plagiarism is not only dishonest but also impedes the learning process and teaches students that they can succeed through dishonest means.

All students are expected to demonstrate integrity and honesty in the submission of all work and to document it accurately.

Plagiarism includes:

- Direct copying of the work or ideas of another submitted as the student's own, including copying from that of another student or adult, or from an electronic or print source.
- Lack of appropriate in-text documentation.
- Work turned in on the final due date without any evidence of research or creative process or that is obviously inconsistent with student's previous work.

Responses and Disciplinary Consequences

- Since a plagiarised assignment is not the student's work, it cannot be graded as a measurement of the student's learning. The student will be expected to complete the assignment again, for credit, under increased supervision and support of the teacher.
- Vice-principal will meet with the student and contact the parents for the purpose of preventing future occurrences of plagiarism. A parent meeting will occur for subsequent offences.
- Progressive discipline will be followed for subsequent offenses.

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:

1. **Obey the driver** promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. **Respect the driver and fellow passengers.**
4. Arrive on time and stand away from the roadway while waiting.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. **NEVER CROSS BEHIND THE BUS.**
7. Always keep a safe distance around the school bus.
8. Go directly to your seat; allow others to sit with you. **Remain seated.**
9. Sit facing forward, with your belongings on your lap or under the seat. **Keep the aisle clear.**
10. Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows of the bus.
11. **Talk quietly.** Silence is required when approaching a railway crossing. Eating and drinking are not allowed on the bus. Smoking or use of e-cigarettes/vapors is forbidden. Loud music is also not allowed.
12. Neither pets nor large objects are allowed on the bus.
13. Anyone who intentionally damages the bus will be held responsible.
14. Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

Transportation is provided for middle school and high school students to one stop location, typically home. Transportation for occasional drop-offs (e.g. birthday parties, visiting a friend, sleep-overs, or after school activities) will not be provided.

Office Hours

Leo Hayes High School's Main Office is open from 8:00 am to 4:30pm, 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.

Open House

LHHS hosts an Open House in September. All parents and/or guardians are invited. The Open House is a good opportunity to meet your student's teachers and Administration to discuss communication and how that will occur. PSSC (Parent School Support Committee) elections are held at the September Open House. Date of this event will be announced.

Arrivals and Departures

Students arriving or departing between 8:40 am and 3:25pm 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 handicap spaces 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.

Personal Security

The school cannot accept any liability for personal property brought to school such as electronic devices. Bring at your own risk.

Students are not permitted to carry prohibited or restricted materials and/or weapons, including all types of knives.

Video Surveillance

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

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 \$10 for lost or broken locks.**

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.



High School Graduation Requirements

GRADE 9	GRADE 10	GRADE 11	GRADE 12
English (Full year)	English (Full year)	English (Full year A+B Credits)	English (1 Credit)
Math (Full year)	Math (GMF 10) Math (1 Credit - NRF 10 or Fin Work Math 110)	Math (1 Credit – Foundation Math 110 or Fin Work Math 110 or Fin Work Math 120)	Elective Fin Work Math 120 (if needed to complete the Financial Workplace Pathway 1)
Science	Science	Science Credit	Elective
Social Studies	Social Studies	Modern History Credit	Elective
Post-Intensive French	Post-Intensive French	Fine Arts/Life Role Development Credit	Elective
Physical Education	Personal Development and Career Planning	Elective	Elective
Visual Arts – 45 Hrs.	2 of these 5: Music BBT Physical Education Visual Arts – \$10.00 fee Intro to Applied Tech 110 (1 Credit) \$35.00 fee	Elective	Elective
Music – 45 Hrs.		Elective	Elective
Technology – 90 Hrs.		Elective	Elective
			Elective

The Four-Year High School Program

Graduation Requirements

- Successful completion of Grades 9 and 10.
- Grade 9 and 10 French must be successfully completed.
- Successful demonstration of technological skills. This may normally be accomplished by successful completion of the Grade 9 Broad Based Technology course, although it may also be accomplished by successful completion of other courses, such as Computer Science 110 or Information Technology 120.
- Successful completion of all 7 compulsory Grade 11 and 12 courses, as listed on the next page, as well as successful completion of a minimum of 10 elective courses, for a total of 17 Grade 11 and 12 courses.
- A minimum of five (5) courses must be at the Grade 12 level, one of which must be English 12.
- Students must attempt 10 courses during each of their Grade 11 and Grade 12 years.
- 17 credits are required for Graduation. For students entering Grade 12 in the 2021-2022 school year. Credits must include the 7 compulsory credits. Four additional credits must be at the 12 level.
- 18 credits are required for Graduation for students entering Grade 9, 10, and 11 in the 2021-2022 school year.
- Students who are entering Grade 10 in September of 2021 are required to take 2 Math credits for Graduation purposes. Please see page 10 for the Math Graduation Pathways.
- Students must take five (5) courses in each semester for four (4) semesters – 10 courses per year.
- Students must have the Literacy Credential which is earned by a rating of “successful” on the English Language Proficiency Assessment (Grade 9) or the English Language Proficiency Reassessment (Grade 11 or 12).

Grade 11 Compulsory Courses

You need to take one course from each cluster listed below; however, you may take more than one course in a cluster (except English).

Cluster	Courses Available
English Language Arts	111, 112, 113 (one of) (English A and English B courses for two credits)
Math	Foundations of Math 110 or Financial and Workplace Math 110 and Financial Workplace Math 120
Science	One of Physics 111, Physics 112, Chemistry 111, Chemistry 112, FI Biology 112, Biology 111, Biology 112, Human Physiology 110, Physics 121, Physics 122, Chemistry 121, Chemistry 122, Biology 121, Biology 122, Introduction to Environmental Science 120, Physical Geography 110, Robotics and Technology 120, Automotive Electrical Systems 120, Intro to Electronics 110 (note: there are prerequisites for some of these courses).
History	One of Modern History 111, 112, 113 or French Immersion Modern History 112
Fine Arts/Life Role Development	One of Visual Arts 110 or 120, Music 112, Music 120, Theatre/Dramatic Arts 120, Individual Family Dynamics 120, Co-op Education 120, Physical Education Leadership 120, Entrepreneurship 110, Outdoor Pursuits/Education 110, Graphic Arts & Design 110, FI Ind Family Dyn 120, Career Exploration 110, Fine (Creative) Arts 110, Wellness Through Physical Education 110, Nutrition 120, Culinary Technology 110, Culinary Technology 120, Applied Technology 110, Growth Goals and Grit 120, and/or any Skills Trade course at the 110 or 120 level.

Grade 12 Compulsory Courses

- The only Grade 12 compulsory course is one of English Language Arts 121, 122, or 123.
- Students must take 9 optional courses in their Grade 12 year.
- Financial Workplace 120 is required for any student who has not already successfully completed the course and is following the Financial Workplace Pathway.

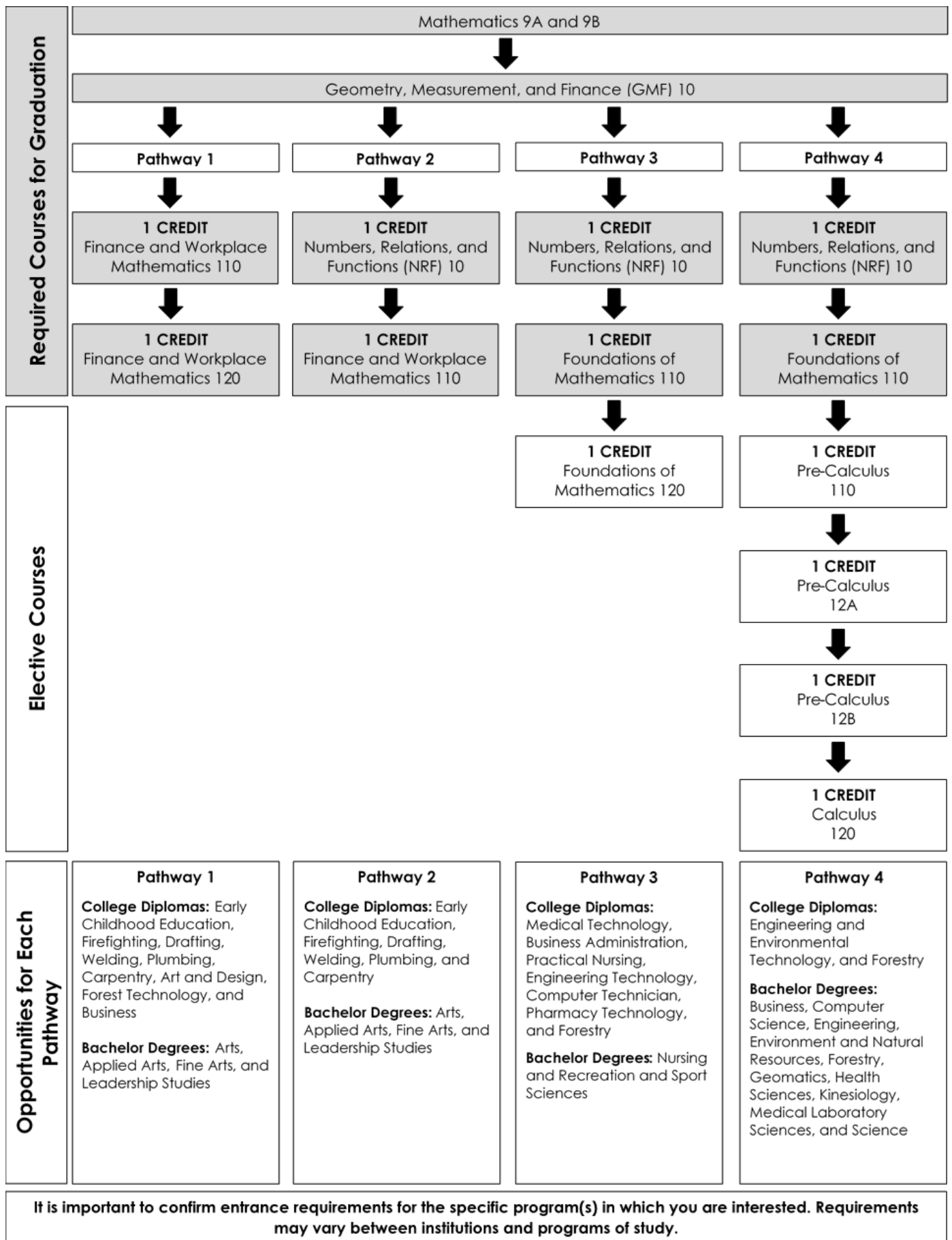
Graduation Pathways for Mathematics

Each pathway is designed to provide students with the mathematical competencies and critical thinking skills they will need after high school. Students should select courses in the pathway that best fits their interests and plans for after high school. Each pathway provides students with a different focus on math concepts and skills. Students may choose to take additional mathematics courses beyond the graduation requirements to better prepare them for what they want to do following high school.

Important Notes:

- a) Students entering grade 10 in September 2020 will be required to complete 18 credits for graduation, two of which must be math credits.
- b) In February 2021, Numbers, Relations, and Functions (NRF) 10 will be offered online for students and teachers who wish to use the resources and for those who decide to change their pathway.

Notes:



Course Changes/Course Load

- Students must carry a full complement of courses except when granted special permission by school administration.
- Course changes must be requested within the first week of each semester. Transcripts will reflect all courses in which a student is enrolled after the second week of classes even if they are a failing mark. Changes are only made that are necessary for graduation requirements.
- Transcripts for current students have a cost of \$1.00 each.

Course Fees

The following courses have course fees:

Course Fees for 2020 – 2021 School Year		
	Course	Cost
SCIENCE	Biology 111/112	\$5
	Biology 121/122	\$5
	Fl Biology 112	\$5
	Chemistry 111/112	\$5
	Chemistry 121/122	\$5
	Environmental Science 120	\$5
	Human Physiology 110	\$5
ART	Creative Arts	\$5
	Graphic Art and Design 110	\$5
	Visual Arts 110/120	\$5
TECHNOLOGY	Applied Technology 110/120	\$50
	Culinary Technology 110/120	\$25
	Framing and Sheathing 110	\$10
	Housing and Design 120	\$10
	Metals Fab 110 (welding)	\$25
	Mill and Cabinet 120	\$50
	Metals Processing 110	\$25
PHYSICAL EDUCATION	Outdoor Pursuits	\$100
	Physical Education Leadership	\$30
	Wellness Through Physical Education 110	\$50

Grades 9 and 10 Promotion

Promotion of a student from Grade 9 will be on the recommendation of the teaching team in consultation with administration. The pass mark is 60% in all subjects and consideration will be given as to where the student is best-served and most likely to meet with success. Grade 10 promotion is subject based.

Student Representative Council Fee

Student Council Fee (SRC Fee)	Student Council Fee (Family rate)
SRC Fee = \$45.00	SRC 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.	
This yearly fee covers costs such as, but is not limited to:	
<ul style="list-style-type: none">• Student Identification Card• Access to a lock and locker• School social activities for which students are not charged directly• 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.	

Consider Supporting our Feed the Lions Program

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.

This money goes directly to the Feed the Lions program supporting our school breakfast, lunch and backpack program.

Would you like to donate more than \$5.00? Please select the ** option and fill in the amount of your donation.

Thank you for Feeding the Lions!

All fees are now payable on SchoolCash online. You may register for Cashless Schools at:
<https://anglophonewest.schoolcashionline.com/>

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



Extra and Co-Curricular Activities

- Art Club – Mr. Leger
- Astronomy Club – Mr. Hall
- Best Buddies - Mrs. McBride and Mrs. Lancaster
- Coffee house – Mr. Browne
- Cybertitan – Mr. J. Brown
- Debate Club – Ms. Noble
- Envirothon Club – Mr. Glenwright
- Feed the Lions – Mrs. Mc Bride and Mrs. Lancaster
- Champions for Change – Ms. Stairs and Mrs. Hanson
- Gardening club – Mr. Wilson
- Gay-Straight Alliance (GSA) – Ms. Noble
- SRC/JSRC – Mr. Pearson and Mme R. LeBlanc
- Global Minds – Mrs. Henry
- Model U.N -Mr. Taggart
- Music Ensembles – Ms. Keating and Mrs. Horsman
- Musical Production – Mrs. Leavitt and Ms. Donovan
- Peer mentors – Mrs. Hanson, Mrs. Wuest, Mrs. Gatto
- Photography Club – Ms. Crawford and Ms. Donovan
- Ping Pong – Mrs. Holyoke-Walsh and Mr. Ball
- Prom committee – Mrs. Henry/Mrs. Francis
- Renaissance – Ms. Lyons and Ms. Maillet
- Safe Grad – Sister Kelly
- Science Club – Mrs. Holyoke-Walsh
- Sports – Mr. Allen
- Tech Club – Mr. J. Brown
- Unified Sport – Ms. Woolaver and Mrs. McBride
- Yearbook – Mr. Browne
- Youth for Christ – Mrs. Grasse

Leo Hayes High School Sport

For the 2021-2022 school year please refer all questions regarding sports to our Athletic Director Kurt Allen - Email kurt.allen@nbed.nb.ca

- Badminton mixed
- Baseball Men's
- Basketball Men's and Women's
- Cross Country and Track mixed
- Football Men's
- Golf mixed
- Hockey Men's and Women's
- Swimming mixed
- Soccer Men's and Women's

Leo Hayes High School Athletic 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.
- Student must also attend meetings with a school-based drug & alcohol counselor.

Tobacco

- Chewing tobacco, smoking cigarettes (including E-cigarettes) 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:
 - Meeting with student / Athletic Director / Vice Principal where the student will be given **two weeks** to complete all assignments (outstanding as well), improve their effort in classes, attend class regularly and improve their marks where possible.
 - If at the end of the two weeks, the aforementioned has not been completed, 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 aforementioned criteria, the student 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 seasons overlap.

*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.

Yours in Sport,

Principal – Jeff Holder
Vice Principal – Shaun Davis
Athletic Director – Kurt Allen



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
1135 Prospect Street • Fredericton, N.B. E3B 3B9 • www.asd-w.nbed.nb.ca

September 2021

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 multi-disciplinary 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 behaviors 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 while 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 children 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 behavior 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



Dreams are the Seedlings of Reality.

Semer la réalité par le rêve.

*Kuhutuwok mekwitahutomin jiw minkasik eh
tuhkiyan Somnia Sunt Curculi Veritatas.*