

STUDENT HANDBOOK 2011 - 2012



PRESENTATION JUNIOR HIGH SCHOOL
"A commitment to quality education"

Principal:
Mr. Daryl Wheeler

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This agenda belongs to:

Name: _____

Address _____

Phone _____ **Advisory Group** _____

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ACADEMIC STAFF

| | |
|--------------------|-----------------------------------|
| Ms. C. Adey | French Immersion/Science |
| Ms. R. Breen | Instructional Resource Teacher |
| Ms. S. Burt | Instructional Resource Teacher |
| Ms. S. Daniels | Guidance |
| Mr. G. Dolomount | Physical Education |
| Ms. E. Flynn | Mathematics/Science |
| Ms. E. George | Instructional Resource Teacher |
| Ms. J. Hamshire | Home Economics/Science |
| Mr. C. Hillier | Mathematics Department Head |
| Ms. A. Kennedy | Instructional Resource Teacher |
| Ms. J. Knight | Instructional Resource Teacher |
| Ms. L. MacArthur | French/Mathematics |
| Ms. C. Manuel | Physical Education/Social Studies |
| Ms. D. Organ-Hulan | <i>[on leave]</i> |
| Ms. R. Park | Language Arts/Social Studies |
| Mr. B. Penney | Math/Science |
| Ms. S. Perchard | Language Arts Department Head |
| Ms. D. Rumboldt | French Department Head |
| Ms. S. Sheppard | <i>[on leave]</i> |
| Ms. E. Shulstad | French Immersion |
| Mr. F. Thomas | Guitar/Instrumental Music |
| Mr. L. Tobin | Computers/Social Studies |
| Ms. N. Tucker | Language Arts/Theatre Arts |
| Ms. T. Vardy | Language Arts/Math/Science |
| Ms. S. White | French Immersion |

Core French/Social Studies
Art/Language Arts/Social Studies
Math

NON-INSTRUCTIONAL STAFF

| | |
|-----------------|-----------|
| Ms. I. Anderson | Secretary |
| Ms. E. Dwyer | Caretaker |
| Ms. B. Frampton | Caretaker |
| Ms. T. Greene | Caretaker |
| Mr. B. Payne | Caretaker |

STUDENT ASSISTANTS

Ms. B. Mills

ADMINISTRATORS' MESSAGE

Dear Students:

Another exciting and challenging school year has arrived! The 2011-2012 school year will be an important year for all of you. For some of you, it marks the significant beginning of your junior high years. For the Grade Eights it marks the cementing of those years and for the Grade Nines, this year will be the completion of your junior high experience. Our challenge to you, whatever your level, is to put your talents and skills to maximum use, to be consistent in your efforts, and to contribute positively to your school.

Your teachers and your administrators have put together a solid curriculum plan to enhance your learning. It comprises not only the traditional educational experience; it also allows for the growing demands of a more technological world. Your responsibility is to consistently follow that plan to ensure your success for this school year. With each individual's success, Presentation Junior High becomes a better school.

I. SCHOOL PROCEDURES & GUIDELINES

Textbooks

All textbooks are on loan to students free of charge. However, there are times when some students do not take care of these books as they should. The Department of Education policy is as follows:

"where due to wilful damage or careless destruction, it becomes necessary to provide a pupil with a second set of books, the replacement book or books will have to be purchased at full market price."

Please impress on your son/daughter the importance of looking after these textbooks, as they are used for several years. Please note that students are responsible for the purchase of all consumable materials. (See your Advisory Teacher for a copy of the Current Booklist).

There will be a \$75 rental fee for students enrolled in the *Instrumental Music* program.

Curriculum

English Language Arts, Mathematics, Core French/French Language Arts, Science, Social Studies & Religious Education are required courses to be taught at the intermediate level [grades 7-9].

Religious Education is a required course for all students unless exemption is granted under Section 10 of the Schools Act (1997).

Physical Education/Health is compulsory for all students. An exemption shall not be granted unless a medical note from a physician is submitted.

For examination purposes, Core Courses are English Language Arts, Mathematics, Core French/French Language Arts, Science & Social Studies.

Art, Instrumental Music, Woodworking, Metalworking, Theatre Arts, Technology Education, Guitar, Home Economics, Computer Applications, Photography and Outdoor Education are Choice Courses and are only offered when resources are available.

Resource Centre

The Library-Resource Centre has a variety of materials, all of which are available for student use. Students are expected to work quietly in the Resource Centre. Food and beverages are not allowed in the Centre at any time.

Most resources can be borrowed. The following policy applies to all students:

1. Books may be borrowed from the Resource Centre for a period of two weeks and can be renewed if they are needed for a longer period.
2. Students with overdue books are not permitted to borrow additional materials or books from the Resource Centre until overdue books have been returned.
3. Students who lose borrowed books and/or do not return books will be charged for the replacement cost.

Student Services

1. Guidance Services: The school has the services of a Guidance Counsellor. Appointments may be made by the student in consultation with the Advisory teacher or go see the Counsellor directly.

2. Health Services: A public health nurse is assigned to our school. The nurse visits on a regular basis. It is important that all students supply the office with correct phone numbers in case of an emergency.

Student Outings/Field Trips

Field trips and excursions of any kind are viewed as part of the school programme. These trips provide practical experience in any of the subject areas. Written parental permission is required for each student to take these trips. **Students are subject to school policies and procedures while participating in such trips.**

Peer Tutoring

Peer tutoring is an academic support service available to students who may be experiencing difficulty in specific areas of their educational programme. Peer tutors are students, in good standing, helping other students to cope with learning difficulties in identified subject areas. Normally, students will be referred for tutoring by the teaching staff, however, any student needing help may request the assistance of a peer tutor.

School Clubs and Extra-Curricular Activities

During the year, students can become involved in the following extra-curricular activities.

| | |
|------------------|----------------------|
| Basketball | Math Competitions |
| School Newspaper | Drama Club |
| Volleyball | Cross Country Skiing |
| Soccer | Public Speaking |
| Student Council | Library Prefects |
| School Council | Peer Tutoring |
| Baseball | Band |

Cross Country Running
Badminton/Table Tennis

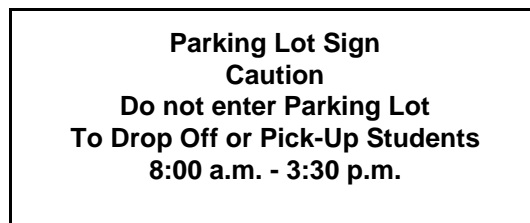
Yearbook Committee

Team Uniforms / School Property

When team uniforms and other items of school property (i.e. band equipment) are issued to the student for his/her use, it is expected that this property be handled carefully and returned to the school when necessary. Failure to do so will result in the student being required to pay the full replacement cost. A minimal fee may be charged for the use of school team uniforms; this is considered a “wear and tear” fee and will help defray the cost of replacing uniforms as they become worn and/or tattered.

Parking Lot Safety

In the past we have experienced safety concerns in the parking lot. The parking lot sign states that parents are not to enter the parking lot to drop off students between 8:00am and 3:30pm. We certainly do not want any of our students to get hurt. You can help alleviate this problem by following the posted sign which prohibits parents from entering the lot.



Cafeteria Services

The school cafeteria is open during recess and lunch. While many students bring their own nutritional lunch to school, the cafeteria provides a menu that serves a balanced lunch menu each day.

Student Lockers / Locks

Students are provided with lockers and a combination lock from the office. The combination lock number must be registered with the Advisory Group teacher and the office. Students are responsible for keeping their lockers clean and tidy. Any damage to a lock or to a locker must be reported immediately to the Advisory Teacher. **NEVER LEAVE MONEY or VALUABLES IN YOUR LOCKER.** Lockers and locks are the property of the school and, as such, may be inspected by the administration at any time. If a lock is lost, the students must pay a replacement fee of \$10.

Lost & Found

1. Text books, clothing and similar items are to be taken to the office. Unclaimed items are put in storage. Items may be retrieved by claiming them from the office.
2. Rings, watches, eyeglasses, and other valuables are to be taken to the main office and may be retrieved upon identifying and proving ownership of lost articles.

Telephone

A telephone is provided in the office for student use and a payphone is located in the gymnasium. Please **DO NOT** ask the secretary to use the office telephone during class, except in cases of illness/emergency. Students will need a note from the teacher to use the telephone during class time.

Telephone Calls to the School - Lunch

Please do not call the school during lunch because there is no office staff available to accept calls.

Visitors to the School

All visitors coming into the school must check-in at the general office and inform the school secretary, vice-principal, or principal of the purpose of their visit. Visitors are **not** permitted to go directly to classroom areas.

Parent Volunteers

Presentation Junior High welcomes the assistance of parents (i.e. library, sports teams, breakfast program, etc.). If a parent wishes to volunteer, simply call the school office and leave a name, telephone number and/or e-mail address.

II SCHOOL POLICIES

Student Attendance

In Newfoundland and Labrador, all students must attend school up to the age of 16. Once students have been registered in our school, students must attend class every day unless they are unable due to illness or some other legitimate reason. Regular attendance is essential to making progress in school work. When time is missed, students are responsible for catching up on what they have missed.

In case of excessive absenteeism, we will use the following procedure:

1. Telephone call to parents.
2. Letter to parents.
3. Requested meeting with parents.
4. Registered letter to parents.
4. Referral to applicable agency.
5. Referral to Western School District

Promotion Policy

A student will be promoted to the next grade level if he/she achieves 50% or greater in the Core Subject areas [*Core French / French Language Arts, Mathematics, English Language Arts, Science & Social Studies*] **AND** achieves an average of 50% or greater in each of all other subject areas.

To achieve an **HONOURS** standing, a student must achieve a grade of 80% or greater among the core subject areas [Core French / French Language Arts, Mathematics, English Language Arts, Science & Social Studies] **AND** a minimum grade of 70% or greater in each of all other subject areas.

To achieve an **HONOURS WITH DISTINCTION** standing, a student must achieve an average of 90% among core courses **AND** a minimum grade of 80% in all other subjects.

Fire Drills

1. Students stop work immediately.
2. The teacher signals for the students to stand. Students are not permitted to take clothes or books. One student is selected as a leader.
3. Students and teachers leave the building according to the exit routes posted in the classrooms.
4. Students must leave in a quiet and orderly manner.
5. Once outside, teachers will check class attendance.

Lockdown Protocol

Every teacher will discuss the lockdown protocol for their classroom with their classes at the beginning of and throughout each year.

Tobacco-Free Policy

The Western School District shall be a Tobacco-Free environment. This policy shall apply to;

- All buildings, facilities, grounds, and properties under the jurisdiction of the Western School District
- All vehicles parked on school property, school buses, board-owned or leased vehicles
- All staff, students and any person present on Western School District property 24 hours a day – every day.
- All school trips, off-site school activities, and activities outside school hours.
- Anyone transporting students to or from school events, and while in the presence of students during those events.

For more information about the Tobacco-Free Policy, please go to www.wnlsd.ca and follow the links under About Us.

Healthy Living / Nutrition Policy

The Western District schools will provide healthy food choices within the school environment, in accordance with the *Provincial School Food Guidelines*.

The Western School District Nutrition Policy encompasses all foods served or sold to students, 24 hours a day – every day, and at all school-sponsored events, which include, but are not limited to:

- Cafeteria, canteen, vending machines
- Breakfast and snack programs
- School and classroom celebrations
- Meetings
- Student extra-curricular events
- Fundraising activities
- Hosting tournaments, festivals, fairs, and other co-curricular events.

For more information about the Nutrition Policy, please go to www.wnlsd.ca and follow the links under About Us.

Computer Usage Policy

Students have access to computers for the completion of assigned tasks. Computers are located in the computer lab and in the library. Students are not permitted to use these computers for online discussions [*MSN, etc.*], for playing games or for accessing inappropriate internet sites. All computer usage/access must be under the supervision of a staff member.

Use of Electronics

Personal electronic devices such as cell phones, ipods, mp3 players, etc shall not be used in the classroom without prior approval from the classroom teacher. Students are encouraged to leave those items at home.

Examinations / Tests

It is expected that all students will take the quiz/test/exam on the day stipulated by the teacher. If a student is absent on such a day, the school is to be notified immediately, followed by a written explanation by the parent/guardian. The student will write the quiz/test/exam on the first day of his/her return.

Homework

Homework is more than completing assignments - it is studying, reviewing, and doing additional reading in each subject on a regular basis. Students should budget their time so that assignments are not left for the last minute.

All assignments must be submitted at the time specified by the teacher. The individual teacher, in consultation with the student and the student's parents/guardians, must approve alternate arrangements. Students will have homework most nights.

Physical Education

Physical Education is a required course for all students. Students will be excused from the practical components of the course only when a note is received from the family doctor. Students **must** wear appropriate clothing (shorts and top or jogging suit) and footwear (sneakers) whenever engaged in Physical Education or sports activities in the gym.

Students should exercise reasonable caution and control when engaged in gym activities as the possibility of injury is certainly increased. Students are not permitted to use the gymnasium or its equipment **unless supervised**.

Dress Code

Students are expected to come to school appropriately dressed. Students are expected to be neat and tidy at all times. Students are permitted to wear casuals, jeans, walking shorts with T-shirts or blouses. T-shirts and sweat shirts which advertise alcohol and/or have questionable or objectionable messages printed on them are not permitted.

Students are permitted to wear hoodies, however; they are not permitted to have their hoods up while on school property. Coats are not to be worn in the classrooms and are to be stored in lockers.

Students are not permitted to bring purses and/or hand-bags in the classroom without prior approval from administration.

Behaviour on Buses

While travelling to and from school on the school bus, all students are under the responsibility of the school bus driver. In order to assist the bus drivers in maintaining student discipline and ensuring the safety of all students, the following policies have been implemented.

1. Students must not push and pull on each other while getting on or off the bus.

2. All books and other objects must be free of the bus aisle.
3. Students are not permitted to stand up on the bus, or begin walking to the front of the bus, until the bus comes to a complete stop.
4. Students are to refrain from activities which would distract the bus driver – i.e. smoking, throwing items, fighting, etc. Such behaviours might result in the loss of the right to travel on the bus.
5. Students are subject to school discipline for inappropriate behaviour riding to and from school - including on the bus stop.

Student Discipline

Failure to follow the expectations of the school will result in disciplinary action from the teacher and/or the administration.

A student sent to the office will be dealt with by the administration and home contact will be made by the attending adult and/or administration. Failure to report to the office may lead to suspension. Any student under suspension will not be permitted on school property/buses or to participate in extra-curricular activities, including dances for the duration of the suspension. The parents will be contacted on the teacher's behalf and a meeting will be requested to discuss the student's behaviour. If there is no change in the behaviour, the student will be further disciplined which could result in a lengthy suspension from the school. If this is necessary, the parents and the Director of Education with Western School District will be informed of the suspension in writing.

Detention

Detention is scheduled during the entire lunch period or after school. Under normal circumstances, students will be given a 24-hour notice of their assigned detention to allow time for them to inform their parents and to explain the reasons for the assigned detention (s). Some examples of how students can be assigned detention include, but are not limited to:

- Chronically late for class
- Chronically unprepared for class
- Disruptive in class
- Disrespectful to peers and/or others
- Refusal to do assigned work, *including* homework
- Disobeying general school rules, *including* school bus rules

If a student decides to skip detention, an additional 2 days may be assigned. When necessary, administration will contact the home.

III WHAT SHOULD I DO?

1. *In case of absence;*

Have your parent or guardian telephone and inform the school of such absence(s). The school may be telephoned beginning at 8:15am each morning. Upon return to school after an absence an explanatory note from a parent/guardian is required – and submitted to the student’s Advisory Teacher.

2. *In case of lateness;*

Report to the appropriate classroom. Lates are tracked period by period in our Win-School Attendance computer program. Chronic lateness will be dealt with by the student’s Advisory Teacher and/or administration, in consultation with the home.

3. In case of Early Dismissal;

If a student intends to leave school before dismissal times, he/she and a parent/guardian must report to the office to be officially signed-out. All student appointments should be scheduled outside of school hours.

4. In case of Illness/Injury;

Report to the office. If necessary, the school will provide transportation to the hospital. The parent/guardian will be phoned immediately. In cases of minor illness/injury, the parent/guardian will be called and it will be their responsibility to arrange for transportation.

IV. SCHOOL EXPECTATIONS

Presentation Junior High School exists for the students. Our primary purpose is to educate - academically, socially and morally so that the students may be prepared to meet the challenges of life. Each student at Presentation has the right to learn in a **Safe and Caring** environment.

Presentation Junior High School's Code of Conduct is a set of expected guidelines for appropriate behaviour and cooperation among all members of our learning community.

Presentation Junior High School promotes a positive learning environment and encourages positive behaviours by all members of our learning community. We provide several **Positive Behavioural Supports** throughout the school and we encourage all students to respect the rights of others.

Positive Learning Environment

The community of Presentation Junior High is committed to providing a *Positive Learning Environment*. Therefore, students are expected to:

1. Complete home and class assignments.
2. Make effective use of class time.
3. Be on time for school and attend all classes. Each student is expected to be in Advisory with all textbooks and materials necessary for morning classes by 8:45am. Any student late for class will be admitted by the classroom teacher and the ***unexcused late*** will be recorded.
4. Complete assignments, homework and exams honestly.
5. Avoid behaviour that disrupts the learning environment.

Courteous and Respectful Environment

The community of Presentation Junior High is committed to providing a *Courteous and Respectful* environment. Therefore, the student is expected to:

1. Demonstrate respect for all staff members.
2. Demonstrate respect for other students.
3. Demonstrate respect for visitors/guest speakers to our school.
4. Demonstrate respect for school property. Students are expected to keep the school clean and tidy. The physical appearance of our school decides its reputation and the character of the students. Students are expected to respect school property. Sitting on desk or tabletops, the teacher's desk, or radiators is not permitted. Marking on walls, desks, school textbooks, etc., is not acceptable. Litter should be placed in containers around the school.
5. Adhere to the *Dress Code*.

Safe and Caring Learning Environment

The community of Presentation Junior High is committed to providing a *Safe and Caring* learning environment. Therefore, the students are expected to refrain from:

1. Fighting. Fighting is not permitted while students are under the jurisdiction of the school (from the time students board the bus in the morning until they are dropped off in the afternoon.) Fighting will result in immediate suspension. Any student encouraging others to fight will be suspended.
2. Smoking on school and/or School Board property. This includes the school building and the school grounds. Smoking is also prohibited during school outings/field trips. Students caught smoking on school premises or during school trips will be subject to the procedures outlined in Western School District's Tobacco Free Policy.
3. Harassing, intimidating or threatening others. Any student who harasses another student verbally, emotionally, physically or sexually, will be suspended from school.
4. Running and roughhousing.
5. Using foul language or swearing.
6. Possessing alcohol or illegal drug substances. Students suspected of possessing or being under the influence of such substances will not be permitted to attend school functions or activities. Parents/guardians and/or the appropriate authorities will be notified immediately.
7. The throwing of snowballs/rocks is considered extremely dangerous and is prohibited. Any student who engages in this activity will be subject to disciplinary action.

DAILY SCHEDULE

| | |
|-------------|------------------------------------|
| 8:40 | Students report to Advisory Groups |
| 8:45-9:00 | Advisory Group |
| 9:00-10:00 | Period 1 |
| 10:00-10:15 | Recess |
| 10:15-11:15 | Period 2 |
| 11:15-12:15 | Period 3 |
| 12:15-1:00 | Lunch |
| 1:00 | Students report to Period 4 |
| 1:05-2:05 | Period 4 |
| 2:05-3:05 | Period 5 |
| 3:05 | Dismissal |