

# ***HAZELTON SECONDARY SCHOOL***



Student Handbook

2015-2016

**Hazelton**  
**Secondary School**

Student Handbook 2015-2016

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## MISSION STATEMENT

“Our Mission at Hazelton Secondary School is to create a community of lifelong learners who are respectful, responsible, and successful citizens of the society in which we live.”

## SCHOOL GROWTH PLAN FOCUS

- Continuing to focus across all departments on improving literacy and numeracy skills
- Increasing student engagement through an inquiry-based approach to teaching and learning, including increased use of formative assessment
- Continuing to incorporate authentic Aboriginal content in all curriculum areas
- Continuing to provide a range of supports (academic and social-emotional) for at-risk students, including the implementation of a social responsibility program

## GENERAL INFORMATION



### WHERE TO GET HELP IF YOU...

are late.....	See the secretary
are ill.....	Go to the office
need info about lockers.....	See the vice principal
are absent.....	Have parents contact the school or bring note
lost something.....	Check in the lost and found
need help.....	See your teacher or go to the office or counselors
need to see a Counselor.....	Make an appointment in the counseling office
want to join a team.....	See the coach of the sport
need to use a phone.....	Ask at the office
lost a library book.....	Check at the library
lost a textbook.....	Check at the office
need to make an announcement...	Write it in the announcement book in the office
want to schedule an event.....	See the principal
withdraw from school.....	See one of the counselors
want to find a friend.....	Get involved, join a club or a sport
need to sign out.....	See the vice principal or principal and get parental permission

## SCHOOL ORGANIZATION

### TIMETABLE

Grades 8 & 9 operate on a combined linear/semester system. Grades 10, 11 & 12 operate on a semester system, whereby each student will take four subjects from September through January and four subjects from February through June.

### TIMETABLE CHANGES

All changes in your timetable must be done through a counselor. The necessary course change forms must be completed. *Normally, course changes may not occur later than five days after the semester begins.*

### HOMEROOM

Every student will be assigned to a homeroom. Homeroom teachers will meet with their classes periodically to review important information.

## SCHOOL ATTENDANCE

Regular attendance is compulsory. School law states, "every pupil registered in a public school shall be required to attend school daily, and shall not depart without the school's consent."

If students are unable to attend or will be late, parents/guardians are requested to **telephone the school**. If a telephone call is not possible a dated, parent-signed note is requested. When possible, parents are called if their son or daughter is not in class. Parents of students having poor attendance will be notified.



Remember: **GOOD ATTENDANCE IS ESSENTIAL FOR ACADEMIC SUCCESS!!**

Students who are late for school must sign in at the office to receive a late slip. All school lates will be recorded.

## EARLY LEAVING

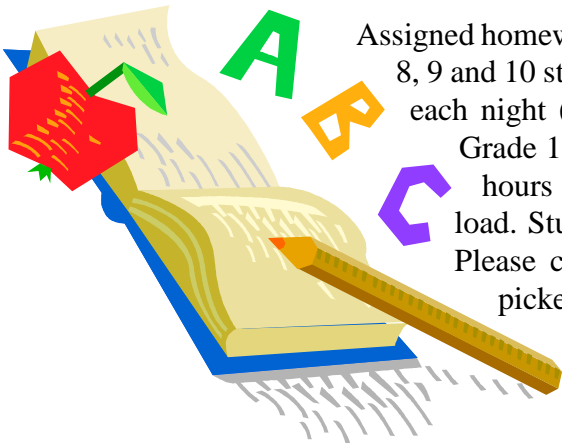
A student who must leave school early for reasons such as a medical or dental appointment should have their parents/guardians phone the school or send a note explaining the situation. The note should be shown at the office early in the day so that the student may obtain an early dismissal slip from either the vice-principal or principal. Appointments should be made after school or on Saturday where possible.

## ILLNESS

All students who become ill while at school must report to the office. They may be admitted to the medical room, or their parents/guardians will be contacted.

## HOMEWORK

Assigned homework is an important part of our school program. Grade 8, 9 and 10 students may be expected to do one hour of home study each night (more if they did not complete their work in class). Grade 11 and 12 students should be prepared to do up to two hours of home study each night depending on their course load. Students are also responsible for all missed class work. Please contact the school and arrange for homework to be picked up if your child is away for more than one day.



# SCHOOL POLICIES

## TEXTBOOKS

All students are supplied with the necessary textbooks. It is your responsibility to look after them. Students must pay for lost or damaged books.

## LOCKERS

All students are provided with a hall locker for books and coats, and a gym locker for gym strip. Locks may be purchased at the main office for \$5.00

Lockers are to be kept *locked* at all times! Do **NOT** tell anyone your lock combination. Valuable items other than school supplies should not be brought to school. Students leaving items of value in their lockers do so at their own risk. The school will not accept responsibility for lost articles. *Student lockers may be searched at any time by administration.*

## PROHIBITED ITEMS

Do not bring to school prohibited items such as knives or anything that can be perceived as a weapon. Drug or alcohol paraphernalia is also prohibited. Bringing these items into the school or onto school property may result in an out-of-school suspension.

## SCHOOL DRESS

While at school, dress must be appropriate and demonstrate respect and good taste. Clothing bearing profanity or vulgarism is unacceptable, as is clothing that promotes the use of drugs, alcohol or tobacco. Students may be required to cover up or change inappropriate or offensive clothing.

## HALLS

Student traffic in the halls during class periods disturbs classes in session. Students are not to be in the halls during class periods without a valid reason and a hall pass.

## SCHOOL BUS

Use of a school bus is a privilege. Any student who contravenes a school or bus code of conduct may be suspended from school bus service. Students must carry their district-issued bus passes at all times in order to be permitted on the bus. Students cannot ride busses other than those for which they carry a bus pass.

## FIELD TRIPS

Students are expected to follow all school rules while on field trips. Consequences for misbehaviour, involvement with drugs/alcohol, etc. will be as listed in the attached table addressing behaviour and consequences. In addition, a student may be sent home at their own, or their parents'/guardians' cost. In all cases administration will be contacted, and in consultation with parents/guardians and teachers, consequences will follow.



# SCHOOL POLICIES cont...

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular clubs meet during lunch hour or after school. Since these activities must be sponsored, students may consider approaching a member of the staff to request their assistance.

According to school law "Every pupil shall be subject to the code of conduct established for the school while on school premises...and at all games and functions whenever and wherever held." In other words, school rules apply at all extra-curricular activities (games, practices, dances, etc.) as they do during the regular school day.

## STUDENT LEADERSHIP

The Student Leadership Team is responsible for many student activities such as dances, special events and assemblies. Students are often involved in fundraising activities for school clubs and various charities and events. An effective Student Leadership Team is the key to the spirit of our school. Get involved!



## DANCES

- Regular school conduct is expected of all students.
- Students are not to use alcohol or drugs before or at school dances. Students who do not abide by this rule will be suspended from all dances and extra-curricular activities for one year. This also pertains to fighting or bullying before, during, or after dances.
- Students who skip classes in the week before the dance or whose attendance or behavior has been poor will not be allowed to attend a school dance.
- Doors will be locked at an announced time.
- Students leaving the dance will not be re-admitted.
- Students in grades 11 and 12 may invite guests with permission from administration for the Christmas dance and the Spring Prom.
- All coats, hats, and bags must be checked at the coat check.
- All cell phones and ipods will be removed and kept in a secure spot for the duration of the dance. Students found with cameras, cell phones, or ipods during the dance will not be allowed at the following dance.

## ASSEMBLIES

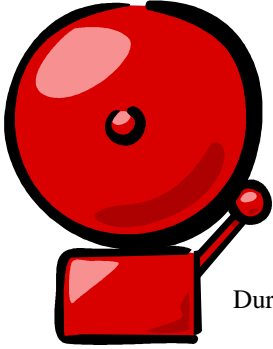
Assemblies can be informative and fun. However, it is important to be a good audience and appreciative of any performance, whether it be from fellow students or guests in our school.

No hats, head-sets, cell phones, shoes, or cameras are to be used in the gymnasium during assemblies. Leave books and coats in your classroom. Once in the assembly, students are not permitted to leave. Assemblies are part of the school program and attendance is compulsory.



## **SCHOOL POLICIES cont...**

### **FIRE DRILLS/EVACUATION**



When the fire alarm rings, students are to leave the school immediately by the nearest exit, in an orderly fashion and must remain with their teacher and class. Students may return to the school on instructions of an administrator. Students must not interfere with the fire protection system. A suspension from school will result for tampering with the fire system. Students may be charged for the costs involved.

### **LOCK DOWNS**

During an emergency lock down, students must follow the directions of their teachers or administrators.

### **CARS, MOTORCYCLES**

Students wishing to bring motor vehicles to school must comply with the proper vehicle rules while on and around school grounds. All vehicles must be parked in the student parking lot. Any abuse will result in the immediate suspension of this privilege.

### **CELL PHONES, CAMERAS, MUSIC PLAYERS**

Cell phones, cameras, ipods, etc. should not be used during class time. Students must respect the rules of individual classroom teachers with respect to electronics, which may vary. If cameras and cell phones are used to take photos or videos without permission from a teacher or an administrator, they will be taken away.

### **SEAT WARMING POLICY**

Every student has the right to an education and every student should come to school to learn. Learning is an interactive process. It happens when the student attends school regularly, and is actively involved in the learning process, which includes completing all assignments.

"Seatwarming" occurs when a student sits in his/her seat in a class and refuses to participate. The student is not actively involved and takes no responsibility for his/her education.

If every attempt has been made by the school, by teachers, administrators, counselors, and First Nations Support workers to engage and assist the student, that student may be asked to attain his/her education by some means other than through Hazelton Secondary.

### **SMOKING**

It is illegal for students, staff, or visitors to smoke on school property.

### **FIGHTING**

Hazelton Secondary School will not tolerate fighting. Fighting during school time, on school property, or on the way to or from school, will result in a suspension from school and extra-curricular activities. Fighting is both dangerous and a public embarrassment. The school must be a safe place for all students.

### **BULLYING**

Bullying will not be tolerated. Those students engaging in bullying behavior will be dealt with immediately; parents will be contacted and a suspension may take place. If necessary, the RCMP will be contacted.



# STUDENT SERVICES AND PROVISIONS

## COUNSELORS/FIRST NATIONS SUPPORT WORKERS

Counselors and First Nations Support Workers are available to assist with school and personal problems. They may assist in course selection and future career and educational planning.

Counseling appointments can be made by contacting a counselor in person. All dealings with a counselor are *confidential*.

If you have a problem, never hesitate to ask questions or consult someone. A counselor, First Nations Support worker, Vice-Principal or Principal is always willing to listen. The Public Health Nurse will be available for appointments also.

## PEER MENTORS

Peer Mentors have been trained by school counselors and are also available by appointment to support fellow students.

## CAFETERIA

Students are invited to use the cafeteria at lunch hour. Food and beverages should be consumed in the cafeteria rather than in the hallways. Students are expected to clean up after themselves. Students who budge into the line or use others to get their lunch will be removed from the cafeteria and may lose their cafeteria privileges.

## LIBRARY

All students have membership in the library. The library may be used for quiet study or research during lunch, after school, or during spares. Students should check out all borrowed materials with the librarian. Disruptive students will lose their library privileges.

## GYM

The gym is available before classes start and during lunch for intramural and recreational sports if supervised by a staff member. Students participating in the gym must wear proper gym strip and clean running shoes.

Physical Education is a compulsory course for all Grade 8 to 10 students. Students must have proper gym strip and participate regularly. Students without gym strip may be assigned work duties by their teacher. Students who wish to be excused from P.E. classes for a **medical reason should have a note from their parent/guardian**. For extended leaves from PE class, a note from a physician will be requested.

## OFFICE SUPPLIES

Pens, pencils, notebooks, and paper may be purchased at the main office.

## CLOTHING

Sweatshirts, sweatpants, house team shirts, t-shirts, etc. are all available for purchase in the main office.

# STUDENT ACADEMIC POLICY

## PROMOTIONS

*Grade 8's & 9's* are normally passed by grade rather than subject.

*Grade 10's* are passed by subject. All core courses (English, Mathematics, Social Studies, Science, Planning, and PE) are compulsory courses and must be passed in order for the student to attain a Dogwood diploma at the end of grade 12.

*Grade 11's & 12's* are passed by subject. All senior students must pass a Science 11, Mathematics 11, English 11 and 12 or equivalent, Social Studies 11, and must complete their Graduation Transitions course. They must also complete a Fine Arts course and Applied Skills course at the senior level for a total of 80 credits. For more information please contact a school counselor.

## RETENTION

A student may be retained in his current grade if:

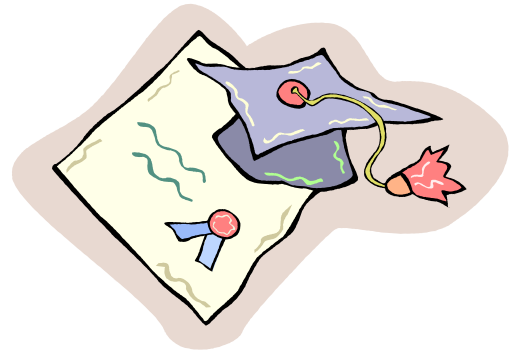
- 1) the student has failed to apply himself/herself to the subject
- 2) poor class attendance
- 3) past history of failure in the subject
- 4) testing has indicated that student may benefit from another year spent in the subject area
- 5) in the opinion of staff, the student would positively benefit by being retained with no negative impact on the whole class.

## HONOUR ROLL

The school maintains a "MERIT" and an "HONOUR" roll for each reporting period.

## AWARDS

At year-end, good attendance, academic performance, good citizenship, athletic prowess, leadership, and school service are recognized with certificates, medals, plaques, trophies, and in some cases, money.



# **SCHOOL DISCIPLINE POLICY**

## **DETENTIONS**

Students who misbehave, neglect their school work, or are consistently late for classes may be given detentions by their teachers. Detentions usually take place for 15-30 minutes during lunch time. Detentions may involve work duty or some written assignment. Skipping a detention is a serious matter and may result in a student referral to administration.

## **SUSPENSIONS**

Students who break school regulations or behave in a manner that seriously interferes or disrupts the orderly and safe climate of the school will be suspended.

A suspension from school means the withdrawal of all school privileges including attending classes for a designated amount of time, being on school property, attending school functions and participating in extra-curricular activities, including sports. Students suspended from school will be sent home for a specified period of time and his/her parents/guardians will be notified.

Students who are suspended are automatically referred to a counselor or First Nations Support worker to get support for addictions, to develop strategies in dealing with conflict and anger, or for dealing with personal issues.

It is the parents'/guardians' and students' responsibility to know the school regulations. Students should also be aware that they may be given in-school suspensions when their behavior or work has become unsatisfactory.

The purpose of this policy is to provide a safe and cooperative environment in which all students have the opportunity to learn.

The following attachment is a chart that addresses specific behaviours and consequences.

Furthermore, please note the attached copy of the extra-curricular athletic agreement that must be signed by all athletes and extra-curricular participants. It will be provided by coaches or sponsors to all participants.

**BE RESPECTFUL AND RESPONSIBLE**

<b>BEHAVIOUR</b>	<b>CONSEQUENCES</b>
Defiance/Disruptive Behaviour	Consequences may include a verbal warning, in school suspension, out of school suspension, indefinite suspension, and/or contact home, depending on the severity and frequency of the behavior.
Littering in the Hallways	Garbage duty.
Overly Affectionate Behaviour	Warning and/or contact home.
Late to school after lunch	Garbage duty.
Tobacco use on school property	1 <sup>st</sup> Offence: Warning and Garbage duty 2 <sup>nd</sup> Offence: 1 day in school suspension.
Alcohol/Drug Use/Possession	1 <sup>st</sup> Offence: 3 day in or out of school suspension, loss of extra-curricular activities/sports for the rest of the current season. To participate in the next season, must complete 30 hours documented community service and 5 sessions of drug and alcohol counseling. 2 <sup>nd</sup> Offence: 5 day out of school suspension, loss of extra-curricular activities/sports for two seasons, 5 drug/alcohol counseling sessions and 30 hours documented community hours before 3 <sup>rd</sup> season. 3 <sup>rd</sup> Offence: Indefinite suspension. Must meet with the superintendent before returning. Loss of extra-curricular activities/sports as determined by district staff.
Planned/Intentional Fighting/Theft	1 <sup>st</sup> Offence: 3 day out of school suspension, loss of extra-curricular activities/sports for current season, 30 hours of documented community service and possible mediation before next season. 2 <sup>nd</sup> Offence: 5 day out of school suspension, loss of extra-curricular activities/sports for two seasons, refer to counselor, possible mediation, and 30 hours of documented community service before the third season. 3 <sup>rd</sup> Offence: Indefinite suspension. Must meet with the superintendent before returning. Loss of extra-curricular activities/sports as determined by district staff.
Bullying/Harrassment/Cyber-Bullying	Bullying will not be tolerated. Parents will be contacted and a possible suspension will take place. Possible mediation. RCMP may be contacted.
Vandalism of School Property	Replacement of property, clean up or community service.

Extra-curricular activities include dances, intramurals, sports, trips, and clubs. Community service could include chopping wood, reading to younger students, assisting elders, etc.

- ALL inappropriate behavior will result in a phone call to parents/guardians.
- Violent/Aggressive or Dangerous behavior, including the selling or distributing of drugs/alcohol may result in an automatic five (5) day suspension and may involve the RCMP.
- Physical response to violence will be dealt with on an individual basis.

# HAZELTON SECONDARY SPARTANS EXTRA-CURRICULAR ATHLETIC PARTICIPATION AGREEMENT

I, \_\_\_\_\_, wish to participate in Hazelton Secondary School Athletics. In order to do so, I agree to abide by the following Code of Conduct.

Failure to abide by these rules may result in suspension from school as well as from sports teams. This will be determined in consultation with coaches, teachers, administration, and parents, and will depend on the severity of the situation.

## ATHLETES' CODE OF CONDUCT

### I agree to:

1. Make an honest effort and maintain passing grades in all my courses.
2. Follow the rules with respect to behaviour in classes and in school.
3. Display good citizenship while on school premises.
4. Display good citizenship while on school trips.
5. Attend practices regularly as per coaches' expectations.
6. Take care of the equipment, uniforms, and facilities that I am using.
7. Be committed to my team and to improving my skills.
8. Accept both winning and losing gracefully.
9. Treat officials, opponents, and spectators with respect.
10. Help fundraise as needed for our athletics program.
11. Pay for replacing a lost or damaged uniform.
12. Refrain from the use of drugs/alcohol on school trips. Failure to abide by this rule will automatically result in a ONE YEAR SUSPENSION from sports and extra-curricular activities.
13. Proudly wear the Spartan uniform and play to the best of my ability.
14. Remember that I represent my school and community when participating on a team.
15. Understand that the consequences of being involved in serious offenses at school (drugs/alcohol/fighting) that result in suspension will exclude me from participating in school sports or other extra-curricular activities for a specific period of time, to be determined by school administration as per the School Code of Conduct. If I wish to reduce the disciplinary sentence, I must provide documentation of at least 30 hours of community service and participate in appropriate counseling/mediation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## USEFUL PHONE NUMBERS

Abuse of Children.....	310-1234
Addictions & Mental Health.....	842-5144
AIDS (Testing Information).....	1-800-661-4337
Alcoholics Anonymous.....	842-6621
Alcohol & Drug Info and Referral.....	1-800-663-1441
Ambulance.....	911
Court Registry.....	842-5517
Dental Clinic.....	842-5339
Doctor (Wrinch Memorial Hospital)....	842-5234
Employment Services.....	1-800-663-3316
Fire.....	911
Gitanmaax Nursery.....	842-6282
Health Canada.....	1-800-267-1245
Help line.....	310-1234
Human Relations Consultants.....	1-847-5899
ICBC.....	842-6571
Ministry of Children & Family.....	842-7624
Motor Vehicle/License Office.....	842-6571
Northwest Community College.....	842-5291
Police.....	842-5244.....911
Poison Control Centre.....	842-5211.....911
Public Health Unit.....	842-4640
Schools:	
Coast Mountains School District	1-800-665-6134
Hazelton Secondary.....	842-5214
Gitanyow Independent School..	849-5528
Gitsegukla Elementary.....	849-5739
Gitwangak Education Society...	849-5330
John Field Elementary.....	842-5313
Kispiox Elementary.....	842-6148
Kitwanga Elementary.....	849-5484
New Hazelton Elementary.....	842-5777
Sexual Assault Service.....	1-800-563-0808
Sexually Transmitted Disease Info.....	1-800-661-4337
VictimLINK – Help & Info.....	1-800-563-0808

