



**HYTHE REGIONAL SCHOOL
PARENT & STUDENT HANDBOOK
2011 - 2012**

Grade 7, 8 and 9

HRS runs a Compressed School Schedule

Web Site www.pwsd76.ab.ca/school/hrs

School Address:

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SCHOOL MANDATE

At Hythe Regional School, we believe in educating the whole child to help them realize their full potential.

MISSION STATEMENT

Educating for strength: Learning is the tool for building strong hearts and minds.

INTRODUCTION

The Hythe Regional School serves the communities of Hythe, Beaverlodge, Valhalla Centre, Kelly Lake, and Horse Lake First Nation.

School Operation

For the 2011-2012 school year it is expected there will be multiple grade seven classes, multiple grade eight classes, multiple grade nine classes and a junior high modified program.

Course Marks & Exams

Core Subjects

All students in junior high are required to take 5 core subjects (Language Arts, Mathematics, Science, Social Studies, Physical Education).

Students must successfully complete four out of five subjects to be promoted to the next grade.

Complementary Courses

In addition to the core program, each student will be enrolled in complementary courses. All grade seven students are enrolled in the computer program.

CTS (woods, cooking, fashion studies, design)

Career & Technology Studies

One day each week, the grade 8 and grade 9 students will be going to the Beaverlodge Regional High School for shop classes. Grade 8 students go to the Beaverlodge Regional High on Tuesday mornings. Grade 9 students go to the Beaverlodge Regional High on Thursday mornings. Students will be at the Beaverlodge Regional High from 9 a.m. to 11:45 a.m. Beaverlodge students are to report directly to the high school. Other students are bused from the Hythe Regional school to the Beaverlodge Regional High school. Students are not to leave the school building.

Home Rooms

Each student has a homeroom teacher who checks attendance and can assist with homework, school activities and informal counseling.

Book Rental/CTS Fees (Career & Technology Studies)

Book rental statements are issued in September. This fee covers text rentals and additional fees may be assessed for lost or damaged books. Student will be charged the replacement cost of lost or damaged texts and library books. Option fees help cover the cost of option course materials. Fees are due September 30, 2011. Unpaid fees are subject to a late charge of \$10. Contact the school prior to

September 30th if alternative arrangements are required. If fees are unpaid students are not allowed to participate in extra curricular events.

In grade 8 and 9 CTS fees cover CTS class materials supplied by the school. Materials for individual sewing projects are the responsibility of the student.

Report Cards

Report cards are issued three times during the year. Parent-teacher interviews are held two times during the school year. However, parents may arrange interviews at any time with staff members and/or administrators. Report card dates are: Nov. 24, March 16 and June 27.

Exam Policy

Grade 7 and 8 students who achieve an overall mark of 80% in a core subject may be exempted from their final exam in that subject at the discretion of their teacher.

Grade 7 and 8 students may be exempted from a maximum of two final exams. If students qualify for exemption in three or more subjects, they may choose from which two exams they will be exempted.

All grade 9 students are required to write their core subject final exam. Achievement exam dates are posted on the Alberta Education website.

School Procedures

1. **Lunch time:** Students shall eat in their homeroom until they are finished. Hythe Regional School is a closed campus. All bus students are expected to stay on school property during lunch hour unless accompanied by their parent.
2. **Absences:** Please contact the office or your child's homeroom teacher when your child is absent from school. A note, email or phone

call by parents **must** be given with a reason for the student's absence.

3. **Agenda:** All students are provided with an agenda and they are required to use them to record temporary absences from class. (bathroom, library, locker)
4. Students are **expected to dress** appropriately for physical education classes. Students are required to have shorts, sweats, a t-shirt and 2 pair of running shoes (1 pair of inside shoes and 1 pair of outside shoes). They need athletic shoes that tie tightly and fit snugly (this is for safety and to maximize performance and participation). No skater shoes, flip flops, crocs, or sandals. Students should have a complete change of clothes for PE and NOT wear the same t-shirt or pants as worn during the day.
5. **The water and juice machines are** to be used only before school, at noon hour, recess breaks and after school. The water and juice machines are not to be used during classes. Because we believe in recycling, we ask that **all cans and bottles be returned to the boxes in the hall.**
6. **Telephone:** The office telephone is only for emergency use. Notes from teachers are needed to use the student phone during class time.
7. During gym class, **valuables** are to be left in the child's locked locker. The locker rooms are not locked at any time during the day.
8. **Junior High students** are expected to do a reasonable amount of **homework** each night. The average homework time for students should be half an hour to an hour in total. However, some students may find themselves doing a bit more depending on how they apply themselves in class and their personal academic goals. Some students find their evenings extremely busy and fail to get their homework done. Since completing the homework is necessary to allow students to keep pace with the class, we assign students who have not

completed their homework to a DT during noon hour. This allows students 25 minutes a day where they can work on their homework under the direction of a teacher.

9. **Parents/guardians must sign** out their child when taking them out of school. There is a form at the office to fill out.

- If anyone other than a parent or guardian is taking a student out of school, a note must be sent to the office for the principal. (name of student must be on the note and name of person taking student- with a parent/guardian signature on the note accepting responsibility for the student and the person signing out the student)

10. **Bus notes** signed by a parent need to be supplied to the office for any change in a student's bus travel.

11. **Bussing arrangements:** Beaverlodge students must meet the bus at Beaverlodge High School at 8:30 a.m. on the west side of the high school. Staying on bus while at Beaverlodge Regional High School. **(no IDA)** For more information call the bus department. If you are new to the area, please contact Peace Wapiti School Board's bus transportation department (532-7734).

*Should it be necessary for students to bring valuables to school, these valuables should be left at the school office in the morning and retrieved after school. **(Liability for losses shall rest with the student.)***

Guidance

If students are having problems with schoolwork, they are urged to contact the subject teacher for assistance. Students having problems in school are urged to discuss them at any time with the principal, vice-principal, counselors, teachers or community liaison worker.

Community Team Meeting: This team consists of school administration, school counselor, and workers for Mental Health, Social Services, Child Welfare and the Health Unit. This team can meet with parents to discuss areas of concern and suggest alternatives.

Library

Loan period for books is two weeks. Reference materials are not to be checked out of the library. Overdue books will be charged ten (10) cents per day. A student will not be allowed to take out another book until overdues are brought back and fines are cleared up. Textbooks must be returned immediate to the library upon completion of courses. Damaged or non-returned textbooks will be billed at replacement cost.

Services for Students

Lockers

Each locker should contain all of a student's personal property while at school and should be kept locked at all times. Students are required to purchase locks from the library. **Locks cost \$10.00.** Students may use the same lock for the three years that they attend Hythe Regional school. Lockers remain the property of the District throughout the school year and may be subject to periodic searches.

Awards

Student of the Month

Each month a student is chosen by draw as student of the month and wins a prize. Student of the month slips are passed out by staff to recognize good marks or good behavior.

Athlete of the Month

Each month two boys and two girls are chosen by the physical education department and coaches as athletes of the month.

JUNE AWARDS CELEBRATIONS

At HRS we strongly believe that achievement both academically and socially is important to all students. We want to recognize student success and we realize that all students attain success in individual and unique ways. Therefore we have implemented distinctive celebrations that recognize this. We have organized an **afternoon celebration** for students who have achieved honours standing (80% or better) in 3 or less core (English Language Arts, Mathematics, Science, or Social) and/or electives. The afternoon ceremony is open to all junior high students and parents.

Honours are given to all students who attain an 80% average in each of the following subjects (Social Studies, Language Arts, Science and Mathematics.)

For those students who have achieved honours standing (in Language Arts, Social Studies, Science, and Math) attained top grade standings; were nominated or selected to receive special academic, athletic, or citizenship awards we have an **evening banquet and ceremony which is by invitation only.**

Hythe Regional School – top student in grade 7 (boy & girl)

Hythe Chamber of Commerce – top student in grade 8 (boy & girl)

Hythe Legion Ladies Auxiliary – top student in grade 9 (boy & girl)

Vi-Al Perpetual Scholarship – cash award and plaque to outstanding academic student

Treasury Branch – general proficiency (boy & girl)

Panther Pride Award

Jennifer Eveleigh Award

Alvin Maricle –Hythe Elks Curling Award

Outstanding Athlete Award – boy and girl

Robert Adams Memorial Basketball Award

Community Service Award

Native Liaison Award (FMNI)

Perfect Attendance Award

Travel Award

Hazken Award

Expectations for Student Conduct

The school’s discipline plan is based on five main expectations for students.

Students will:

- Treat teachers with respect
- Treat adults and guests in the school with respect
- Treat each other with respect
- Treat themselves with respect
- Treat school property and the property of others with respect
- Courtesy to others and concern for your own welfare demonstrates this respect.

Discipline with Dignity

At Hythe Regional School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment.

At Hythe Regional School we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behavior, their choices, and their impact on others while still maintaining their dignity.

Moderate Infractions

Examples:	Consequences
<ul style="list-style-type: none"> • Name calling includes put-downs, teasing, etc. • ignoring the bell • going out of bounds during recess/noon hour without permission • neglecting to show appropriate hallway/assembly behaviour • displaying disrespectful behaviour • not following classroom school rules • bringing personal items to school without permission • littering on school property • others 	<ul style="list-style-type: none"> • Verbal reminder/conversation • Student removed from situation or activity • Community service specific to the infraction • Noon hour detention • Confiscation of property for a period of time • Child phones home and/or note in agenda • Parent(s) notified • Letter of acknowledgement and apology written by student • Others

Severe Infractions

<p>Examples:</p> <ul style="list-style-type: none"> • fighting • anything that compromises-safety of others and self • disrespectful behaviour • vandalism • theft/extortion • swearing • bus transportation report • threats • repetitive minor infractions • others 	<p>Consequences (some combinations may apply)</p> <ul style="list-style-type: none"> • Administrative involvement • Service project • Parents informed each time via phone call or letter • Detentions • Loss of privileges • Parent Conference • In-school suspension • Out-of -school suspension • Child phones home • Documentation in cum file • Police involvement if needed • Others
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Consequences of suspensions

- Students who have been suspended out of school will miss the next school dance, as well as the next school activity(e.g. ski trip, Europe trip)
- If suspended in grade 9, the student is automatically considered for removal or disqualification from the grade 9 Europe trip. All Grade 9 suspensions will result in immediate disqualification from the grade 9 Europe trip.
- Students who are habitually late for class and or suspended from school will be removed or denied access to the school team as per the principal’s discretion.

Smoking

No smoking on school property by District policy (see Policy IFCG). Smoking on the grounds or being with people who are smoking will result in disciplinary action.

Drugs and Alcohol

Being in possession of drugs or drug paraphernalia or alcohol or being under the influence of drugs or alcohol in school or at school activities violates Peace Wapiti School Board Policy (see Policy IFCI). Students who violate this policy will be suspended immediately and may face recommendation to the board for expulsion. Cases may be reported to AADAC and/or reported to the RCMP.

Use of Cell Phones and Electronic Devices

Concern about the inappropriate use of cell phones, camera cell phones and other electronic devices led the Board to create a policy to limit their use in schools and classrooms. These devices can interfere with a student’s right to privacy, right to a safe and caring environment and the learning process. “There is a place and time for cell phones and other electronic devices, but the classroom is generally not that place.”

Hythe Regional Policy regarding the use of cell phones

Use of cell phones on school property during school hours is prohibited. Student who carry a cell phone will have it turned off and in their locker. Students who disregard this policy will have their cell phones confiscated and their parents will have to come in and get the cell phone from administration.

Hythe Regional policy regarding the use of electronic devices (see Policy IFCL)

Use of electronic devices, such as IPODS or MP3 player or handheld games, will be left to the discretion of the individual classroom teachers.

Beverages

Water is the only beverage allowed during class time. Drink containers must be clear. Energy drinks are prohibited.

Dress (See Policy IFCA)

Students are expected to dress in good taste and in a manner that is appropriate for a learning environment. Students who wear clothing that is inappropriate or in poor taste will be expected to change. All clothing should be neat and tidy, cover all undergarments and cover the shoulders, back, midriff and thighs. Clothing shall have only positive slogans and/or pictures.

Hoods, hats, toques, and any inappropriate headgear are not to be worn in the school.

Violation of this policy will result in students being required to change their clothing. If no appropriate clothing is available student will be provided alternate clothing from the office or parents will be asked to bring in a change of clothes.

Student Conduct on School Busses

see Policy EEACC

Bus drivers are an important part of Peace Wapiti School Division's staff. They are responsible for the safety and conduct of the students while they are on the bus. Students riding on a bus are expected to give the bus driver respect, consideration and cooperation, and always and immediately carry out his/her reasonable instructions.

1. If a student chooses to break a rule, the following processes may be applied:
 - i) Student warned by driver.
 - ii) Student assigned designated seat, parents called.
 - iii) Principal, parent, student, driver conference
 - iv) Suspension of bus privileges for designated period of time; parents notified and made responsible for transportation.
- a) If in the opinion of the driver the student's behaviour is sufficiently negative to warrant, the driver may step outside of this process and refer the student to the principal for appropriate disciplinary action as outlined in *Policy IFC- Student Conduct*.
- b) For minor incidents of a continuing nature bus drivers are encouraged to contact the parents prior to referring to the principal

Attendance Incentives

Student Attendance (see Policy IE)

Rationale

Hythe Regional School believes that regular attendance in school is a vital factor in the successful attainment of learning objectives. The relationship between regular attendance and student achievement is well documented.

Attendance

Our attendance policy and Peace-Wapiti School District attendance policy is:

- Excusable absences are illness, medical appointments, condolence leaves, bus problems, field trips, suspensions, and other school-related activities, or those deemed excusable at the discretion of the school board.
- Non-excusable absences are skipping or truancy, sleeping in, shopping, haircuts, babysitting, or non-school-related sporting activities.

The following procedures may be applied when a student reaches a level of inexcusable absences as outlined below:

- 5% - letter from school administrator
- 10% - parent meeting and contract
- 15% - recommendation to enroll in alternative education (eg. PAVE)

Lates

Three lates equal one absence. Students arrive more than half way through the class will be marked absent.

Truancy

Students who are caught skipping will be process according to our current policy.

After first occurrence -Phone call home and letter warning of suspension if it happens again.

After second occurrence -
Suspension up to five (5) days.
Request parents to accompany the student back to the school. Sign contract to allow referral to alternate program

After third occurrence - Recommend to alternative education program. Failure to comply will result in recommendation for expulsion.

Student Activities

Special Events

From time to time, special events are held at our school. Examples of these from the past have included the Jasper and Nighthawk ski trips and the Europe Travel Club. Each event will establish the criteria that students will have to meet in order to be invited to participate. Generally such events will include criteria such as the student being up to date with his or her assignments, a willingness to make up work missed because of the event, regular attendance, and acceptable behavior in

classes and in the school generally, and any other reasonable expectations deemed appropriate for the particular event.

It should be noted that these events frequently are offered as a reward for students meeting such criteria and are only offered when there are staff members willing and able to organize and sponsor such event. When this kind of event is being considered, students and parents will be notified in advance what the criteria for participation will be. Students who do not meet the expectations outlined may not be invited to participate.

Extra-curricular Programs

All students are encouraged to become involved in our extra-curricular programs. Students may also participate in inter-school basketball, volleyball, and badminton programs. Participation depends upon student's behavior, attitude, attendance, school fee and previous text fees being paid in full. If a student's previous years textbook fees have not been paid, that student will not be allowed to participate in extra-curricular activities.

- a) **Inter-School Sports:** School teams participate in inter-school basketball, volleyball, badminton, and track and field with several other District schools. Transportation to and from these league games and tournaments may be supplied by District bussing. Students must find their own transportation home for the after school practices.
- b) **District Track Meet:** Each spring interested students participate in the District Track Meet which is held in May, at Grande Prairie. All students

not involved in the track meet will attend class as usual.

- c) **Clubs and Additional Activities:** Depending on student and teacher interest, a variety of clubs and special interest activities will be arranged each year.

If student fees are unpaid, you will not be allowed to participate in additional activities.

Extra Curricular Participation Policy

If a student will be absent from class due to extra curricular activities, he/she must get written permission from the teacher of that class. Permission should be granted only to students whose work is up to date and whose behavior is acceptable.

School Dances

Throughout the year, two evening dances may be held. Bussing to and from Beaverlodge is provided. All dances are closed dances. Students may invite guests to each dance, subject to the approval of the school principal and the guest's school principal. Doors at all dances are locked at 9:00 p.m. It is also worth noting that students who do not attend school regularly will have their dance privileges removed. Parents are encouraged to attend all social functions. In accordance with Peace Wapiti School District Transportation, there must be parent supervisors on each bus to and from dances.

- Anyone coming to the dance by school bus will be expected to go home by bus. Any special cases will have to be approved by the office the day before the dance. Parents are required to help supervise at the dance.

- Students coming to the dance will remain in the school until the dance ends or they leave with their parents.
- Members of the Beaverlodge R.C.M.P. Detachment will be invited to all dances.
- Students who have been suspended out-of-school since the last dance will not be allowed to attend the next dance. Attendance at the dance depends on school attendance and behavior.