

Fredericton High School



FHS Handbook 2024-2025

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FHS Website: frederictonhigh.nbed.ca

School Building Opens: 8:20 am

School Day Begins: 9:10 am

School Day Ends: 4:10 pm

FHS Vision Statement

FHS: Leaders in Academic Excellence and Inclusive Education

FHS Mission Statement

FHS values academics, inclusion, diversity, respect and responsibility as the foundation of our learning community.

Our school:

- Promotes academic excellence through inclusion and collaboration.
- Celebrates diversity by recognizing that our differences enrich and strengthen our community.
- Creates a safe, supportive and respectful environment where students can thrive academically, socially and emotionally.
- Partners with parents and community to enable students to reach their potential and become responsible, productive, global citizens.

SCHOOL CALENDAR

2023-2024

September 2	Labour Day – no school for students & teachers
September 3	Semester I begins; first day for grade 9 students
September 4	First day for grade 10-12 students; grade 9 students also attend
September 30	National Day for Truth & Reconciliation – no school for students & teachers
October 14	Thanksgiving Day – no school for students & teachers
November 8	Professional Learning Day – no school for students
November 11	Remembrance Day – no school for students & teachers
November 12	Report Cards Issued – grades 9-12
November 22	Parent-Teacher Interviews/Professional Learning Day – no school for students
December 20	Last day of classes before holiday break (half day for students)
January 6	First day of classes for students & staff after the holiday break
January 20-24	Assessment/Demonstration of Learning Week
January 27-28	Semester Turnaround days – no school for students
January 29	Semester II begins
February 17	New Brunswick Family Day – no school for students & teachers
March 3-7	March Break – no school for students & teachers
April 7	Report Cards Issued – grades 9-12
April 11	Parent-Teacher Interviews/Professional Learning Day – no school for students
April 18	Good Friday – no school for students & teachers
April 21	Easter Monday – no school for students & teachers
May 2	NBTA Council Day – no school for students
May 12	NBTA Branch Meeting Day – no school for students
May 19	Victoria Day – no school for students & teachers
June 9-13	Assessment/Demonstration of Learning Week
June 16-20	Final report cards issued; Graduation events

DAILY BELL SCHEDULE

Monday to Thursday

9:10-9:15	Transition to Period 1
9:15-10:25	Period 1
10:25-10:35	Transition to Period 2
10:35-11:35	Period 2
11:35-11:50	Break
11:50-12:50	Period 3
12:50-1:50	Lunch
1:50-2:50	Period 4
2:50-3:00	Transition to Period 5
3:00-4:00	Period 5
4:00-4:10	Transition to Busses

Friday

9:10-10:10	Period 1
10:10-10:25	Break
10:25-11:20	Period 2
11:20-11:30	Transition to Advisory Period
11:30-12:05	Advisory Period
12:05-12:15	Transition to Period 3
12:15-1:10	Period 3
1:10-2:10	Lunch
2:10-3:05	Period 4
3:05-3:15	Transition to Period 5
3:15-4:10	Period 5

GENERAL INFORMATION ABOUT FHS

Student Services

Students are supported by a Student Services Team that consists of a Vice-Principal, School Counsellor, and Resource teacher. Students are assigned to this team by Grade Level.

Assemblies

School-wide assemblies may occur periodically throughout the school year and are part of the instructional day. Therefore, attendance is mandatory, and all school rules apply.

Black Kat Student Centre

The Black Kat Student Centre is an area of Fredericton High School where students may be referred for academic support outside of that provided by School Counsellors or Resource. Students may work on individualized plans for various reasons. Due to a limited capacity, students are referred to the Black Kat Student Centre via their Education Support Services Team after consultation with home.

Cafeteria

Our cafeteria service is provided by Compass Group (Chartwells). Cash, debit and credit cards are accepted. Due to safety and security reasons, backpacks are not permitted in the cafeteria where food is being sold.

Cashless Schools

The preferred method of payment for all school fees (student fees, athletic fees, course/lab fees, grad fee, etc.) is through School Cash Online. To register, go to: <https://anglophonewest.schoolcashonline.com/>

Common Area Conduct

When students congregate in common areas, they are reminded to demonstrate respect for others by allowing free access to lockers and open passage in the hallways. To facilitate traffic flow, students should remain on the right-hand side while in corridors and stairwells. Students are to refrain from sitting on the floors in classrooms, locker areas, washrooms, or corridors. For safety purposes, students are not permitted to congregate in stairwells.

Fire Drills

When the fire alarm rings, students should move quickly and promptly out of the building to designated areas as directed by the teacher. Each classroom will have Fire Drill Directions posted; students should take note of these. Once outside, classes should move well away from the building and stay as a class unit so that the teacher can account for each student. If the fire alarm sounds during non-instructional time (e.g. – breaks, noon hour, after school), students are to report to their homeroom teachers at the pre-designated (homeroom) location; students are responsible for noting this location.

Grade Level Promotion

<u>Grade 9 to grade 10:</u>	A grade 9 student is promoted outright to grade 10 when they have met the learning requirements prescribed in the grade 9 curriculum (with input from the school-based Education Support Services Team as required).
<u>Grade 10 to grade 11:</u>	A grade 10 student is promoted to grade 11 if they have passed a minimum of five grade 10 credit courses (20 credit hours).
<u>Grade 11 to grade 12:</u>	A grade 11 student is promoted to grade 12 if they have passed a minimum of fifteen credit courses (60 credit hours).

Graduation Requirements – June 2025

At the grade 12 level, students must obtain a minimum of 18 credits, as defined in the FHS Course Selection Handbook. Successful completion of the English Language Proficiency Assessment is also a requirement for graduation in NB schools.

Graduation Requirements – June 2026 & beyond

At the grade 10/11 level, students must obtain a minimum of 100 credit hours (including compulsory credits outlined by the Province of NB) as defined in the FHS Course Selection Handbook and develop a documented career life plan. Successful completion of the English Language Proficiency Assessment is also a requirement for graduation in NB schools.

Health Services

Confidential sexual health services (e.g. – counseling, testing/screening and treatments) are available at FHS and provided by a Nurse Practitioner. Students can make an appointment for the sexual health clinic at FHS by calling 506-453-5379. School counsellors can also assist students with making an appointment.

Advisory Period

Students will be assigned to an Advisory Period teacher and will remain with their assigned teacher over their high school career. Advisory Period is part of the instructional day and is compulsory for all students.

Important Phone Numbers for Student Support

Addictions and Mental Health Services.....	506-453-2132
<i>Addictions, Suicide, Depression, Anxiety, Coping</i>	
CHIMO Helpline.....	1-800-667-5005
<i>Suicide, Depression, Anxiety, Coping</i>	
Family Enrichment Counseling.....	506-458-8211
Fredericton City Police.....	506-460-2300
Fredericton Public Health Office.....	506-453-5200
Kids Help Phone.....	1-800-668-6868
<i>Dating Problems, Difficulty at School, Bullying, Abuse, Depression, Emergencies, etc.</i> or text CONNECT to 686868	
Mental Health NB One-at-a-Time Sessions.....	506-453-2132
National Suicide Crisis Helpline.....	call 988
Sexual Violence NB.....	506-454-0437
Victim Services.....	506-453-3992

Kats' Club

There are several classrooms throughout the building which are open to students during the lunch hour as safe and welcoming environments. Look for "Kat's Club" stickers on classroom doors which indicate these rooms.

Kats' Kitchen

Kats' Kitchen is our student hunger program and is available to all students. Breakfast is served during the 20 minutes before classes begin each morning and lunch is served during the first 20 minutes of the lunch hour. A variety of healthy "grab and go" items, including vegetarian and halal options, are available each day. Kats' Kitchen is located on Main Street next to the library. Students interested in volunteering to help with the running of Kats' Kitchen and its' various fundraising events should see Mme. Lukings in Room C18.

Library

The school library has a wealth of resources that can support a variety of both academic and personal interests. The library is open to students prior to the start of classes, during breaks, at lunch time, and after school.

Lockers

Lockers remain school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment. Students who wish to have a locker, will be assigned a locker by their homeroom teacher at the beginning of the school year and are responsible for this locker and its' contents for the duration of the school year. Students must use school issued locks and must use only the locker assigned to them by the homeroom teacher. Student(s) that are assigned to a locker are responsible for the contents of their locker; they are to keep the inside and outside of their lockers neat and tidy. Items of value and/or large sums of money must not be left in lockers. Students defacing lockers will lose the privilege of their use and be subject to other disciplinary measures as warranted. There is a replacement cost of \$5 for lost or broken locks.

Out of Zone

A reminder to all families who are living out of zone. You must reapply annually to continue attending FHS.

Report Cards

Formal report cards are issued twice each semester. Parent-teacher interviews are scheduled each semester once mid-term report cards have been issued. Please refer to the "PowerSchool Public Portal" note at the back of this handbook for information about how to access grades and attendance records at any point in the semester.

School Photos

Students are photographed by Harvey Studios in September. Photos are used for Student IDs and the FHS yearbook. Families also have the option of purchasing picture packages.

Student Drop Off

The student drop off lane is adjacent to the main gymnasium. Please drive to the end of the lane before stopping. Signage is posted and indicates how traffic should flow. Parents are asked to please respect the signage and only drop students off in the designated drop off area. Please refrain from entering parking areas (e.g. – the designated staff parking area in front of the main administration/gymnasium entrance), as this causes unnecessary congestion.

Student Fee (\$45/student + online processing fees)

The student fee supports all student-based school activities (e.g. – athletics, clubs, guest speakers, school breakfast program, Kats' Kitchen, etc.). The fee also supports access to an individual student lock and locker, and a Student ID card. Families with 3 or more FHS students: please contact the Main Office to obtain information on the family rate.

Student Identification Cards

Students must identify themselves when required to do so by any school personnel – teachers, administrators, support staff, bus drivers, etc. Students are required to show FHS Student ID for admittance to many school activities. Student IDs are provided electronically unless otherwise requested.

Student Parking

For vehicle parking, students are assigned the parking lot off Priestman Street by the sports fields. The following guidelines apply to all students who park cars on FHS property:

1. For security and protection of personal property, all vehicles must be locked.
2. Parking may only occur in designated areas. Parking on fields/grass, in fire lanes, or other unauthorized areas may result in the loss of parking privileges, fines and/or vehicle towing at the owner's expense.
3. Students are not permitted to smoke, vape, or eat their lunch in their vehicle while the vehicle is on FHS property.
4. Students are not permitted to loiter in parking lots at any time throughout the school day.
5. Students must refrain from littering in parking lot areas.

Textbooks

Textbooks are issued by subject teachers at the beginning of each semester and remain property of the school. Lost textbooks must be replaced at cost.

Visitors

All visitors are asked to report to the office upon arrival at FHS. Visitor parking is marked with signage in the small lot in front of the main administration entrance.

Website

The FHS website can be accessed at: <http://frederictonhigh.nbed.ca>

The website is full of important information (e.g. – teacher contact information, the school calendar, upcoming events, scholarship information, school announcements, school procedures, etc.) and should be checked regularly.

Withdrawal from FHS

Students who move out of the school catchment zone must speak to their vice-principal to start the withdrawal process prior to moving. As part of this process, students must return textbooks, library materials, pay any outstanding fees, and clean out their locker. Parents play an important role in the withdrawal process and will need to be in communication with the vice-principal throughout the process. Failure to follow the proper procedure when leaving school will result in registration delays at the new school and can be costly if textbooks are missing.

Yearbook

The FHS yearbook, *The Graduate*, may be ordered on-line during selling periods throughout the school year. As per ASD-W [Policy 360-7A](#), "Student Photographs and Student Information", parents must provide signed consent in order for their child's picture to appear in the yearbook.

CODE OF STUDENT CONDUCT

At Fredericton 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 behavior. In return, students can expect to be treated with fairness, respect, and consistency. High standards of performance and behaviour are the hallmarks of FHS and will be expected of all students.

The Department of Education and Early Child Development's "Positive Learning and Working Environment" Policy ([Policy 703](#)) states, "the goal of discipline is to help pupils learn appropriate, productive behaviours which will enable them to meet their needs and to pursue their goals".

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 facilitate sound educational programs which encourage student participation at all times.
- To foster mutual respect and to recognize the worth of each individual.
- To respect and promote the principles of freedom, justice and equality.
- To guide student behavior by emphasizing positive decision making.
- To stress each student's responsibility for schoolwork, behaviour, and care of school property.

New Brunswick Education Act

Duties of Pupils

14(1) It is the duty of a pupil to

- a) participate in learning opportunities to their potential,
- b) accept increasing responsibility for their learning as the pupil progresses through their schooling,
- c) attend to assigned homework,
- d) attend school regularly and punctually,
- e) contribute to a safe and positive learning environment,
- f) be responsible for their conduct at school and while on the way to and from school,
- g) respect the rights of others, and
- h) comply with all school policies.

14(2) It is the right of a pupil to be informed of their educational progress on a regular basis.

Roles of Parents

13(1) A parent, in support of the learning success of their child and the learning environment at the school, is expected to

- a) encourage their child to attend to assigned homework,
- b) communicate reasonably with school personnel employed at the school their child attends as required in the best interests of the child and the school community,
- c) cause their child to attend school as required by this Act,
- d) ensure the basic needs of their child are met, and
- e) have due care for the conduct of their child at school and while on the way to and from school.

13(2) The parent of a pupil has a right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.

13(3) It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

13(4) The principal of a school may establish a communication plan to be followed by a parent and a member of the school personnel which may include, but is not limited to,

- a) the means of communication,
- b) the frequency of communication, and
- c) the supervision with regard to communication.

Improper Conduct

22(1) Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.

22(2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

22(3) Where a person, in or on school property,

- a) uses threatening or abusive language, or
- b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

Support Strategies

At FHS, we strive to work as a team to create a positive learning and working environment. When needed, interventions are used to support student success so that punitive consequences for improper conduct can be avoided. The Pyramid of Interventions is a guideline for student supports and can be found on the school website.

Consequences of Improper Conduct at Fredericton High School

In some cases when interventions are not successful, punitive consequences are a necessary form of support.

Detention

Assigned detentions are not optional and will be at the discretion of school personnel. Most detentions are assigned during the noon hour. In cases of after school detentions, it will be the responsibility of the student to make arrangements for transportation.

Out-of-School Suspension

An out-of-school suspension exceeding five days may be appealed. The suspension of school privileges (i.e.: attending ASD-W school events such as sports, dances, graduation functions, etc.) cannot be appealed. Please note: Students who are suspended from attending school cannot use the school bus system, be on school property, or attend any school-based activities in ASD-W. Students may resume participation the day following the last day of suspension.

FREDERICTON HIGH SCHOOL PROCEDURES AND GUIDELINES

Abusive Language Towards Staff Member

The use of abusive language will not be tolerated in our school system. Staff members have the right to work in an environment that is respectful and harassment free. Students who verbally abuse or harass staff members, including generating inappropriate and unfounded rumours, may be subject to the following consequences (as per the Guidelines & Procedures for ASD-W [Policy 708-8](#)).

1st offence: 1-5 day out-of-school suspension.

2nd offence: 5-10 days out-of-school suspension, subject to the approval of the Director of Schools.

Athletic Code of Conduct

All FHS student athletes must adhere to the Athletic Code of Conduct. More information on the Code can be found on the FHS website, in the Athletics section, under the Extra Curricular tab.

Attendance – Student and Parent Responsibilities

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 the interaction and exchange of ideas amongst students, and between students and teachers. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson.

Legal obligation to attend:

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when just cause exists (e.g. – documented illness, emergency situations, religious holidays, circumstances of a compassionate nature).

Section 16(1) of the Education Act states the following:

A child is not required to attend school if the child:

- a) is unable to attend school by reason of the child's sickness or other unavoidable cause,
- b) is officially excluded from attendance under this Act or the regulations,
- c) is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- d) in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister.

Responsibilities when students are absent:

1. Parents are asked to either report the absence through the Safe Arrival Process on School Messenger or contact the school (453-5435). This should be done prior to the start of classes.
2. Students must ensure they catch up on any missed work.
3. Students must arrange to write any missed tests/assessments.

Missed work and assessments due to absence:

1. Teachers will provide assistance when students have been absent for just cause (reasons cited within section 16(1) of the Education Act). For short-term absences, students shall catch up when they return to school.
2. When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers. It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (e.g. - trips). Should assessments have occurred during a non-essential absence, the student must make arrangements with the subject teacher promptly upon their return to school to complete the assessments.

Attendance – Fredericton High School Attendance Guidelines

Responsibility lies equally with the school, parent and student to ensure that the student attends classes punctually and regularly. Students who arrive or leave during the school day are expected to be signed in or out at the main office. In conjunction with Synervoice (automated dialing system which alerts parents of absences), Fredericton High School has a three-step process to communicate attendance concerns to students and parents/guardians. This process is guided by ASD-W [Policy 319-6](#) "Attendance".

Step 1: When a student has been absent 5 days/periods per subject:

- The subject teacher will voice concerns about attendance to the student.
- The subject teacher will call/e-mail home (3 attempts) to voice concerns about attendance.

Step 2: When a student has been absent 10 days/periods per subject:

- The subject teacher will voice concerns about attendance to the student.
- The subject teacher will complete an Education Support Services Team (ESST) Referral highlighting the concerns about attendance.
- The student services team will meet to discuss interventions.
- The vice-principal will communicate with parents.

Step 3: When a student has been absent 20 days or periods per subject:

- The subject teacher will notify the vice-principal that the student has 20 absences by submitting a Behaviour Referral Form.
- The vice-principal will communicate with subject teachers to determine the number of courses the student is passing. Based on this information, the VP may:
 - a) implement a reduction in schedule,
 - b) refer the student to an alternate placement, or
 - c) suspend the student for the balance of the semester, with the right to appeal.

Bus Privileges

Students are to conduct themselves in an orderly manner while travelling on buses. Failure to do so may result in suspension of busing privileges.

Cell Phones

In today's world, cell phones play an important role. When used properly, they are an excellent resource. However, when used inappropriately, they can be a cause for concern (e.g. – infringing on the privacy rights of individuals, contributing to bullying or harassment, contributing to cheating, etc.). FHS recognizes that many of today's young people are in possession of cell phones and are accustomed to using them on a regular basis. Our procedures respects students' ability to use them in a reasonable way without infringing on the rights of others or disrupting student learning. Refer to page 11 for more details on our cellphone protocol.

- Students are to comply with the direction of the classroom teacher with regards to cell phones. Failure to do so will result in consequences by the teacher. Major incidents of defiance, or a continued refusal to follow the instruction of the teacher will result in a referral to the office. Inappropriate non-instructional use of electronic devices is contrary to ASD-W [Policy 703-3](#), "Non-Instructional Use of Personal Electronic Devices at School and During Instructional Hours", and subject to consequences.
- Examples of inappropriate use include (but are not limited to as per New Brunswick Department of Education [Policy 311](#), "Information and Communication Technologies (ICT) Use"):
 - unsolicited capture of images
 - unsolicited video or audio recording
 - posting the above such items on the internet without permission

Closed Campus

For security reasons, FHS operates a closed campus. This means students must remain in the building except during lunch hour & the morning break between periods 2-3. Students who choose to leave the school and property must return through the Main Office doors and are expected to be good citizens of FHS while off campus. All school rules apply during the school day, whether students are on or off the property.

Club Code of Conduct

All club members must adhere to the FHS Clubs Code of Conduct.

Dress Code

The following guidelines apply to student dress while at school:

- Students are not permitted to wear clothing that displays references or language related to drugs, alcohol, profanity, discrimination, or violence.
- The wearing of hats in the classroom will be at the discretion of the teacher.
- Students are not permitted to keep hoods up while they are in the building.

Drug and Alcohol Policy

Involvement with drugs or alcohol is prohibited at school and school related activities and will result in suspension. Items will be seized and given to the Police for possible criminal investigation and charges.

If there is evidence of involvement with drugs and/or alcohol, the following will be applied:

1st offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) The student will be suspended out of school for 5 days as per the Guidelines and Procedures for ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension".

2nd offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.

In all cases, the Police will be contacted in accordance with the Criminal Code. The Police will assist all stakeholders in the application of this policy, as required. Evidence of involvement includes possession of drugs or alcohol and/or paraphernalia, aroma, and inappropriate behavior. Students who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of ASD-W [Policy 703-4](#), "Personal Searches", and will be subject to the same consequences as above.

If there is evidence a student is under the influence:

1st offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) The student will be suspended out of school for 5 days as per the Guidelines and Procedures for ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension".

2nd offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or a semester.

Where it is warranted the police will be notified. Any student smelling of a substance that is prohibited may be deemed in possession or under the influence of that substance and will be subject to the same consequences. If a student is an identified addict and is willingly seeking assistance, disciplinary action may be modified.

If there is evidence of trafficking and/or possession for the purpose of trafficking:

Students found to be distributing drugs or alcohol at school or school functions will be suspended from school.

- a) Recommendation to the Director of Schools that the student be suspended for one calendar year.
- b) The police will be notified.

Guidelines for personal searches can be found in ASD-W [Policy 703-4](#), "Personal Searches".

Electronic Devices

This Protocol is supported by EECD [Policy 703: Positive Learning Environment](#):

Our students are the future leaders of a technological world therefore, we need to adopt guidelines that recognize the reality of young people. It is important not to ignore technology, but to integrate it into our school in a responsible way. This protocol applies to all devices that have the potential to disrupt the positive learning and working environment.

When used properly, access to electronic devices during the instructional day has been shown to increase students' knowledge and understanding in all curricular areas, their desire to learn beyond the school day, and appropriate use of technology. Teachers are able to plan rich and interactive lessons, increasing engagement to drive student curiosity and encourage participation.

It is the teacher's responsibility to manage the pedagogical use of personal electronic devices appropriately, so that it contributes to learning and does not detract from it.

- 1. During instructional time, all personal electronic devices must be silent and put away as directed by the teacher (smart watches must be set to "Do Not Disturb"). This also applies to washroom visits during instructional time.**
- 2. During non-instructional time students will be permitted to use their cell phones and/or electronic devices which includes homeroom, breaks, lunch time and after school.**

Common Understandings:

- **Electronic devices** include cell phones, I-Pads, ear buds, headphones, tablets, laptops, cameras, smart watches, gaming devices, or any such other electronic communication or internet accessing device.
- **Instructional time** means any time "during class time" inside or outside of the building. This includes in the classroom, computer or science labs, library on field trips, during assemblies, etc.
- **Non-Instructional time** means any time at school outside of scheduled class hours.

Teachers are required to:

- manage the classroom learning environment by building habits to support the protocol.
- expect all devices are silenced and put away.
- request that devices be stored in a central location in the classroom if needed, i.e., pocket chart.
- determine when and how devices will be used as needed for instructional purposes.
- model appropriate cell phone and technology use.

Students are required to:

- comply with protocol and the direction of the classroom teacher. Failure to do so will result in consequences by the teacher.
- be referred to the school administrator for a conversation and follow up if defiance persists.

Parents are required to:

- contact the office by email or phone when there is a need for students to be dismissed during the school day.
- contact students during times they have access to their phones.
- contact office or Vice Principals in times of emergencies and your child will be located ASAP.

Final Assessments

Final Assessment/Demonstration of Learning Week & Recovery Week dates for each school year are established well in advance. To avoid any conflicts, please note these dates early in the school year. If a student is unable to write a final assessment during the scheduled time (e.g. – due to an unforeseen personal or medical issue), a request must be made directly to that student's subject teacher. Alternate planning may involve consultation with the student's vice-principal.

Physical Aggression & Fighting

Students engaged in instigating or consenting to fighting will be subject to the consequence outlined in the Guidelines and Procedures for ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension":

1st offence:

- a) The parent/guardian will be notified.
- b) 3-5 day suspension from regular classes.

2nd offence:

- a) The parent/guardian will be notified.
- b) 5-10 day out-of-school suspension, subject to approval by the Director of Schools.

3rd offence:

- a) The parent/guardian will be notified.
- b) A recommendation will be made to the Director of Schools for a suspension for the remainder of the school year.

In situations involving physical aggression/fighting, the Police may apply By-Law No. S-9, which carries a fine.

Physical Violence

All students have the right to a safe learning environment. With this in mind, FHS has a strong stance on physical violence. In cases of physical violence, police will be notified. In addition, in accordance with ASD-W [Policy 703-8](#), “Student Discipline – Out-of-School Suspension”, and New Brunswick Department of Education and Early Childhood Development [Policy 703](#), “Positive Learning and Working Environment”, school administration will recommend the following to the Director of Schools:

1st offence:

- a) The parent/guardian will be notified.
- b) 10 day out-of-school suspension, subject to approval by the Director of Schools.

2nd offence:

- a) The parent/guardian will be notified.
- b) A recommendation will be made to the Director of Schools for a suspension for the remainder of the school year.

In cases of physical assault involving a weapon, consequences/length of suspension will be determined in consultation with the Director of Schools.

Plagiarism

Plagiarism is a serious academic offence and may result in loss of credits or incomplete grades.

Posting of Notices

All students are to refrain from posting notices of any kind in the public spaces of the building (e.g. - hallways, cafeteria, classrooms, gymnasiums, doorways, etc.). All notices will be posted in the FHS Cafeteria and must be approved by administration.

Scent-Free Policy

Many students and staff have severe allergies to scented products. Individuals are not to wear scented products to school, nor are they to bring scented aerosol products to school. Students in violation of this policy may be sent home to change their clothes.

Sexual Harassment

Sexual harassment is any unwelcome behaviors, actions or words which are:

- sexual in nature,
- likely to offend or humiliate,
- related to a person’s sexuality or body parts,
- known by the person to be inappropriate,
- repeated after the person in question has been told to stop.

Sexual harassment at FHS will not be tolerated. It will be treated as a serious matter and shall be dealt with promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned. A response to sexual harassment will follow the guidelines outlined in ASD-W [Policy 703-14](#), “Sexual Violence” and may include suspension, guidance referral, and/or referral to the Police – who may decide to lay charges, pending a criminal investigation. Students concerned with sexual harassment should seek help from a member of the Sexual Assault Support Team, guidance, or school administration.

Technology

All users of technology must follow the guidelines of the New Brunswick Department of Education’s “Acceptable Use Computer Agreement” and the New Brunswick Department of Education’s [Policy 311](#), “Information and Communication Technologies (ICT) Use”. These policies establish responsible, ethical, appropriate, and legal use of internet, e-mail, and computer services during and outside school hours.

Theft

Any student caught stealing from students, staff, or from the school will face out of school suspension and may also be reported to the Police. Charges may be laid pending a police investigation. Schools are not responsible for lost and stolen personal items.

Threatening Behavior

FHS students and staff have the right to a safe school environment. ASD-W has adopted a protocol, called "Violence Threat Risk Assessment", to protect and promote that right. Students who make significant threats to harm themselves or others will be involved in the threat assessment process, where trained personnel will determine the level of risk posed, as well as a course of action required. Depending on the circumstances, the student may be suspended from school during and/or following the assessment. For more information, please see the note from the ASD-W Superintendent at the back of this handbook.

Tobacco Use/Vaping

New Brunswick Department of Education and Early Childhood Development [Policy 702](#), "Tobacco Free Schools", dictates that there is to be no tobacco use/cigarettes/vapes on school property – this includes in vehicles and on the premises. Students are not permitted to smoke, vape, or be in possession of tobacco/vape products at FHS.

1st Offence:

- a) Students will be issued a warning and home will be contacted.

2nd and Subsequent Offences:

- b) Students will be suspended out of school for a period of time as determined by their vice-principal.

In addition, under city By-Law, students who use tobacco/vapes on school property may be issued a fine.

Vandalism

Students are financially liable for damage to school property. Those who intentionally damage school property may be suspended per ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension", and will be required to provide full financial restitution for damages they cause.

STUDENT AWARDS

Fredericton High School recognizes and encourages excellence in the areas of academics, athletics/activities, citizenship, and service to community. Some awards are given out monthly, while others are reserved for the year end awards assembly or graduation. Please check the FHS website for more information about all awards, including but not limited to:

Black Kat Scholars Award
Black F Honours Award
Small Black F Award
Certificate of French Oral Proficiency
Student of the Year Award
Large Athletic Yellow F Award
Small Athletic Yellow F Award
Athlete of the Year
Athlete of the Month
Athletic Awards of Distinction
Kat's Meow

STUDENT LIFE

Clubs and Activities

As a large high school, FHS has a variety of clubs and activities which operate throughout the school year, or at specific times during the school year. Please find a club or activity you are interested in and get involved! If you want to start a club that is not on our list, please speak to your vice-principal.

African Caribbean Association	French Oratorical	Sewing Club
Animation	Gamer's Club	Shad Valley
Anime & Manga	Geography Club	Spoken Word Poetry Club
Art Club	Glee Choir	Student Representative Council
Asian Heritage	Grad Class Committee	Stray Kat Racing
Best Buddies	Jazz Band	String Orchestra
Black Kat Ambassadors	Junior Achievement	Swing Dance Club
Bookstore	Kats' Kitchen	Table Tennis
Chess Club	Knitting Club	Technical Crew
Coding Club	Magic the Gathering	White Ribbon Club
Concert Band	Mandarin Club	Wildlife
Conservation Club	Math Club	Yearbook
Crystal Growing	Model United Nations	Youth for Christ
Debate Club	Musical Production	
Drama	Positive Action Committee	
Duke of Edinburgh	Prom Committee	
Ecology Club	Reach for the Top	
Environmental Club	Red Cross Response Team	
Feminist Club	Safe Grad	
French for the Future	Safe Spaces (GSA)	

Intramurals

The Physical Education staff organizes structured noon hour intramurals with assistance from the Health and Physical Education classes. The objectives of the program are participation, sportsmanship, and friendly competition. Students participating in intramurals are asked to change into proper attire. In addition, the weight room is also open at various points throughout the week. Sporting equipment is also available for student sign out during lunch hour. Please speak to a Physical Education teacher for more information.

Sports

As a large high school, FHS is fortunate to participate in a variety of varsity and junior varsity sports at the provincial level. Typically, we look to field teams in the following sports. Please refer to the FHS website, or speak to a Physical Education teacher, for more information:

Badminton	Football	Soccer	Track & Field
Baseball	Golf	Softball	Volleyball
Basketball	Hockey	Sports Club	Wrestling
Cross Country	Rugby	Swimming	

Student Representative Council

The mission of the Fredericton High School Student Council is to build responsible leaders within our school community and promote the values that represent good character in all students.

We will accomplish our mission through:

- Leading by example in our classrooms and community by being respectful, responsible, and safe.
- Helping others in our community.
- Serving as a source of communication between the students and faculty of the school.
- Coordinating and encouraging all student activities within the scope of Fredericton High School.

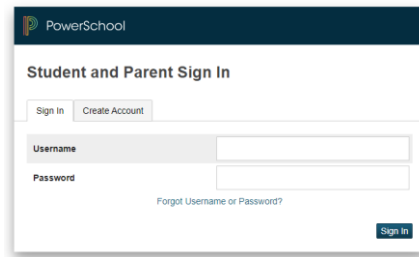
The Fredericton High School Student Council provides the main forum for discussing student concerns and ideas. We are dedicated to developing leadership skills and enhancing co-curricular life. In addition, students are given the opportunity to interact with faculty, staff and administrators. The FHS Student Council is responsible for representing and serving the needs of the student body.

POWERSCHOOL PUBLIC PORTAL

The PowerSchool Public Portal is an online tool that enables parents/guardians and students to become informed and involved partners in education.

The Public Portal gives parents/guardians the very latest student information, such as:

- Attendance
- Student schedules
- Assignments
- School bulletins
- Assignment criteria
- Grades & assessments
- Teacher comments

A screenshot of the PowerSchool 'Student and Parent Sign In' page. The page has a dark blue header with the PowerSchool logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The main section contains two input fields: 'Username' and 'Password'. Below the password field is a link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

Please note: Parents/guardians and students agree and understand that the PowerSchool Public Portal is offered on a best effort basis. The District cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system.

Single Sign-on Setup:

Currently we are registering parents/guardians of students in grades 9-12. PowerSchool's Public Portal uses a single sign-on process for parents/guardians, which means they have their own individual account, including a personal username and password. Parents/guardians need to register at the main office and complete a Policy 311 sign off form. They will then be provided with a letter (one letter for each child) that contains the following information:

- An internet address to access the Public Portal
- Step-by-step directions of how to create a parent account
- How to link children to the account using the Student Access ID & Password
- How to add a student to an existing parent/guardian account

Students can also login to the PowerSchool public portal site with the username and password provided by the school – registration through the office is not necessary!

PowerSchool public portal site: <https://sisasdw.nbed.nb.ca/public/home.html>

Please feel free to contact kayoe.stewart@nbed.nb.ca with any questions you may have about the PowerSchool Public Portal.



September 2024

Dear Families/Caregivers:

Anglophone School District West 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 Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services, and district staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO 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 behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your child, please be assured that our protocol is being followed and that the goal is safety for all students.

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 with 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 families/caregivers to know that they will not be able to retrieve their child(ren) 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 families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour 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 students and staff.

Sincerely,