



Hadley Junior High School

Secondary Cycle One: Year 1 (Grade 7) and Year 2 (Grade 8)

2007-2008

Student and Parent Agenda

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Student's Name : _____

Student's Group Number: _____

Student's Moral Education Teacher: _____

Hadley is a proud member of the Western Quebec School Board.

Western Quebec School Board Vision/Mission Statement

- The Western Quebec School Board, which covers a vast and diverse area, is an English school system dedicated to developing life-long learners who contribute to society and are prepared for the future.
 - We are committed to academic excellence, quality education and social, emotional and moral development.
- We respect and promote the rights and responsibilities of the individual while maintaining student-centered learning in a safe and healthy environment.
 - We value our parents and communities as partners involved in working collaboratively with us to enrich our programmes and achieve our goals.

Hadley Junior High School Vision/Mission Statement

- At Hadley Junior High School, we strive to address the unique needs of young adolescents as they develop academically, emotionally and socially.
- Students, parents and staff work cooperatively to provide an equal opportunity for all students to learn and to ensure that each student receives quality education in a safe and caring environment.
- Hadley Junior High practices a middle school philosophy, which provides students with an opportunity to make a comfortable transition from elementary school to high school.
- Hadley students take pride in their successes and have a true sense of community and respect for all. Hadley prepares our students for the many challenges faced by a young adult in our society. Hadley is a school where extra-curricular activities and participation in team sports are highly valued.
 - We believe that students who participate in extra and co-curricular programmes will flourish academically, emotionally and socially.

Hadley Philosophy:

- At Hadley, we believe that taking care of the whole of a student's life is crucial in helping them succeed academically. We work at engaging student's social, emotional, intellectual, physical and spiritual selves and understand that each component, each facet of a student's life impacts on the others. How we plan in-class activities and lessons, the way we supervise our hallways and school-yards, how we plan our extra-curricular program and co-curricular outings share the goal of developing one or more of these five areas. Our plan is to take care and help develop the whole person. This growth and development we hope transcends school life, that the lessons we learn in school will be learned for a lifetime, in all settings.
- Junior high school is a special time for young adolescents. They have unique interests and abilities and we, as a middle school, are dedicated to respond to these special young people. Students who are in Secondary 1 and 2 are in a transition phase. While they are no longer elementary school children, they are also not yet fully independent teenagers. They are trying to find their place in their world and they need the guidance of dedicated parents and teachers to help them to discover their full potential and to foster self-control and self-respect in themselves and others.
- In the interest of both individual development and community life, people must learn to appreciate personal and cultural differences in others, while ensuring that their own distinctiveness is respected. Our school must act as an agent of social cohesion by helping students learn to live together with their peers, with staff members, and with the surrounding community while fostering a feeling of belonging to this community.
- The school itself constitutes a community, and both students' desire for autonomy and identification with peer groups, should be seen as drives that they must learn to channel for the good of the community. Along these lines, our school seeks to prevent exclusion, of which we believe there is a greater risk in secondary school because adolescents sometimes express their need to affirm themselves by rejecting others.
- At Hadley Junior High School we believe that all students have the right to learn in a safe environment. Each student works towards creating a climate that is positive and productive. No student has the right to exhibit behaviour that would infringe upon the rights of others. We believe that school and home share the obligation of teaching young adolescents appropriate behaviour, a sense of responsibility, and respect for themselves and others. All our students should want to come to school and feel safe when they are here. Students will excel academically if the environment is safe.
- Our Governing Board supports the allocation of resources in our school to create programs and activities focused on providing quality education in a safe and caring environment.

Hadley Expectations:

In order for our students to be successful and to experience the full benefits of our school, we must:

- Provide safe and orderly environments so that students can learn without fear.
- Have a clear school vision with well-defined goals and objectives, including a functioning success plan.
- Have high expectations for all students and teachers, by providing programs to increase self-esteem. Positive attitudes will increase the positive school climate, increase the self-esteem among students and staff and help the school community strive towards excellence.
- Allow opportunities to learn in a non-threatening environment.
- Cater to different learning styles as much as possible because children learn in a variety of ways.
- Monitor student's progress frequently by using a variety of different assessment tools and work diligently with those students who appear to be at risk.
- Establish good home-school-community relationships by involving all stakeholders in the life of the school and the school success plan.

Hadley Junior High School

CLEAR EXPECTATIONS for the CONDUCT OF STUDENTS

Student Respect Shown to All Staff: Philemon Wright High School and Hadley Junior High School share the same facilities, share the Administrative staff, work well together as a Teaching staff, and work well together as a Support staff. Together, our mission is to insure the safety and well-being of all students in the building regardless of which school they are enrolled in. Therefore, all staff in the building govern the behaviour of all the students in the building. Refusing to follow directives of staff, defiant behaviour, disrespectful language and/or disrespectful behaviour shown towards any staff member in the building will result in an automatic suspension from school as well as other consequences outlined by an Administrator. Any abusive and/or aggressive language and/or behaviour shown towards any staff member in the building will result in an automatic minimum three (3) day suspension from school which may result in a Discipline Committee meeting at the Western Quebec School Board with the possibility of full expulsion.

Student Respect Shown to All Students: Philemon Wright High School and Hadley Junior High School share the same facilities and therefore the students at both schools will treat each other with respect. Therefore, disrespectful language and/or behaviour shown towards other students in the building will result in an automatic suspension from school as well as other consequences outlined by an Administrator.

Student Respect Shown to the Building and the Grounds: Philemon Wright High School and Hadley Junior High School share the same facilities and therefore the students at both schools will treat the entire building with respect. Therefore, destructive behaviour towards any part of the building can result in an automatic suspension from school as well as other consequences outlined by an Administrator.

Student Respect Shown to the Community Surrounding the School: Philemon Wright High School and Hadley Junior High School share the same geographical area with our community and therefore the students at both schools will treat members of our community (including the residents of this community, the visitors to the park, local businesses and/or students from other schools) with respect. Therefore, disrespectful language and/or disrespectful behaviour shown towards members of our geographical community can result in an automatic suspension from school as well other consequences as outlined by an Administrator.

Student Respect Shown to All Policies of the School and the School Board: Students at both Philemon Wright High School and Hadley Junior High School are expected to follow the directives, policies and procedures outlined by the staff and/or by written documents provided to them at the beginning and throughout the school year. Therefore, refusing to follow these directives can result in an automatic suspension from school as well as other consequences outlined by an Administrator.

Student Respect Shown to Themselves: Students at both Philemon Wright High School and Hadley Junior High School are expected to behave in a way that will insure their own personal safety and health. The possession of Drugs and/or Alcohol on school property and/or during school hours will result in an automatic 10 day suspension away from school. Similarly, students under the influence of Drugs and/or Alcohol on school property and/or during school hours will be automatically suspended for 10 days away from school. Upon a second suspension for Drugs and/or Alcohol, the student will attend a Discipline Committee meeting at the Western Quebec School Board with the possibility of full expulsion as a recommendation. Students who endanger themselves or others by bringing any object that can be used as a weapon of harm, disrespectful behaviour shown towards any staff member in the building will be suspended for a minimum of 5 days and will attend a Discipline Committee meeting at the Western Quebec School Board with the possibility of full expulsion as a recommendation.

Students at Hadley Junior High School who continually refuse to bring required materials to class, refuse to complete assigned work, refuse to work while in class, and/or students who are disrupting the learning environment in class can result in an automatic suspension from school as well other consequences as outlined by an Administrator. Chronic disregard for one's own studies and/or chronic disruption on the learning environment will result in suspension, a choice for a voluntary withdrawal from school, and/or expulsion from the school board.

HADLEY JUNIOR HIGH SCHOOL CODE OF CONDUCT

- **Respect yourself and others by being on time for class.**
- **Respect yourself and others by listening to their comments, instructions, and/or explanations.**
- **Respect yourself and others by bringing required books, texts, agenda and writing utensils to class.**
- **Respect yourself and others by waiting your turn to make an appropriate statement and/or to ask a question.**
 - **Respect yourself and others by using appropriate and respectful language.**
 - **Respect yourself and others by sitting in your assigned seat.**
- **Respect yourself and others by being tactful and respectful with your tone of voice as well as the language you use.**
 - **Respect yourself and others by asking for help and waiting patiently for it to arrive.**
 - **Respect yourself and others by not "putting people down" or "picking on anyone".**
 - **Respect yourself and others by never pushing or kicking anyone, even for play.**

"The only person over whom you have direct and immediate control is yourself. The most important assets to develop, preserve, and enhance, therefore, are your own capabilities. And no one can do it for you – you must cultivate the habits of effectiveness yourself – and doing so will be the single best investment you'll ever make."

Stephen Covey, First Things First

Hadley Junior High School
IMPORTANT DATES 2007-2008

Term 1: August 30th, 2007-November 23rd, 2007

- August 30 Grade 7 Orientation Day
- August 31 Grade 7 and Grade 8 – First Day
- September 3rd Holiday (Labour Day)
- September 12th Hadley Open House
- September 19th Hadley Meet the Teachers
- September 20th School Photos
- September 28th Hadley Spirit Day
- October 5th P.D. Day (both Hadley and P.W.)
- October 8th Holiday (Thanksgiving)
- October 19th Mid-Term Progress Report Sent Home
- November 16th P.D. Day (both Hadley and P.W.)
- November 23rd End of Term 1

Term 2 November 26th 2007 –February 29th, 2008

- November 26th Start of Term 2
- November 28th 1st Term Report Cards to be picked up at school
- November 28th Parent-Teacher Interviews
- November 29th, 30th P.D. Days (both Hadley and P.W.)
- December 21st Winter Activity Day
- December 24th-Jan 4th Holiday (Christmas Break)
- January 7th P.D. Day (both Hadley and P.W.)
- February 11th P.D. Day (both Hadley and P.W.)
- February 29th End of Term 2

Term 3 March 10th – June 23rd, 2008

- March 3rd – 7th Holiday (Spring Break)
- March 10th P.D. Day (Hadley only)
- March 19th Student Lead Conference
- March 21stg Good Friday
- March 24th Easter Monday
- March 26th Student Lead Conference
- April 7th P.D. Day (both Hadley and P.W.)
- April 28th P.D. Day (Hadley only)
- May 16th P.D. Day (both Hadley and P.W.)
- May 19th Holiday (Victoria Day)
- June 16th Last Day of regular classes
- June 23rd End of Term 3

Hadley Junior High School
Scheduled Counseling Services Offered to Students

Proposed Workshops and Services for 2007-2008:

- **Anger Management:** Geared towards adolescents, this 6 week workshop will teach skills to help reduce acting out and to promote positive choice making. Students will meet once a week for the length of a class period. Through discussion, role play, exercises and theory, students will learn new strategies to deal with their anger.
- **Assertiveness Training:** Assertiveness is a style of communication which demonstrates respect for yourself as well as others. Students taking part in this 10 week workshop will learn skills in problem solving, coping with difficult situations and resolving interpersonal conflicts.
- **Bullying Awareness:** Safe schools are free from violence, are nurturing, caring and respectful of everyone. They are physically and psychologically healthy and promote sensible risk taking. Safe schools enhance the self-esteem of all. At Hadley we have a zero tolerance policy for aggression and this program will teach skills to individuals who have difficulties with rough housing, confrontational body language and verbal aggression.
- **Self Esteem:** Boost your self esteem workshops. Many adolescents suffer from poor self image which can manifest itself in various ways. This workshop series aims to promote a more positive, healthier perspective by challenging those beliefs that get in the way of our well being.
- **Divorce and Separation:** Group sessions will be offered for students whose parents have or will be separated, divorced or if there is a custody dispute. Sessions will include discussions and sharing in a supportive milieu.
- **Healthy Lifestyles Program:** A weekly In-school program for self-referred grade 7 and 8 students who would like to learn how to make healthy lifestyle choices. In a closed group, students will discuss anger management, drugs and alcohol, problem solving and other essential life skills. This 12 week course follows the same criteria as the Early Intervention Program offered by the Royal Ottawa Hospital.
- **Hadley Drop In center:** A center that is open to Hadley students at lunchtime to relax, attend mini workshops, socialize and play games. The center is located in room 250 and is also a resource to teens requiring information on various adolescent concerns.

- Peer Tutors: A select group of students trained to volunteer their time to help their peers who are experiencing academic difficulties
- Hadley Hawks: A weekly noon-time program for pre-identified and self referred boys. We offer a supportive and safe milieu for the boys to practice social skills. They play board games, take part in scavenger hunts, watch movies, participate in field trips and other fun bonding activities.
- Ladies Group: A weekly noon-time program for girls who would like to meet new friends, practice their social skills and participate in fun and creative activities.
- High Flyer Club: A club providing noon hour activities for lively, impulsive and creative boys, pre-identified and self referred.
- Organizational Skills Training: This ongoing service is offered to students experiencing organizational difficulties. Through support and the use of tools such as “tracking sheets”, students will learn to be efficient, organized and responsible.
- Academic, Social and Personal Counseling: Staff is available to meet with students who are self-referred or referred by teachers, parents or peers. Student Services staff include Youth Counselors, Teacher’s Aide, Guidance Counselor, Drug and Alcohol Counselor as well as a Social Worker.
- School Nurse: There is a school nurse on the premises three days per week and is available for consultations by appointment.
- Monthly Mini Workshops: Monthly mini workshops will be given at lunchtime in the Drop in Center. Some examples are: organization, stress management, anger management, time management, study habits, healthy eating and more.
- After School Homework Club: Supervised homework time at school, 3:30–4:30 Monday to Thursday. Parents must supply transportation.
- Resource Center: Open at noon hours. Computer access, as well as coaching for more effective learning. Available to any interested students.
- Breakfast Club: With the support of the Home and School Association, nutritious snacks are available preschool and at recess. Donations appreciated.
- Lunchtime Tutorials By Teachers: All teachers offer extra help at lunchtime on certain days of the cycle, schedule provided by October 15.

Hadley Junior High School
Proposed Extra-curricular and Co-curricular Activities offered to Students

A) Cultural and Social Activities Offered:

- Academic and Citizenship Awards Ceremony
- End of Year Academic Awards Ceremony
- School Theme Dances and Grade 8 Farewell Dance
- 30 Hour Famine
- New York Trip
- LaRonde Field-Trip
- Drama Production, Talent Show, Air Band Contest
- Morning announcements
- Peer Tutors/Tutoring, Peer Helpers, Buddy Program
- Lunchtime movies, games room/club, Ladies Group, Book Club
- Environmental/Recycling Club
- School Band
- Yearbook Club
- Open House/Parent Information Nights
- Mini-Enrichment/University, Career Symposium
- After School Homework Club
- Power-Play After-School Classes: Cooking, French, English, Math, Hairstyling, Writing
- Spirit Week

B) Sports and Physical Activities Offered:

- Inside Outside Edge Rock-Climbing
- Terry Fox Run
- Carleton University Sports Day
- Varsity: Volleyball, Basketball, Track & Field, Badminton, Football, Soccer, Cross-Country
- Intramural Sports: Ultimate Frisbee, lacrosse, basketball, team handball, volleyball, badminton, floor hockey.
- Sports Camps: Spring and Summer Football
- Summer/March Break basketball
- Mountain Biking Club, Frisbee Club, Cheerleading Club

PARTICIPATION IN ALL ACTIVITIES IS CONTINGENT UPON POSITIVE ATTITUDE, GOOD BEHAVIOUR AND THE STUDENT MUST REMAIN IN ACCEPTABLE ACADEMIC STANDING. IF A STUDENT IS SUSPENDED FOR DISRESPECTFUL/VIOLENT BEHAVIOUR AND/OR DRUGS OR ALCOHOL, THEY MAY NOT BE PERMITTED TO PARTICIPATE IN ANY EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES OR FIELDTRIPS.

HADLEY JUNIOR HIGH SCHOOL
Daily Policies and Procedures

- A) DAILY ATTENDANCE:** daily attendance is taken during first period and a list of absentees is sent to the office at 9:10 a.m.
- Students who are late for school will be listed as absent and must sign-in at the office and be given an Admit Slip in order to be admitted to class. As well, if students come in to school later in the day (from appointment, etc.), they must report to the office.
 - To the extent that time and personnel are available, parents of students who are absent will be notified by telephone prior to 11:00 a.m. Should this occur, a note authorising the absence is not required. On the other hand, parents are encouraged to call the school when they know their son/daughter will be away. Parents can leave messages on the answering machine any time of day or night.
 - If, for some reason, telephone contact with the parent is not affected on the day of the absence, a note authorising the absence must be brought to the Office on the first day the student returns to school.
 - Request for Class-work by Absentees: Students are responsible for course material covered during an absence, outing, activity, etc... Students are encouraged to make prior arrangements with a classmate to take notes, accept handouts, record assignments and other pertinent information given during their absence. Students absent for an extended period of time, with a valid reason, will be provided information passed on through the Office. Teachers may also choose to call the student/parent/guardian directly and provide the available information.

B) LATE ARRIVAL TO CLASS: Students arriving late to first period must sign-in at the office and be given an Admit Slip before being admitted to class. The consequence for non-motivated late arrivals will be to make up the time and/or notifying parents/guardians of the situation. We expect students to be in class, prepared to work, when the bell rings. Teachers are asked to document each time a student is late for class and to use whatever disciplinary measures they feel would help the student arrive to class on time. Repeated lateness to class will be documented at the office and repeat offenders will receive noon hour detentions. Further disciplinary measures may be taken and parents will be contacted should this become a chronic problem.

C) BUILDING SECURITY: Every student at Hadley will have an I.D. card and an agenda. Teachers have the right to request that the students produce the I.D. to identify themselves. If the student refuses, an administrator will be notified immediately. For security reasons, parents, invited guests and special visitors must report directly to the office upon entering the front door of the building. They will be issued an identification pass which must be worn at all times when in the buildings.

D) FIELD TRIPS: There are several school field trips that are planned each year to complement the curriculum. Students are expected to attend. Please note that School Board policy requires all students participating in field trips to provide written parental authorization on the required form, prior to the event. Written authorization is the only form of authorization accepted.

E) HOMEWORK AND STUDYING: Students should expect to spend one to two hours doing homework daily (please see Hadley Junior High School Homework Policy). All students should be reading in the English program every night for at least 20 minutes.

F) HONOUR ROLL and PRINCIPAL'S LIST: In order to be named to the Honour Roll, students must achieve a minimum of 80% as an overall average in a particular term (without failing a subject). In order to be named to the Principal's List, students must achieve a minimum of 90% as an overall average in a particular term (without failing a subject).

G) LIBRARY: Library use is a privilege. Students should conduct themselves in an appropriate manner if they wish to use this facility. No material should leave the library without being signed out. Library books are the responsibility of individual students. Library books are school property. Students must replace lost or damaged library books.

H) LOCKERS: Each student will be assigned a locker and report their combinations to the office either directly or through a teacher. Students may not exchange lockers and are encouraged not to disclose their combinations. The lockers in the Gym changing rooms are only daily lockers and are not for permanent use by students. Valuable items should not be left in these lockers.

I) LOST and FOUND: A Lost and Found box is available at the Office. If a student finds a book, wallet or other article, we ask that it be taken to the Main Office. The school is not responsible for lost money or stolen articles.

J) MEDICATION: All medication must be kept at the office and administered by the office staff. If a parent request that an over-the-counter drug be administered to his/her child, it must be accompanied by a doctor's prescription and written permission from parents. A form for this purpose is available at the office.

K) PAY PHONE: There is a pay phone available for student use at recess and lunch-time only. The office phone is to be used for any calls related to illness, early departure from school, etc. Parents are encouraged to cooperate with the school in discouraging mid-day changes and to finalize or, discuss after school social plans with students before the school day begins.

L) SCHOOL FEES: During August, a list of supplementary school costs will be sent home. The amount requested may include costs for workbooks, teacher related supplies, science and art supplies. Each bill is individualized according to the student's specific course load. (For special arrangements concerning payment, please contact the Office staff).

M) SCHOOL CANCELLATION Due to Severe or Inclement Weather:

Occasionally, severe weather conditions may require the Western Quebec School Board to cancel transportation and or close schools. The safety and welfare of students is a shared responsibility. It is important for everyone to understand how the Board operates under unusual circumstances. Parents and guardians should familiarize themselves with the procedures to ensure the safety of their children. The decision to close schools or cancel transportation is made by the Director General. School closures or transportation cancellation will be announced from 6:30 a.m. onward on the following stations:

	STATIONS	TELEPHONE #
AM:	CFRA (580)	738-7397
FM	CJRC (104.1)	561-8821
	CBC (90.7)	288-6600
	CKOY KISS FM (105)	736-2020
	CBC (91.5)	288-6475
	CHEZ (106.1)	736-2020
	CKQB-The Bear (106.9)	225-1069
	CFRA 93.9	789-2486

N) STAFF SUPERVISING STUDENT CONDUCT: Teachers can set and post written standards for their own classes at the beginning of the school year and these must be respected by their students.

*All staff members of HADLEY JUNIOR HIGH SCHOOL and PHILEMON WRIGHT HIGH SCHOOL are asked to correct any misbehaviour on school premises or on field trips. A student that does not respect the words or actions of a staff is to be reported immediately to an Administrator. Staff members are asked to report any suspicious behaviour, graffiti, theft, or vandalism immediately to an administrator.

*When a student is asked to relinquish possession of any of the above articles, staff members are encouraged to bring it to an administrator (in case of theft of the article while in the staff members' possession).

O) STUDENTS AND SMOKING: Hadley is a smoke-free building. Students are not allowed to possess cigarettes or lighters in school. Hadley students are not allowed to smoke during school hours or on school grounds. Evidence clearly shows that smoking is injurious to one's health and to that of others in the form of second-hand smoke. Students not respecting this policy will be automatically suspended from school.

P) STUDENT / GUIDANCE SERVICES: There are a number of professionals who work with students in Student Services. Our resources include: a guidance Counselor, two Youth Counselors, and a visiting school nurse and social worker from the C.L.S.C. Students may make appointments to meet with Student Services' staff on an 'as needs' basis. The social worker is available to respond to the immediate needs of students in crisis. The school nurse assists the teaching staff with programs related to health and human sexuality issues. As necessary, the school social worker links families to local C.L.S.C. services.

Q) STUDENTS AND FOOD: there are only a few places in the building where students are allowed to eat and drink: (1) the cafeteria (2) outside and (3) areas approved by the administration. In cases, where students are working at lunch with a teacher, they may eat in the classroom if the teacher permits.

R) STUDENT MOVEMENT:

Hall Passes: Students who are excused from class are still part of that class, and therefore, remain the responsibility of the teacher. Teachers are to excuse students only if it is necessary. Hadley Hall Passes will be issued to teachers. The teacher is asked to note the time the student has spent away from class and to call the office if a student is away from class for an extended period of time. Any student found in the halls without a Hall Pass will be held accountable and could be sent home immediately.

Leaving the Grounds and/or Building: Hadley students are not allowed to leave the school grounds at any time of the day. On occasions where the student must leave the school grounds (only for specific appointments or legitimate reasons) parental permission must be given in writing and a follow up phone call is required. If a person other than the legal guardian is picking up the student, authorization from the legal guardian is required. If a student is to remain at school for extra curricular activities, beyond the regular school day hours, he/she must bring their own food. They will not be allowed to leave the school property. Should there be an activity scheduled at night, students are not permitted to stay at school until the activity begins. They must go home and make arrangements to return at the appropriate time.

Dismissal of Students: The bell only signals the end of the period, the teacher dismisses the class.

S) STUDENTS AND GUM, WALKMANS, CELL-PHONES, PAGERS, SCHOOL BAGS:

- Gum is not permitted at school.
- Walk-mans, disc-mans, and electronic games are only permitted on transportation to and from school. These items are to be placed in the student's locker once they get to school and are not to be removed from the locker until it is time to go home. These items are brought to school at the risk of the students who bring them to school. Confiscated items will be held at the office until a parent picks up the item.
- Cell-phones and pagers are not permitted in the building.
- School bags are not permitted in any classroom. They are to be kept in a student's locker.

Items may be confiscated and will be returned to the student at the discretion of the principal, vice-principal or teacher.

T) TEXTBOOKS: Textbooks are the responsibility of individual students. Textbooks are school property. If textbooks are lost or damaged students must pay to have them replaced or repaired.

U) TRANSPORTATION: Please note that Ministry of Transport regulations do not permit students to bring items larger than a school bag on regular buses. Travel bags, sleeping bags, large musical instruments, sports equipment etc. must therefore be transported privately. Under no circumstances are students permitted to change or ride on a bus that was not assigned to them by the Western Quebec School Board (signed notes from parents will not be accepted). If a student moves throughout the school year please allow 48-72 hours to make the appropriate transportation changes.

V) Searches and Surveillance in Our School: The school Administration reserves the right to perform any search deemed reasonable to ensure the safety of students and staff. A search is a procedure used to inspect you and/or your personal belongings. When students are on WQSB property (including buses) and during school hours, teachers and administrators have a legal duty to maintain order and discipline, much like parents in a home. Administrators and teachers are entitled to perform searches without a warrant (without a judge's permission) because they are entrusted with watching over the safety of every student and staff member.

W) Student Agendas: School Agendas are assigned to students at the beginning of the year. Proper use of the daily calendar can greatly improve organizational skills and therefore positively impact student achievement. Also, Student Agendas contain all the procedures required for a positive and healthy school experience. Students are expected to read and inform themselves of the Policies and Procedures of the school. If a student loses or destroys his/her Student Agenda they will be expected to replace it promptly.

**HADLEY JUNIOR HIGH SCHOOL
EDUCATIONAL REQUIREMENTS AND EVALUATION POLICIES**

A) Policy on Plagiarism and Cheating:

Cheating and plagiarism are very serious academic offenses.

Plagiarism involves using the ideas or words of others as your own. Any student who plagiarizes on a paper or who cheats on a test or exam will receive an automatic "zero" for the paper, test, and/or exam. The parents of the student will be notified concerning the offense and will be notified of the "zero" grade.

In the case of a term paper, the student will NOT have the option to rewrite the paper. In the case of a test, the student will NOT be permitted a re-examination.

The following circumstances require footnoting and would constitute plagiarism if not properly documented;

- All word-for-word quotations.
- All key words or terms that have been taken from a special source.
- All passages that have been summarized or paraphrased.
- All theories or interpretations that are not your own.
- All charts, graphs, diagrams that are not your own.
- All statistics that you have not compiled yourself.

This is a school-wide policy and will be followed by all teachers and students. If it becomes necessary, the teacher may request a conference with the student, the parent, a guidance counselor, Administrator and curriculum coordinator. We believe that students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy. Students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request assistance from their teacher and from librarians.

B) Homework Policy:

All schools are expected to continually review their homework.

Parents and caregivers have an important role in assisting the school in this review of their school's homework policy. It has the potential to affirm the partnership in learning between parents and teachers and to ensure that the importance of family and leisure activities is recognized in the amounts and type of homework that is set.

Full consideration should be given to the value and purpose of homework and the principles and practices outlined in this document that ensure homework is educationally beneficial and meets the realistic expectations of students, teachers, parents and caregivers.

Purposes of Homework

Homework:

- is a valuable part of schooling;
- allows for practicing, extending and consolidating work done in class;
- provides training for students in planning and organizing time;
- develops a range of skills in identifying and using information resources;
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives;
- strengthens home-school links;
- reaffirms the role of parents and caregivers as partners in education;
- provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children; and
- Challenges and extends gifted and talented children.

Homework is most beneficial when:

- it reinforces and extends class work and consolidates basic skills and knowledge;
- it is challenging and purposeful, but not so demanding that it has adverse effects on the student's motivation; parents or caregivers are involved in the formulation and implementation of the school's homework policy.
- Parents are encouraged to arrange a schedule with their children to plan school work at home on a regular on-going basis. This should include homework assigned by teachers and reading for the English program for at least 20 minutes per night.

C) Honour Roll and Principal's List:

In order to be named to the Honour Roll, students must achieve a minimum of 80% as an overall average in a particular term (without failing a subject). In order to be named to the Principal's List, students must achieve a minimum of 90% as an overall average in a particular term (without failing a subject).

D) QUIZ, TEST, EXAM, AND ASSIGNMENT POLICY:

The most important implication of attendance is the academic work a student misses when he/she is not present in school.

Students are expected to be in class on the day of a scheduled quiz, test, exam, and/or when an assignment is due.

1. For excused/verified absences only, make up work will be treated as follows - work will be due no later than the day the student returns from the absence.
2. If a student is ill and not at school on the day of a test, she/he is expected to see the teacher upon return, as early in the day as possible to make arrangements to write the test. It may be required that she/he write the day of his/her return.
3. If a student has been ill and has missed several classes prior to a test, she/he should see the teacher and establish a date to write the test.
4. If a student signs out before a test is written or a project or an assignment is to be handed in, she/he must see the subject teacher before leaving the school to make arrangements for writing the test at a later time.
5. If a student misses a test for a legitimate yet unexpected reason but arrives to school later in the day, she/he is required to see the teacher that day to arrange to write the test. The student may be expected to write the test the same day.
6. Students are expected to hand in all homework and/or assignments on the specified due dates. A due date still applies to a student who is absent for the class but present at school during any part of the day. Due-dates and times will be discussed in class for each individual assignment.
7. If a student is suspended in-school or out-of-school, arrangements must be made, with a fellow student or a parent/guardian, to have assignments and or projects which are due during the period of the suspension, handed in to the office on time. If a student misses a test during the period of the suspension, he/she is expected to see the teacher immediately upon return, as early in the day as possible, to make arrangements to write the test.
8. If a student misses a quiz/test during the suspension period, and, if the tests have been returned to students in the class before the student returns from his/her suspension, the teacher is not obligated to have him/her re-write the test. A "no mark" can be issued for that quiz/test.
9. A mark of zero may be given if any of the above statements not adhered to. Any missed quiz, test, exam, and/or assignment may be subject to a late penalty for tardiness and/or a mark of zero.

E. Promotion Policy:

REGULAR ENGLISH PROGRAM AND FRENCH IMMERSION PROGRAM:

In order for a student to be promoted from one grade level to another, every student shall complete the following minimum requirements for promotion:

In Secondary Cycle 1, a student must pass two of: English, Français/French, and/or Math and five of: Physical Education, Moral Studies/Education Morale, Cultural Arts, Geography/Geographie, History/Histoire, Science and Technology/Science et Technologie in an academic year. A student can only be promoted to the next grade level by achieving the above minimum requirements. In the event that a student passes three of English, Français/French, and/or Math, the student is required to pass four of the remaining courses instead of five. To be promoted to the next grade level in The French Immersion Programme a student must maintain a 70% or above average in Français. Parent(s) / guardian(s) of students who are in danger of retention shall be notified by conference or by mail of the student's possible retention at the end of the second term. The parent(s) / guardian(s) shall receive final notification of the student's retention, by mail, during the month of July.

PHOENIX/EXCEL PROGRAM PROMOTION POLICY:

In order for a student to be promoted from one grade level to another, every student shall complete the following minimum requirements for promotion: A student must pass two of: English, French, Math, and four of Physical Education, Science and Technology, Moral Education, Computer, and Cultural Arts in one academic year. A student can only be promoted to the next grade level by achieving the above minimum requirements.

BRIDGING PROGRAM PROMOTION POLICY:

A student must pass four of: English, French, Math, Physical Education, and/or Moral Education in one academic year. A student can only be promoted to the next grade level by achieving the above minimum requirements. A student must pass two of: English, French, Math, and four of Physical Education, Science and Technology, Moral Education, Computer and Cultural Arts in one academic year. A student can only be promoted to the next grade level by achieving the above minimum requirements. All retained students shall be required to attend any program designated by the Principal.

**HADLEY JUNIOR HIGH SCHOOL
PHILOSOPHY REGARDING STUDENT BEHAVIOUR**

A) PROVIDING HELP FOR STUDENTS:

The philosophy of our school is to provide measures of support and encouragement and to resort to disciplinary measures if the encouragement fails. Each staff member has the right to his/her individual approach to solving his/her difficulties while working within the guidelines of Collective and Local Agreements, the Quebec Education Act, the Charter of Human Rights and our Staff Guidebook. Our aim is to give students a rational framework with which to govern their behaviour and activities while in the school setting. It is designed to foster positive self-regard, a sense of self-discipline, and to develop a sense of accountability in all students. Every attempt must be made to deal with all situations rationally, fairly, and with the students' best interest in mind.

B) DISCIPLINE PHILOSOPHY:

AT HADLEY JUNIOR HIGH SCHOOL, we believe that all students have the right to learn in a safe environment. Each student works towards creating a climate that is positive and productive. No student has the right to exhibit behaviors that infringe upon the rights of others. We believe that school and home share the obligation of teaching young adolescents appropriate behavior, a sense of responsibility and respect for themselves and others. At Hadley, we have adopted a school-wide discipline policy which reflects the above philosophy. Most students behave responsibly most of the time. Some students, however, may err in their judgment of what is acceptable behavior. This discipline policy is designed to help students understand when they have chosen to behave inappropriately and to encourage them to learn and practice more acceptable alternatives.

Any behavior that disrupts the learning environment and the welfare of students/staff is considered to be a discipline concern and is subject to disciplinary action. Teachers at HADLEY JUNIOR HIGH SCHOOL will ensure that positive behavior is given recognition. The staff is committed to increasing communication not only between teachers and students, but also between school and home. Our goal is to help students understand that they are responsible for their behavior and are in control of themselves.

C) DESCRIPTION OF INAPPROPRIATE BEHAVIOUR AND POSSIBLE CONSEQUENCES:

Minor and Major offenses are those behaviors which threaten the orderly functioning of the school and the well-being of others, whether it is on the bus or at bus stops, in class, on school grounds and/or during school hours. All inappropriate behaviours will be handled in a formal process. Such behaviours will be reported to the administration whenever necessary.

A. MINOR UNACCEPTABLE BEHAVIOURS:	
Any illegal activity as defined by Canada's Criminal Code; Disruptive behavior; Rough-housing; Dress code infractions; Eating food outside of cafeteria; Gum chewing; Hats or head-wear in the school; Late for class; Running in the hall-way and/or classrooms;	Spitballs; Spitting; Swearing; Throwing food; Being located in unauthorized locations of the building; Forgetting Agenda; Bringing electronic games, walk-mans, pagers, cell phones etc. to school; and/or Being unprepared for class;
POSSIBLE CONSEQUENCES:	
<ul style="list-style-type: none"> • suspension; and /or • detention(s) assigned; and /or • sent to the reflection room; and or/ • consequences at the discretion of the teacher and/or administration; and/or • reflection work assigned. 	

B. MAJOR UNACCEPTABLE BEHAVIOURS:	
Any illegal activity as defined by Canada's Criminal Code; Chronic repetition of level 1 offenses; Property abuse or vandalism; Defiance/refusal to co-operate with staff; Leaving school grounds without permission and failing to notify the office; Possession of tobacco products (cigarettes, lighters, matches, etc.); these items will be confiscated and not returned. Replicas of weapons; Use of lockers at unscheduled times; and buying, selling or trading goods between students;	Play fighting; Rough play; Skipping classes; Smoking; Snowballs/rock throwing; Theft/damage to personal property (all repair bills for property that is vandalized (bus, school, personal) will be sent home to students who are responsible); and/or Unsafe behaviour/ play-fighting /rough-housing; and verbal assault/foul language at or towards a student or staff.
POSSIBLE CONSEQUENCES:	
<ul style="list-style-type: none"> • suspension; and /or • detention(s) assigned; and /or • sent to the reflection room; and or/ • consequences at the discretion of the teacher and/or administration; and/or • reflective work assigned; and/or • police informed; and/or • counseling; and/or • confiscation of materials; and/or • restitution for cost of materials lost/damaged; and/or • Recommendation for expulsion. 	

C. "ZERO TOLERANCE" BEHAVIOURS

Any illegal activity as defined by Canada's Criminal Code;

Chronic repetition of level 1 offenses;

Property abuse or vandalism;

In accordance with the School Board's "Safe Schools" and "Drug and Alcohol" policies, the following are considered major offenses to be dealt with "Zero Tolerance" (whether it is on the bus or at bus stops, in class, on school grounds and/or during school hours).

Any illegal activity as defined by Canada's Criminal Code;

Continued unsafe behaviour/ Play-fighting / Rough-Housing;

Assault: Physical or Verbal (sexual/or racial);

Possession/trafficking of drugs, alcohol and any other illegal substances;

Bullying;

Intimidation;

Harassment;

Threats (Verbal, Physical, Implied);

Chronic repetition of level 2 offenses;

Verbal assault/ Foul language at or towards a student or staff member.

POSSIBLE CONSEQUENCES:

- suspension; and /or
- detention(s) assigned; and /or
- sent to the reflection room; and or/
- consequences at the discretion of the teacher and/or administration; and/or
- reflective work assigned; and/or
- police informed; and/or
- counseling; and/or
- confiscation of materials; and/or
- restitution for cost of materials lost/damaged; and/or
- Recommendation for expulsion.

D) REFLECTION ROOM:

The Purpose of the Reflection Room: is to allow time for students and teachers to re-evaluate a situation causing a disruption or failure to communicate. The Reflection Room is to be used only after measures have been taken by the teacher to resolve the issues hampering success in the classroom. Students who refuse to stay in class or are very disruptive are not to be in the hallway unattended. The Reflection Room is to be used for these students who are unable to remain in a classroom.

Rules for the student while in the Reflection Room:

- a) no sleeping, eating, or drinking;
- b) no wearing of hats/headwear or electronic devices (walk-mans...etc.);
- c) no talking;
- d) he/she must do work of some kind, if work is not provided by the classroom teacher, work may be provided by the supervisor or the principal;
- e) unless otherwise noted by the principal, students will report to next class;
- f) if the student refuses to follow these rules, a principal should be contacted immediately and a report filled-out;
- g) students are to leave the reflection room when they are dismissed by the supervisor;
- h) If a student refuses to follow the directives of the supervisor and is asked to leave the Reflection Room, they will be sent home immediately and suspended for a full day of school.

**HADLEY JUNIOR HIGH SCHOOL
SUSPENSION POLICY**

The primary consequence of suspension is the removal of a student from the curricular, co-curricular, and extra-curricular services of the school for the period of the suspension. The decision to suspend a student is made by the Principal.

Pre-Suspension Procedure:

- A thorough examination of the situation will take place and a written report made by the Principal.
- The suspension will be explained to the student. Violation of school or school board policies will be outlined for the student and the parent or guardian.
- The length of the suspension will be decided by the Principal.
- Whether the suspension will be an In-School or an Out-of-School suspension will be decided by the Principal.
- The Principal shall endeavor to notify the parent/guardian of the student of the pending suspension by email or telephone and in writing. Whenever possible, the student and/or his or her parent/guardian shall be provided written and/or oral notice of the suspension prior to the time the suspension is to commence. If notice is not possible prior to the time of the suspension, every effort will be made to secure notice the next day.

While under In-School suspension, the student:

- may attend the school but at all times must stay in the supervised area designated by the Principal;
- may not participate in any extra-curricular or co-curricular activities;
- must complete work assigned by the Principal;
- may not seek academic help or work from any staff member other than the Principal; and
- is encouraged, of his or her own volition, to acquire assignments from a classmate and keep his or her work up to date.

While under Out-of-School suspension, the student:

- may not visit the school;
- may not participate in any extra-curricular or co-curricular activities;
- must complete work assigned by the Principal while away;
- may not seek academic help or work from any staff member; and
- is encouraged, of his or her own volition, to acquire assignments from a classmate and keep his or her work up to date.

Post-Suspension Procedures:

- A meeting with the Principal, the student and the student's parent/guardian must take place prior to the student's return to regular classes.
- The student will be allowed to complete class work and assignments missed during the suspension upon his/her return to regular classes. Teachers will determine when and where re-writes will take place and under what circumstances assignments will be accepted.

**HADLEY JUNIOR HIGH SCHOOL
DRESS CODE POLICY**

- HADLEY JUNIOR HIGH SCHOOL takes seriously its responsibility to educate students and to prepare them for the highest possible achievement. The purpose of the dress code is to encourage an environment that is conducive to a respectful learning environment. Students should dress in a manner that does not detract from the learning climate of the school or offend anybody.
- Upon entering the building, students must remove all coats, jackets, scarves, gloves, boots and any other outer wear before entering the classroom.
- **Hats:** Caps, hats, hoods, bandannas, sunglasses or any other head-wear are not to be worn in school. These items are to be left in the student's locker during school hours. Specifically, students are required to remove all head wear inside the school. Religious head wear is permitted upon approval from the administration.
- **Shoes:** Students must wear shoes in the school at all times. Boots are to be kept in the locker. Appropriate athletic shoes are required for physical education.
- **Pants:** Pants must fit properly (pants must be worn above or at least at waist level and proper belts must be worn). Pajama bottoms are not allowed. Spandex pants are not allowed.
- **Shorts and Skirts:** Shorts and skirts must be no more than 3 inches above the knee. Slits on skirts cannot exceed the three inch above the knee rule.
- **Shirts:** Tank tops, tube tops halter-type top and blouses, mesh shirts, muscle shirts, spaghetti straps are not appropriate for school. Tops that expose midriffs or underwear, and insignias that promote drugs, alcohol or profanity are not allowed. Low necklines or barebacked clothing are not allowed. Straps on tops must be no less than 3 inches in width from neck to shoulder.
- **Jewelry:** It is preferred that you do not wear jewelry because it is easily lost or stolen. If jewelry is chosen it must be neat, appropriate and safe. Cords, ropes and other items that could be used as weapons are prohibited.
- **Physical Education Period:** Each student must use a basic uniform consisting of a T-shirt/gym shorts or sweat pants and sweat shirt, socks, running shoes. Shoes must be appropriate and tied to ensure safety.
- "It would be appropriate advice to Hadley students to dress for school as if you were applying for a part-time job".

**HADLEY JUNIOR HIGH SCHOOL
COMPUTER AND TECHNOLOGY USER POLICY**

General Policies:

Persons who receive accounts or who receive temporary access to the local area network at Hadley Junior High School are expected to conform to the following general policies.

It is each user's responsibility to be aware of these restrictions and limitations. If there is any doubt regarding the legitimacy or authorization of any action on a workstation or network resource, please check with your teacher in advance. Users are expected to maintain high ethical standards, and to be courteous to other system users at all times.

Educational Use:

The computers in the school are intended for educational purposes only. Users should not play games on the computers, or use the systems in association with any inappropriate text, graphic, or other media type. Electronic communication systems should not be used for trivial purposes, and offensive, obscene, or harassing messages are strictly prohibited.

Procedure:

All students are issued an Epals.com account. There is no email use other than EPALS is permitted. Your username is firstnameinitialoflastname@wqsb.qc.ca. First password is "students". This account is not private and is monitored.

Respect For Privacy:

Users should not look at, read, modify or remove files, mail, or network traffic owned by any other user without explicit permission from the owner. Having access to a file does not constitute permission. Realistically, the network cannot be considered secure, and therefore any sensitive or extremely important files should not be kept on our systems.

Personal Responsibility:

Accounts are assigned to an individual user who is expected to maintain system security by upholding basic guidelines. Account access should not be shared with anyone. Passwords should remain secret, and should be constructed in order to minimize the potential of someone guessing or 'cracking' the user's password (a combination in excess of six of numbers and letters, alphanumeric). Users are responsible for system activities performed under her/his password.

Cooperative Assistance:

Hired professionals, staff and students operate the network system at Hadley for the mutual benefit of all concerned. Users are expected to report any security problems or system malfunctions to the lab instructors and/or to the office. In consideration of virus, worm, or other such corrupting software the use of a diskette to download or upload information is forbidden.

Courteous and Ethical Behavior:

Users are expected to be courteous and ethical in all actions. Users should never deliberately attempt to disrupt system performance, or interfere with the work of any other user or administrator. Students should be considerate when using scarce system resources, such as Internet access, scanners, printers, milling machines, and digital cameras. Users should try to minimize disk usage on network drives and should not save files on workstation hard drives unless given permission. As well, users should try to be very conservative when printing documents from computers. Users should be polite when using electronic communication systems (ex. email), and should clearly identify themselves by name and/or login name.

Legal Responsibilities:

Users are expected to follow all Western Quebec School Board regulations as well as pertinent local, provincial, and federal laws. The school has placed special emphasis on the illegality of software piracy, and thus strict copyright guidelines must be followed at all times.

Copyright Guidelines:

The general copyright policy used at Hadley is in strict accordance with provincial and federal laws. It specifically includes, but is not limited to the following:

- The only software products to be used on systems in any of the labs are those for which we own a valid license. Therefore, do not install any software on computers in the lab without prior approval.
- Copying software products from our computer systems is considered theft and is a very serious offense. Do not use computers in the lab for making backup copies of any commercial software products unless specifically asked to do so by the lab instructor or system administrator.
- Plagiarism, contrary to copyright laws, is the improper use, or failure to attribute, another person's writing or ideas (intellectual property). It can be as subtle as the inadvertent neglect to include quotes or references when citing another source or as blatantly unethical as knowingly copying an entire paper verbatim and claiming it as your own work.
- The improper use of computers is generally referred to as computer abuse. The school may restrict or terminate any user's access, without prior notice, if such an action is deemed necessary to maintain computing availability and security for other users of the system. Other disciplinary action may also be imposed.

In Summary students cannot:

- Use, or attempt to use, Hadley's computer systems or those accessible by network, without proper authorization, which includes, but not limited to, supplying misleading information or false credentials.
- Tamper with, obstructing, or attempting to alter the operation of any computer system accessible through Hadley's network connections.
- Attempt to modify, distribute, or copy data of software without proper authorization.
- Attempt to physically open, damage or otherwise alter hardware such as mice, keyboards, computers, scanners, or cameras.
- visit inappropriate sites such as pornography, hate sites, pro-drug or alcohol sites;
- Communicate with email, messaging software during class time. This distracts not only you but also others from their education. In addition, it uses bandwidth of the network slowing everyone down;
- Play games, download or/and steal music or videos/movies, use chat-lines - all use up bandwidth of the network slowing everyone down;
- Downloading applications or files uses up hard drive space and is a virus risk;
- Use diskettes because they are a virus risk;
- Plagiarize (to use someone else's work and claim it as your own);
- Try to access other students' / teachers' files;
- Change system settings; and
- Let others know or use your password/account. Your "friend" may change your password and disable your account.

Possible Consequences:

- account suspended; and/or
- parents/guardians contacted; and/or
- letter is sent home; and/or
- in the case of plagiarism, a mark of 'zero' given; and/or
- if there is damage to school property, the student will be billed the dollar amount of the damages; and/or
- suspension from school.

HADLEY JUNIOR HIGH SCHOOL

ATHLETIC AND CO-CURRICULAR PROGRAM GUIDE AND POLICY STATEMENT

The primary purpose of the athletic program at HADLEY JUNIOR HIGH SCHOOL is to promote the physical, mental, social, emotional and moral well being of the participants. It is hoped that athletics will be a positive force in preparing youth for an enriching and active life. The athletic program is an important and integral part of the total school environment and is open to all students. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations and responsibilities that are unique to an athletic program. As the role of the athlete demands that he/she make sacrifices not required by others, in order to contribute to the welfare of the team, that athlete must willingly assume these obligations: success is a choice.

ATHLETIC POLICY

HADLEY JUNIOR HIGH SCHOOL athletic activities are the direct responsibility of the school and its administration. The administration of the program is delegated to the principal and, through him/her, to the staff.

The Supervisor of Athletics is responsible for initial implementation of the athletic program, and, in turn, the coaches are responsible for its daily implementation.

The philosophy of athletics at HADLEY JUNIOR HIGH SCHOOL is:

- to develop wholesome attitudes toward the school program, teams, participants and officials;
- to develop the qualities of loyalty, responsibility, cooperation, citizenship, leadership and sportsmanship;
- to compete successfully in a sportsmanlike manner;
- to encourage the growth of the moral, healthy, self-disciplined individual.

ACADEMIC REQUIREMENTS: All student-athletes are required to remain in good academic standing (passing) in all classes. If student-athletes are not in good academic standing (passing) they may be suspended from any extra-curricular activity until they regain good standing.

BEHAVIOUR AND ATTITUDE: If a student is suspended or is in violation of school rules - they can be suspended immediately from all extra-curricular activities. The Hadley School Code of Conduct, included in this document, is a guide for all students. If a student continues to choose not to adhere to the rules of conduct in the school, the Principal will inform the student and his/her parent/guardian that the student will be removed from all extra-curricular activities for the rest of that school year.

SPORTS CODE OF ETHICS: All students should:

- remain in good academic standing in every course
- Represent their school and team with the highest standards of proper behavior and conduct.
- Respect the integrity and personality of teammates, opponents and coaches.
- Abide by the rules of the game with modesty in victory and graciousness in defeat.
- Respect the decisions and judgment of officials.
- Refrain from using obscenities and profanities.
- Strive for maximum achievement in scholastic and athletic competition.
- Practice good health habits.
- Demonstrate good sportsmanship in both winning and losing.
- Abstain from use of unhealthy and illegal substances.

ATHLETIC EQUIPMENT AND FACILITIES: Athletes will be provided with uniforms and individual and team equipment of the highest quality possible. Athletes are requested to observe all team regulations posted regarding the use and care of this equipment. We take pride in the facilities provided for all sports and request that the athletes help in maintaining these facilities so that they are kept in the best possible condition. Athletes are always responsible for showing respect for all facilities and equipment.

CARE OF EQUIPMENT: All athletes are responsible for all equipment and uniforms that are issued to them. If an athlete does not return all equipment and uniforms, he/she must pay for them. If they are not paid for, the athlete will not be given a uniform for his/her next season, and may not be permitted to participate in other co-curricular activities.

DISQUALIFICATION: Disqualification from a game or event is a judgment call by the official and the decision is final and may not be appealed. An athlete who displays un-sportsmanlike flagrant misconduct, physical or verbal, will be disqualified from upcoming regularly scheduled games/meets.

A disqualified player may not be present at any contest in that sport during the period of disqualification (not to be present in the locker room, on the bus, on the sidelines or in the stands/bleachers before, during or after the game.)

DISCIPLINARY ACTION

- Student athletes involved in a disciplinary action from the main office (i.e. detention, internal suspension, or external suspension) will not be allowed to practice or participate in any event during the time period of the disciplinary action.
- Basic disciplinary action within the context of a team will be at the discretion of the team's coach. Infractions may include missed practices, poor attitude, etc. Consequences of these actions may be suspension of a player for a series of games and/or practices.
- Standard disciplinary procedures regarding repetitive problems at the team level or beyond the scope of the team, which may include academic standing or behavioural issues will result in the following:
 - A formal letter of warning from the Athletic Supervisor.
 - A second letter and a minimum one game suspension.
 - A final letter informing the athlete of his/her suspension/expulsion from the team. Should an athlete who has been expelled from a team wish to participate in other varsity sports a reinstatement meeting will be required. Such a meeting must include the athlete, the athlete's parent or guardian, the Athletic Supervisor and the school's administration.
- Athletic awards (letters, certificates, etc.) will not be withheld as disciplinary action. If a student is kept on a squad for the season and completes award requirements, the award will be presented. Any exception to this must be jointly agreed upon by the head coach, Supervisor of Athletics, and Principal.
- Student athletes involved in a disciplinary action from the main office (i.e. detention, internal suspension, or external suspension) will not be allowed to practice or participate in any event during the time period of the disciplinary action. Standard disciplinary procedures available in disciplining an athlete may include:
 - Benching a player for a contest.
 - Not dressing a player for a contest.
 - Demotion of player's status on squad.
 - Suspension/Expulsion from the squad.
- Athletic awards (letters, certificates, etc.) will not be withheld as disciplinary action. If a student is kept on a squad for the season and completes award requirements, the award will be presented. Any exception to this must be jointly agreed upon by the head coach, Supervisor of Athletics, and Principal.

SUBSTANCE ABUSE POLICY - Athletics/Co-curricular Activities

Any student who participates in an interscholastic athletic program and/or a co-curricular activity must comply with the following substance abuse policy:

- Use of alcohol, or any illegal drug, will lead to immediate expulsion from the team or co-curricular activity for that particular season. This expulsion may carry over to the following athletic season depending of the severity of the infraction.
- Use of tobacco (smoking or chewing) may lead to a two game/scrimmage/practice suspension for the first offense and possible expulsion for the second offense. This expulsion does not carry over to the following athletic season. Suspension for the next co-curricular event will occur on their first offense and immediate expulsion for the second offense.

UN-SPORTSMANLIKE CONDUCT

Un-sportsmanlike conduct shall include but not be limited to the following:

- Any person (athletic department, staff member, student athlete or a fan or spectator associated with a member school) who strikes or physically abuses an official, opposing coach, player, or spectator;
- Any person (athletic department, staff member, student athlete or a fan or spectator associated with a member school) who intentionally incites participants or spectators to violent or abusive action; and
- Any person (athletic department, staff member, student athlete or fan or spectator associated with a member school) who uses obscene language or action towards officials, opponents or spectators. Un-sportsmanlike conduct shall subject the individual to disciplinary action to be decided by the school's administration.

SPORTSMANSHIP: Sportsmanship is the ability to accept winning and losing graciously. It is the ability to know that life is made up of both successes and failures and to know that we must be able to deal with both.

Sportsmanship is the attitude which projects the opponent as an equal, not an enemy.

Sportsmanship is the ability to recognize the talents and abilities of others, even when it means accepting the fact that someone else is more proficient than we are.

Sportsmanship is the courage it takes to play the game within the rules. It is the ability to accept the decision of the officials and the coach without demonstrating inappropriate behavior.

Sportsmanship allows the individual to be able to offer his/her hand in defeat in order to congratulate the opponent. Thus, take your responsibility to be a good sport in a serious manner.

THE VALUE OF ATHLETIC PARTICIPATION: There have been many studies which demonstrate the value of athletic participation.

These studies reflect the fact that the students who participate in high school athletic activities usually achieve higher marks than students who did not participate.

Studies show that students who participated in activities attended school on a more regular basis than non-participating students. The attendance of student-athletes during their particular sports season was found to be better than the attendance of students not involved in an activity.

In addition, numerous studies have shown that students involved in high school athletics are staying in school at a much higher rate than non-participating students. The non-participating drop-out rate is much higher than the participant drop-out rate.

Taking into account the participating students' higher grades, improved attendance and greater commitment to staying in school, one can see the value of athletic participation during the high school years.

HADLEY JUNIOR HIGH SCHOOL EMERGENCY EVACUATION PROCEDURES

- To aid in the proper evacuation of the school during a signal or alarm, room doors and windows should be closed during the evacuation process. Fire evacuation Plans will be placed in each classroom – please familiarize yourself with the exit procedure for each of your teaching areas.
- When the general alarm is sounded, people move quietly to the appropriate exit posted by the phone in each classroom. Classes must stay together outside of the school in the event a roll call is necessary. Teachers are asked to bring an attendance list with them. All persons must evacuate the school.
- Evacuation drills at regular intervals are required by law. It is essential that, when the signal is given, classes be evacuated promptly by the prescribed route and that they assemble in the designated area on school grounds. Teachers must check their rooms, take their class list, close the classroom door, stay at the rear of their class when clearing the building, take attendance at every drill and supervise the group of students they are with during the drill or the real alarm.
- We must help the students(s) physical exceptionalities during a general fire alarm. These students are to be accompanied by the teacher and his/her class to the nearest stairway (free of smoke) and carried down the stairs to the first floor by staff only. A teacher is to remain with this student until they are safely outside. At no time should the elevator be used during a fire alarm. This also applies to students in wheelchairs and crutches.
- No-one will re-enter the school building until they have received instructions from an Administrator or a member of the Administration Staff.
- During Recess or Lunch Hour: Students and staff must proceed to the outside of the school building by means of the nearest exit. Staff will be given class lists and attendance will be taken by group in both gathering places, one gathering place in front of the Hadley Administration across the street and one directly behind the Hadley back doors at the end zone of the football field.
- During very cold weather, precautions will be taken to protect students from the cold weather, the call for STO buses and removal of students to our alternate location to insure the safety of the students.

HADLEY JUNIOR HIGH SCHOOL

STUDENT TRANSPORTATION TO SCHOOL POLICY STATEMENT

ASSIGNED TRANSPORTATION TO EACH STUDENT:

Any changes to the methods of transportation to and from school must be made through the Transportation Department at the Western Quebec School Board. No person, this includes parents, students themselves, Principals/School Staff, and/or Bus Drivers can authorize a change of the method of transportation. ONLY the Transportation Department of our school board can authorize an alteration in the bus or the route of the bus (this includes pick-up and drop-off areas). Even for a "one time" situation students will not be allowed to switch buses at any time, for any reason, unless authorized by the school board.

SECURITY:

The School Board of Western Quebec and their transportation contractors take all possible safety measures in order to assure that each student is transported safely. However, it is incumbent on all parents to take the necessary time to explain clearly all safety rules regarding school bus transportation. This is particularly important when dealing with kindergarten and elementary school students. All students should become familiar with the rules of security while getting on or off the bus. In addition, each student should exercise caution when crossing a public thoroughfare. All students must cross in front of the bus, they must come to a full stop in front of the bumper extension arm, be well in view of the bus driver and await the driver's signal before crossing. Even though the flashing lights are operational, they must make sure that oncoming traffic has come to a complete stop in both directions before crossing.

ROLE OF THE SCHOOL BUS DRIVER:

The primary responsibility of the driver is to drive his/her vehicle safely. We therefore encourage you to co-operate with the driver and request that you stress to your child the importance of listening to the driver's instructions. In the event that a conflict should arise, the matter should be referred to the school principal.

ITEMS WHICH STUDENTS MAY BRING ONTO SCHOOL BUSES

Article 509.10 of the Highway Safety Code states that students travelling on a school bus may carry only items that will fit on their lap. These items must be in an appropriate bag. Examples of items not permitted by Article 519.10 are: skis, skate boards, guitars, baseball bats, and large school projects.

ELIGIBILITY FOR SECONDARY TRANSPORTATION:

The distance will be measured using the shortest route travelled on a public road from the school to the student's residence. Secondary students whose residence is farther than 2 KM from the school are eligible for transportation.

TEMPORARY DISABILITY:

Students with a temporary handicap and who are unable to ride a school bus safely must be transported to and from school by their parents.

WALKING DISTANCE TO THE BUS STOP:

Students may be required to walk 1.6 KM on a public road to their bus stop, however under normal circumstances the walking distance is as follows: Secondary: 0.8 KM

RESPONSIBILITY OF THE DRIVERS:

Drivers are the key persons in the "School Bus System" and as such are to be supported by all students, parents, and school authorities. They are responsible for the safety and well-being of all passengers on their buses, and should report all infractions and problems regarding conduct to their designated supervisor, who, in return, will notify the school principal.

RESPONSIBILITY OF THE STUDENTS:

- ◆ The students must be punctual and arrive at their designated bus stops at least five (5) minutes before the bus arrives.
- ◆ The students must stay on the soft shoulder or the sidewalk until the bus comes to a full stop.
- ◆ When boarding, if they must cross the street, the student must wait for the driver's signal before crossing
- ◆ The students must board the bus calmly.
- ◆ The students must walk directly to their seats and remain seated until they reach their destination.
- ◆ The students must abide by the transportation rules.
- ◆ Yelling, whistling and shouting are forbidden on the bus.
- ◆ Unless absolutely necessary, the students must refrain from talking to, disturbing or distracting the bus driver.
- ◆ The student must keep their hands and heads inside the bus when it is moving.
- ◆ The students must not throw any object inside or outside the bus.
- ◆ When alighting, the students must walk three (3) steps away from the bus and ten (10) steps in front of the bus, passed the bumper extension arm and wait for the driver's signal before crossing.
- ◆ The students who must cross the street must always go in front of the bus and watch for traffic.
- ◆ The students are not permitted to eat on the school bus.

DISCIPLINARY ACTION:

- Based on written reports submitted by drivers or supervisors of student behaviour, the school administration will deal with each case based on the following guidelines:
- Singularly inexcusable conduct (i.e. threatening or assaulting a driver, vandalism, stealing bus equipment, throwing objects from the bus, etc.) shall result in an immediate and indefinite period of suspension from bus use.
- When the security of passengers is threatened by the actions of any rider, the driver may refuse to carry that person(s). Inquiries or complaints should be directed to the school principal.
- Specific Procedure for Smoking on School Buses:
- Provincial and school board policy require that all cases of smoking be reported to the school administration. Offenders will be disciplined. Repeat offenders may lose bus privileges for an indefinite period of time.
- Procedure for Alcohol, Drugs or Weapons:
- Students found to be in possession of alcoholic beverages, drugs, or under the influence of alcohol or drugs, will be subject to the Western Quebec Drug and Alcohol Policy.

WESTERN QUEBEC SCHOOL BOARD and HADLEY DRUG AND ALCOHOL POLICY

(The complete version of this policy is available from the school directly or from the WQSB Website):

The following was adopted as policy in December 1996: Any student, youth or adult, using or in possession of alcohol and/or illegal drugs on school property or while participating in a school activity can expect the following action:

1. The school administration will confiscate the alcohol and/or illegal drugs.
2. The student's parents/guardians will be informed.
3. Where appropriate, the police will be notified, the student will be identified to them and the police will be given the confiscated goods.
4. Any youth sector student, in possession of, or under the influence of alcohol and/or illegal drugs on school property or during school organised activities shall be suspended immediately for a period of ten (10) school days. At the discretion of the School Principal, the suspension period may be reduced to no less than five (5) school days.
5. The school administration will recommend that parents enrol the student in a rehabilitation program and will make available to the parents and the student a drug information package.
6. Students repeating the offence shall be liable to expulsion from school after a hearing by the Discipline Committee of the School Board.
7. Traffickers of alcohol and/or illegal drugs will be suspended immediately for a minimum of ten (10) school days and will be liable to expulsion from school.

WESTERN QUÉBEC SCHOOL BOARD and HADLEY SAFE SCHOOL POLICY

(The complete version of this policy is available from the school directly or from the WQSB Website):

The Western Quebec School Board believes in the right of each learner and each staff member to work in a safe environment in its schools. The Board believes it is the responsibility of everyone, parents and students included, to contribute to the development of safe schools. Through the implementation of effective measures such as preventative practices, early intervention and the administration of fair, consistent disciplinary action, Safe Schools will become a reality in our Board. The Board believes in teaching self-control, self-respect and self-discipline to help students prepare for a satisfying and productive life. The Board sees as its role the safe-guarding of the learners and teachers on its premises or at school sponsored events and does not tolerate:

- Weapons (including replicas)
- Acts of violence actual or threatened
- Vandalism or theft
- Expressions of racial, ethnic, religious or sexual prejudice or harassment.

Promoting Safe Schools:

- The Western Québec School Board believes in positive, constructive discipline intended to create an orderly, co-operative learning atmosphere in all schools.
- Schools are encouraged to use programs that encourage positive attitudes and acceptable behaviour.
- Following from Article 76 of the Education Act, disciplinary practices should be fair, consistent, age appropriate and flexible enough to meet the needs of each school.
- Communication, consultation and cooperation between senior administration, school administration, students, parents, and teachers must be on-going.
- The Western Quebec School Board believes in working actively and collaboratively with parents, staff, students, social and law enforcement agencies, colleges and universities, municipalities, community organizations, teacher organizations and other groups.
- The Western Quebec School Board will adopt safety procedures for schools that will provide for a safe and secure environment in all its institutions.

UNACCEPTABLE BEHAVIOURS:

- Intimidation – to frighten, force, discourage or inhibit by the use of verbal or non-verbal actions in order to influence conduct;
- Harassment – systematic or persistent verbal or physical action such as taunts, insults, annoyances, demands, etc., designed to inflict distress;
- Threats – verbal promise or overt action forewarning trouble, worry or harm;
- Assault – physical, sexual – an unlawful personal attack (including menacing words or gestures), an attempt to cause injury, unwelcome physical interference with another person;
- Vandalism – the deliberate damage or defacement of school grounds, buildings, equipment, books or personal property;
- Theft – taking possessions or goods belonging to another person without that person's consent;
- Possession of Weapons/Replicas: anything used or intended for use in causing death or injury to persons whether designed for that purpose or not and, any replica of a weapon used for the purpose of threatening or intimidating any person.
- Trespassing – any individual on school premises without authorization;
- Extortion – intimidating or threatening behaviour intended to extract money, services or property;
- Overt Bigotry – written or verbal comments which insult others because of their gender, racial origin, ethnicity, religion, or sexual orientation.
- In the case of the occurrence of any of the preceding defined behaviour, the appropriate procedures listed below will be followed:

Procedures:

- inform the student of the behaviour that is in violation of the policy;
- communicate with a parent or guardian in a timely and appropriate manner;
- inform appropriate authorities and confiscate weapons necessary;
- impose an appropriate in-school sanction or school suspension according to the following prescribed minimal consequences:
 - Verbal threats, racial, physical and/or sexual harassment or abuse = minimum 1 day suspension
 - Possession of weapons = minimum 3 day suspension
 - Threats to use weapons = minimum 5 day suspension
 - Using a weapon = Discipline Committee**
- N.B. Definition of "weapon" and length of suspension (less than 10 days) at the discretion of the Principal
 - *6-10 day suspension requires the approval of the Director General
 - ** Minimum action of Discipline Committee = 10 day suspension (Suspension may be immediate and for an indefinite period of time pending a review of the situation including possible referral to the Discipline Committee. (An information sheet on the functioning of the Discipline Committee is available to parents, teachers and students.)
- recommend counseling; and
- recommend an alternative learning placement where required.

HADLEY JUNIOR HIGH SCHOOL
Photographing and Video-taping for Media Release Policy

At Hadley Junior High School, we offer a wide range of co-curricular and extra-curricular activities. We are proud of students and staff and their hard work and we want to share important messages about how great Hadley Junior High School is.

Therefore, a Hadley student may be involved in programs and/or events that are photographed and/or videotaped for media release. If for any reason, parents/guardians object to a student's picture being published or aired, please state this, in writing in a letter or email, addressed to the Principal and send it immediately to the school office.