

F.R. Haythorne Junior High School

Student Handbook 2025–2026



Mission Statement At F.R. Haythorne, we foster meaningful relationships to create an environment that inspires everyone to be well-rounded, grounded, respectful, and committed to lifelong learning.

Accidents

If an accident occurs on school premises, a staff member must be notified immediately. First aid and ice packs are available at the office. In the case of a serious injury, certified staff will administer first aid and contact parents/guardians. If parents are unavailable, staff may use their discretion to call an ambulance if urgent medical attention is required.

Alcohol, Drugs, Smoking & Vaping

The possession or use of controlled substances, tobacco products, e-cigarettes, vaping devices, or alcohol is strictly prohibited on school property and during school-related activities. Violations will result in suspension. Trafficking will lead to immediate suspension and a recommendation for expulsion. If there is reasonable suspicion, lockers, personal belongings, and the student may be searched. Repeat offenses may result in fines under the Tobacco, Smoking and Vaping Reduction Act, starting at \$120.

Allergies & Medical Alerts

Students with severe allergies or medical conditions must inform the office. Parents/guardians must complete the required medical consent forms. All medication must be stored in the office, except for EpiPens or essential medical equipment, which students should carry at all times.

Arriving Early

Students should not arrive before 8:15 a.m. unless attending a scheduled meeting or practice. Those arriving early must wait outside until doors open at 8:20 a.m.

Assignments

Students are expected to complete all assignments—core and option classes—on time and to the best of their ability. Work must be original. Plagiarism or use of Artificial Intelligence tools to complete assignments will result in serious consequences.

Athletic Teams

F.R. Haythorne offers junior and senior teams in Volleyball, Basketball, Handball, and Badminton, as well as joint teams in Cross Country, Golf, and Track & Field. Students should listen to announcements for tryout opportunities. Our focus is on skill development, sportsmanship, and enjoyment.

Attendance

Regular attendance is required under the Education Act. Parents must notify the school of absences, late arrivals, or early departures. If no notice is received, the school will contact parents/guardians. Students are responsible for catching up on missed work.

Backpacks & Bags

Students may use backpacks to carry supplies to and from school. During the day, backpacks should remain in lockers unless approved otherwise. Students should prepare for two periods at a time. Locker breaks occur between Periods 2 and 3, and at lunch. Backpacks may be searched if there are safety concerns.

Bicycles, Scooters & Skateboards

Students may ride these to school but must lock bikes/scooters at designated racks, avoid riding on school property, wear helmets, refrain from carrying passengers, and stay away from bike racks during school hours. Equipment is brought at the student's own risk. Theft or vandalism will be investigated by the RCMP.

Bullying & Harassment

Bullying is not tolerated. Alberta Education defines bullying as deliberate, repeated, and hostile behavior involving a power imbalance and intent to harm. Types include:

- Verbal: name-calling, teasing, threats, discriminatory remarks
- Social: exclusion, humiliation, mobbing
- Physical: hitting, shoving, unwanted touching
- Cyber: online harassment, spreading rumors via text or social media To address bullying, incidents must be reported promptly.

Bus Behaviour

Elk Island Public Schools (EIPS) requires respectful conduct on buses, at stops, and transfer points. Students must follow EIPS transportation rules, distributed at the start of the year. Only assigned buses may be used. For alternate arrangements, contact EIPS Transportation—notes are not accepted by drivers. Misconduct may result in disciplinary action or loss of bus privileges.

Cheating & Plagiarism

Cheating or plagiarism will result in a referral to administration. A meeting will be held with the student, teacher, and admin. Parents/guardians will be contacted. Students must demonstrate learning outcomes through an alternative method determined by the teacher.

Damaged Materials & Equipment

Students are responsible for any damage to school property. A bill may be issued for repairs or replacement. In cases of vandalism, full costs will be charged. Accidental damage will be reviewed by administration.

Detentions

Detentions may be assigned for negative referrals, disruptive behavior, tardiness, or truancy. Detention begins immediately after the lunch bell. Students must bring lunch and work quietly. Failure to attend will result in further consequences.

Doors

All exterior school doors are locked during instructional time, except for the main entrance. Students must not allow anyone to enter through side or back doors during class hours. All visitors and students arriving late must enter through the main doors.

Early Dismissal Days

Wednesdays are designated early dismissal days for staff meetings. Students are dismissed at 2:14 p.m., and the early bell schedule will be followed.

Emergency Drills

Practice drills are conducted throughout the year to prepare students for internal and external emergencies. Procedures are reviewed regularly with students and staff. During drills, students must cooperate fully and remain silent. If a fire alarm sounds during breaks or lunch, students must exit the building immediately using the nearest exit and assemble with their homeroom class in the designated outdoor area. A signal will indicate when it is safe to return. In severe weather, students may be relocated to Bev Facey High School.

Field Trips

Students are expected to uphold the highest standards of conduct during field trips. As these are considered extensions of the school, all school rules and expectations apply.

Footwear

Footwear must be worn at all times for safety, including during emergency evacuations. Non-marking shoes are required for use in the school and gymnasium. Students and visitors are asked to remove snow, mud, or dirt at the provided doormats to help keep the school clean.

Internet, Email, and Computer Usage

Students must follow the Student Responsible Technology User Agreement, signed by both the student and parent/guardian at registration. This agreement outlines expectations for the responsible use of personal devices and school technology. Computers and Chromebooks are available for student use in the library and computer lab.

Intramurals and Lunchtime Activities

F.R. Haythorne offers a variety of physical activities and clubs during lunch hours. These are organized and supervised by staff.

Lates

Students arriving late at the start of the morning or afternoon must report to the office for a late slip before going to class. Chronic lateness will result in a referral to administration.

Leaving School Early

Students must follow these procedures when leaving school early:

1. Provide a note from a parent/guardian or have them contact the school.
2. Bring the note to the office before attending class.
3. Students must check out at the office before leaving the building. Leaving without permission is not allowed.

Library

The library is available for recreational reading, private study, research, homework, and computer use. Students are responsible for returning borrowed materials in good condition. Charges will apply for lost or damaged items.

Lockers and Locks

Lockers and locks are provided for student convenience but remain school property. Only school-issued locks may be used; unauthorized locks will be removed. Lockers may be searched by staff if there are safety, health, or disciplinary concerns. Students must keep lockers clean and organized. Lost locks require a \$10 replacement fee, which is refundable if the original lock is found. Combinations should not be shared. Locker contents must comply with school regulations. If there is suspicion of illegal substances, weapons, stolen property, or inappropriate materials, lockers may be searched by administration.

Lunch

Students may eat in designated areas during lunch. Those going home for lunch must have parental permission and should leave at the start of the lunch period, returning before it

ends. All students are expected to clean up after themselves and dispose of garbage properly.

Medication

Over-the-counter pain relievers are not provided by the school. Prescription medication may be administered by office staff only with written permission from a parent or guardian on the appropriate school medical form.

Nut Awareness

F.R. Haythorne Junior High is a nut-aware school. Some students have severe, life-threatening allergies to nuts and nut residues. To ensure their safety, we ask that all students bring nut-free food to school.

Personal Mobile Devices (PMDs)

PMDs include cellphones, tablets, laptops, and smartwatches. While these devices can support learning, they may also distract from instruction and impact student well-being. Regulated use is essential to maintain a safe, respectful, and focused school environment.

Use During Instruction Junior High students may not use PMDs during class time unless:

- Approved for a diagnosed medical condition
- Approved for a documented learning need
- Permitted by the teacher for a specific educational task

PMDs may be used before and after school, during class breaks, and at lunch.

Storage of Devices All PMDs must be stored in lockers during instructional time and set to silent or powered off. Devices may only be retrieved for approved educational use. Students are encouraged to leave PMDs at home. Those who bring them do so at their own risk. The school and Division are not responsible for lost, stolen, or damaged devices.

Restricted Areas PMDs are not permitted in test settings, change rooms, washrooms, counselling rooms, or any space where privacy may be compromised.

Progressive Discipline Improper use of PMDs will result in the following steps:

- **First Infraction:** Student asked to store device; teacher records incident
- **Second Infraction:** Device held in office for half a day

- **Third Infraction:** Device held in office until collected by a parent/guardian
- **Further Infractions:** Additional disciplinary action based on individual circumstances

Photographs & Recordings

Recording (photo, video, audio) is prohibited unless approved by staff for school projects. Students may not record others or post school-related content online without permission. Administration may review content for appropriate use.

PowerSchool

Students and parents are encouraged to use PowerSchool to monitor grades, comments, and attendance in real time. Assignment details and cumulative marks are updated throughout the year. Report cards are shared electronically. Login credentials are available from the office and can be reset if needed.

Scent Awareness

Some individuals have severe sensitivities to scents. Please limit the use of scented products.

School Code of Conduct

F.R. Haythorne promotes a safe, respectful, and inclusive learning environment. Students are expected to:

- Make responsible choices
- Attend regularly and punctually
- Resolve conflicts peacefully
- Show empathy and respect diversity

Discrimination of any kind is not tolerated. All students are expected to contribute to a welcoming and caring school culture.

Unacceptable Behaviour May result in disciplinary action and learning opportunities focused on accountability, empathy, and conflict resolution. Consequences may include:

- Supervised alternate location

- Loss of privileges
- Detention
- Use of reasonable force to prevent harm
- Restorative practices
- Payment for damages
- Suspension or expulsion

Support will be provided to both impacted and involved students.

Security Cameras

Security cameras monitor activity inside and outside the school 24/7.

Student Dress Code

Students must wear appropriate clothing that reflects school standards. Clothing must not display offensive language, violence, racism, drugs/alcohol, or sexual content. Shoes must be worn at all times. Students may be asked to change if attire is deemed inappropriate.

Valuables & Lost and Found

Students are responsible for personal belongings. Valuables should be left at home. Lost items should be reported; found items can be turned in at the office. The Lost and Found is located near the Hawk's Nest.

Visitors

To ensure safety, student visitors are not permitted during school hours. Items for students may be dropped off at the office.