



Student Handbook

2024-25

Student Schedules – Grade 7

WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LOCKERS 8:00 - 8:05					
1st Class 8:05 – 9:05					
2nd Class 9:05 – 10:05					
Announcements 10:05-10:15					
3rd Class 10:15 – 11:15					
LUNCH 11:15 - 11:45					
LOCKER 11:45 – 11:55					
4th Class 11:55 – 12:55					
5th Class 12:55 – 1:55					
Dismissal 1:55					

Week 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LOCKERS 8:00 - 8:05					
1st Class 8:05 – 9:05					
2nd Class 9:05 – 10:05					
Announcements 10:05-10:15					
3rd Class 10:15 – 11:15					
LUNCH 11:15 - 11:45					
LOCKER 11:45 – 11:55					
4th Class 11:55 – 12:55					
5th Class 12:55 – 1:55					
Dismissal 1:55					

Student Schedule Grade 8 & 9

WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LOCKERS 8:00 - 8:05					
1st Class 8:05 – 9:05					
2nd Class 9:05 – 10:05					
Announcements 10:05-10:15					
3rd Class 10:15 – 11:15					
4th Class 11:15 - 12:15					
LUNCH 12:15 - 12:45					
LOCKER 12:45 – 12:55					
5th Class 12:55 – 1:55					
Dismissal 1:55					

WEEK 2

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LOCKERS 8:00 - 8:05					
1st Class 8:05 – 9:05					
2nd Class 9:05 – 10:05					
Announcements 10:05-10:15					
3rd Class 10:15 – 11:15					
4th Class 11:15 - 12:15					
LUNCH 12:15 - 12:45					
LOCKER 12:45 – 12:55					
5th Class 12:55 – 1:55					
Dismissal 1:55					

FIVE BRIDGES JUNIOR HIGH **School Expectations**

Our school expectations are designed to maintain a safe and positive learning environment at Five Bridges Junior High.

We will be courteous, respectful and considerate at all times

We will respect all property

We will arrive for class on time with all necessary materials and wait quietly outside the classroom until the teacher is ready

Cell phones ARE TO BE PUT AWAY while we are in class. Students are not permitted to use their cellphone or have their phone out of their locker during instructional time.

We will stop and listen when a staff member is speaking to us

We will speak appropriately – we will not use “put-downs”, harass others or use foul language

We will respect other people’s differences and opinions

We will walk in the hallways in an orderly manner – no pushing, shoving, running, play-fighting, throwing things or yelling in classrooms or hallways.

We will enter and exit rooms quietly

We will always do our best and refrain from speaking negatively and refrain from using offensive language

We will abide by rules which may be established during the year which will help to maintain a safe, positive learning environment at FBJH.

PROVINCIAL SCHOOL CODE OF CONDUCT POLICY

Link on our Five Bridges Junior High School Website

<https://www.ednet.ns.ca/docs/provincialschoolcodeofconduct.pdf>

PROVINCIAL HOMEWORK POLICY

Link on our Five Bridges Junior High School Website

<https://www.ednet.ns.ca/docs/homeworkpolicy.pdf>

STUDENT PREPARATION

Each student is expected to come to school fully prepared for the day's classes. It is imperative that your child be on time for school in the morning, our day begins at 8:05 AM. This also means students should have their own pens, pencils, binders and textbooks with them. Textbooks issued are the responsibility of the student. Students are required to have appropriate clothes for physical education classes, as a helpful tip your child may like to leave an extra pair of shorts in their locker.

POWER SCHOOL INFORMATION SYSTEM

The Halifax Regional School Board, in conjunction with the seven other provincial school boards and the Department of Education, is now fully operational using PowerSchool. With the component PowerStudent and PowerParent students and parents are able to see information such as attendance, grades, assignments, teacher's comments and upcoming school events. Students and parents are able to log on at home, work or school; anywhere there is Internet access. Parents and students are issued an on-line account and should you still require this information, please contact the office at 876-2026. Login passwords are now to change annually – you will be notified when it is time to do so.

ATTENDANCE

Attendance of each child enrolled in a public school is mandatory. If a child is ill, parents are requested to notify the school (**902-876-2026, EXT 9**) or use the school app preferably before 8:00 am. All student absences will be recorded each day by school staff. The school needs to be informed by parents/guardians regarding long term illnesses/absences. If we do not have a call on our Safe Arrival line and your child is absent, a call will be made to the home or workplace in order to receive confirmation that the child is out for the day. The safe arrival line can be used any time during the day to communicate child absences.

<https://www.hrce.ca/families/general-information/safe-arrival>

LEAVING SCHOOL EARLY

Students are considered to be under the jurisdiction of the school from the time they board their buses in the morning until they get off the buses in the afternoon. For walking students, it's when they arrive at the school until they leave the school at the end of the day. If it is necessary to take your child out of school during the day for a doctor/dentist appointment, a call should be made to the office (876-2026, ext 0), or a note given to the teacher to submit to the office. Parents must come to the office to pick up their children for all appointments to sign them out.

It is essential that any departure from school occurs with the knowledge and consent of the school and the home. Therefore, any student who, out of necessity, must leave school early on any given day must observe the following procedures:

- request permission of the office to leave early
- obtain parental permission
- when permission to leave is given; inform the instructing teacher
- check into the main office at the time of departure for parent to sign out the student

Parents are requested to send a note or call the school if early departure is necessary. Students will not be permitted to leave without authorization from home and the administration. Any student leaving school grounds will be referred to Administration and consequences will be assigned.

LATES

All students are expected to be on time for school in the mornings and on time for all classes. **School begins at 8:00 AM.** Students who arrive late for school (after morning announcements have begun) must report to the main office and sign in before being admitted to class. If a student is chronically late, parents will be contacted by administration.

MORNING DROP OFFS

Students are to be dropped off no earlier than 7:40 am. Please be aware that the parking lot can be very busy in the morning – we do encourage students to take the bus to school but if the need is there to be dropped off we appreciate your patience with the congestion in the parking lot.

STUDENT SUPERVISION

Supervision at Five Bridges Junior High begins at 7:40 AM. **You can only drop off your child after that time if they do not take a school bus to school.** Students can only enter the school after 7:40 AM and are to go directly to the cafeteria and lower hallway where supervision will be provided. Any other area of the school which is not designated for teacher supervision is prohibited to students.

SCHOOL CLOSURES

The policy refers to both weather conditions and also emergency closures (extended power outages, loss of heat, water or any other exceptional circumstance).

- Parents must ensure their child is properly dressed for weather conditions regardless if they are a bus student or a walker.
- Before dropping students off at school during inclement weather conditions parents should ensure that staff is able to arrive to provide the supervision.
- If busses were cancelled and school is open parents must use their discretion with regard to sending their child to school.
- The decision to cancel school will usually be made by 6 am and be communicated on the radio and the HRCE web site. (<https://www.hrce.ca/>)
- Closures are announced by individual schools, as a complete region, or by the high school that our junior high feeds, being Bay View Highschool.

HOME AND SCHOOL COMMUNICATION

Our website contains links to the daily announcements, Twitter and any notices, newsletters or information items that we distribute. We encourage you to read carefully all notes, memos, newsletters and communications and return any permission forms, volunteer forms or special requests required.

FIRE / ISOLATION / EVACUATION DRILLS

From time to time throughout the school year, fire and isolation drills will be held. Directions regarding proper procedures will be reviewed with students. Drills will be held without notice and at the sound of the fire alarm everyone must evacuate the building. Students are required to stay with their class and to proceed quickly and quietly to assigned locations. Fire, isolation and evacuation drills are important exercises for safety and are to be treated seriously.

STUDENTS TAKING ILL AT SCHOOL

If your child becomes ill at school all attempts will be made to notify you. If it is not possible to contact the parents or if the parent cannot arrange transportation, the administration, secretary or teacher is to use his/her good judgement until the student can be taken home. Students will not be sent home or taken home unless prior permission has been given by the parents or their emergency contact.

ACCIDENTS

Students should behave in a manner which will prevent injury or accident. While moving through the building, students should not run or push one another. Any accident involving an injury that does occur is to be reported immediately to the nearest teacher and/ or main office. Any accident resulting in an injury that shows any signs of seriousness will be handled by appropriate school personnel who will contact parents as soon as possible and arrangements will be made to secure medical help. An accident form will be filled out and filed with the principal on the same day that any such accident occurs.

MEDICATION

If a doctor prescribes any medication for your child, which must be taken during the school day:

- This must be administered through the main office.
- The proper forms must be completed and procedures followed as outlined.
- The child or parent must bring the medication to school in a container appropriately labelled by the pharmacy or physician.
- One designated school staff member will administer medicines.

SCENT / NUT SENSITIVE POLICY

Staff and students are not to bring food to the school that contains nuts or nut products. Students who bring such food to school will have it taken away. Students, staff and visitors should respect that we are a "scent sensitive" environment in accordance with HRCE policy and, therefore, are not permitted to wear or use scented products at school. ***The use or possession of any spray deodorant (such as AXE) is prohibited and may result in consequences up to and including confiscation and/or suspension.***

LOCKERS

Each student will be assigned a locker and combination lock. Should a student lose their lock, a \$10 replacement fee will be charged. All combinations are to be registered in the main office and will not be given to anyone but the owner of the lock. Students are not to give their combinations to others. All valuables, books, clothing, backpacks, etc. should be stored in student's lockers. Other items are to be stored in lockers upon the request of the staff involved. Students will be allowed to use lockers at the following times: in the morning prior to first class or homeroom, at noon hour and at dismissal and when going to or coming from Physical Education. Students may also go to their lockers with teacher permission. According to school board policy, students are advised that the use of lockers, desks or other school storage facilities is a privilege and not an exclusive right of possession. School administration has the right to look in a student's locker if anything suspicious has been reported. This is usually done with the student present if at all possible.

BUS POLICY

Bus evacuation procedures and safety rules will be reviewed by bus drivers in the fall. Students are reminded to be on time for their bus, to remain in their seat until the bus comes to a complete stop, to refrain from distracting the driver and to keep the bus clean. Each driver is instructed to follow the listed procedures in dealing with discipline problems on the school buses:

- When a behaviour problem arises, the bus driver is to report the problem to the school administration, who will consult with the student and issue a warning to the student and a notice of this warning to the parent by means of a letter.
- If the particular student misbehaves again, the driver is to report this to the administration again, who will implement consequences which may include suspending the bus privileges of the student for a period of time.
- If the student further misbehaves after being reinstated to bus privileges, the driver is to report this again to the administration who will then provide interventions which may include a meeting with the parents. Then to suspend the bus privileges of the student concerned for a period of time. Each suspension of bus privileges is to be accompanied by a letter to the parents indicating that bus privileges have been suspended.
- Should a further misbehaviour problem with this particular student arise, the bus driver is to report again to the administration and the student may have their bus privileges suspended for the remainder of the year.
- Therefore, only under extreme emergency circumstances is the driver allowed to put a student off a school bus for misbehaviour when the bus is between the school and the bus stop where the student boards in the morning or disembarks in the afternoon.

Please note that students must take the bus assigned to their particular route and must be included on the driver manifest generated by Stock.

BUS SAFETY

Regulation 80 of the Motor Carrier Act states: "Every school pupil being conveyed shall be instructed by the principal that, if after getting off a school bus it is necessary for such pupil to cross the highway, he must proceed immediately to a position approximately 10 feet in front of the stopped school bus, look and listen, then cross the road at least 10 feet in front of the stopped school bus, when it is safe to do so."

THE LEARNING ENVIRONMENT / ELECTRONIC DEVICES

This environment includes classrooms and all areas in which school personnel have a responsibility. It is expected that students display positive behaviours at all situations such as school assemblies, cafeteria, school busses, classrooms and any environment which includes travelling to and from school as well as to and from classes. The atmosphere and tone is determined prior to and after class, as much as it is within class time.

The use of cell phones, cameras and other electronic devices can take away from the learning environment in the school. We do acknowledge that cell phones are sometimes the main method of communication between the student and home, therefore **we do allow students to use their cell phones before and after school and during lunch hour. Cell phones are to be put away during class time in the students' locker.** There are telephones in every classroom and in the administration offices for students to use in case of emergency during instructional time. Electronic devices may be used during lunch, if the use of the device is not causing a problem. ***The school assumes no responsibility for electronic devices that are lost, stolen or damaged.***

- Students in Grade 6 **may not** use their cell phone or personal mobile devices (air pods, headphones and smart devices) at **any time** during the day, including lunch hour. They are to be turned off and stored in their bags if they bring these devices to school.

GRADE 7 - 9:

- For Grades 7-9, cell phones and personal mobile devices (air pods, headphones and smart devices) are to be completely away, turned off, and stored in lockers during all instructional time
- Students in Grades 7-9 are permitted to use their personal devices during lunch
- For Grades 7-9, all backpacks, school bags, coats, etc are to be stored in lockers during instructional time.

A positive learning environment is characterized by:

1. Positive staff/student attitude and high morale.
2. Teamwork and the sharing of responsibilities.
3. A healthy and safe physical environment.
4. Opportunities for student involvement, commitment and responsibility.
5. Clear and effective communication of school expectations.
6. The nurturing of personal identity.
7. Appropriate dress that is conducive to a positive learning environment.
8. The encouragement and recognition of achievement.
9. Opportunities for shared activities and community interaction.
10. Significant involvement of the parents and guardians.
11. Respect for school property and people.

SCHOOL CLIMATE

Our school climate establishes an atmosphere which provides qualities conducive to a safe learning environment. The climate should enhance the development of self-esteem and students' respect for themselves and others. Cooperation and positive attitudes among all school staff, students, parents, or guardians is essential in supplying a positive school climate. The resulting outcome provides for maximum learning opportunities along with great overall citizenship skills. It is important that all our students and staff follow our scent free policy at the school.

SMOKING / VAPING

Smoking and/or vaping are **NOT** permitted anywhere on school property (both inside and outside of the building). The law in Canada is that you must be 19 to purchase tobacco products, e-cigarettes and vaping supplies. Any student caught with tobacco and/or e-cigarette/vape will have the item(s) confiscated and parents/guardians will have to come to the school to retrieve them.

HANDLING INCIDENTS OF RACISM AND INTOLERANCE

Having a school population free from racism, sexism, harassment and intolerance is the responsibility of everyone within the Five Bridges Junior High School community. Any member of staff who observes or receives a report of any incident involving racism or intolerance based on race, sex, sexual orientation, ethnicity, religion, ability or place of residence shall immediately address such an incident. If upon investigation the incident involves racist intolerant or harassing behaviour such behaviour will be reported to the administration and every effort will be made to turn the incident into a learning experience.

SCHOOL COUNSELLOR

The School Counsellor offers each student an opportunity to receive personal counselling, career and vocational information, and to develop long term educational plans. They also provide group counselling, parent and teacher consultation, information services and activities and referral assistance to other programs and services in the community. All conversations held in the guidance office will be kept confidential unless the student wishes others to be informed or there is a threat that the child is being harmed by someone else or is a threat to themselves.

REFERRALS TO SPECIALISTS

All referrals go through the program plan referral process or our school planning team. We are able to refer students to our own psychologist, speech therapist, student support teacher, school counsellor, learning centre teacher or resource teachers. At times, the program planning team may suggest referrals to other professionals such as the IWK.

TEXTBOOKS

Students will be issued their textbooks by subject area teachers. It is the responsibility of each student to return the book to their teacher in the same condition in which it was issued. Loss of textbooks will result in students replacing the text at a cost determined by the Nova Scotia School Book Bureau. Defacing of texts will also result in a replacement cost.

INSTRUMENTAL MUSIC

The Instrumental Music Program is a recognized course in the Junior High curriculum but is also an elective option. Therefore, students who enrol are expected to show commitment to the program by regularly practising and attending all concerts and events. Noon time band is mandatory for the students to attend. We are proud of our band program at Five Bridges Junior High and support it in keeping with the guidelines presented to us.

PHYSICAL EDUCATION

The Physical Education program at Five Bridges JH is structured to provide a variety of sports (individual and team) and also lifetime wellness activities to foster a healthy appreciation of the benefits of living an active lifestyle. Students are expected to attend these classes with appropriate PE clothing and actively participate. Please consult with the specific PE teacher for details as to what is acceptable. ***The school is not responsible for items lost or stolen, therefore students should store valuables in their lockers before PE class.***

LIBRARY

The school library is an integral component of the educational program. Our library is open Monday, Tuesday, Wednesday and Thursday. It is our goal to provide resources and facilities which will support the curriculum for both teachers and students. Our library is staffed by a library support specialist.

LUNCH BREAK

When the weather permits, students are to proceed outside after completing their lunch. Students may remain inside if they are in the cafeteria, in a classroom with a teacher, participating in a club, or in the library. On days of inclement weather students may also remain in the cafeteria or a designated area on the first floor of the building. Students in grade 8 and 9 may have the option of leaving school grounds to go to Randy's Pizza at lunch with parent permission.

SCHOOL CAFETERIA

At Five Bridges Junior High our cafeteria staff follows the food and nutrition policy developed by our province. The school cafeteria is for the use of students and all food is to be consumed in the cafeteria. **We request peanuts or peanut/nut products, sesame seeds and shellfish not be at our school.** Students are expected to behave in a proper manner and put their refuse in the containers provided once they have completed their lunch. Students who do not behave in a proper manner will have their cafeteria privileges removed. We encourage parents to ensure that their child has his or her lunch or money to purchase something from

the cafeteria. The cafeteria has a variety of healthy foods that are available to the students. Prices are posted in the cafeteria and on our website.

If food is consumed in areas outside the cafeteria, students are to ensure that those areas as well be cleaned and garbage disposed of properly. Every student is expected to be at all times courteous and respectful of others and in using the cafeteria this respect is shown through orderly behaviour in the lineup and when seated for a snack or lunch; moving to the side and back of the cafeteria to avoid congestion in the cafeteria entrance area; speaking in a quiet conversational tone to others; carefully discarding litter so that table surfaces are left clean for other students to use; finishing lunch promptly so that others may have a space. We thank our students in advance for making our cafeteria a peaceful environment.

VISITORS TO THE SCHOOL GROUNDS

To ensure the safety of all students any visitor to the school must sign in at the main office. Students are not to have visitors during the school day. Any visitors to the school or to the school grounds are to report immediately to the main office. If you are picking up your child please enter the building and report to the main office.

VACATIONS

An increasing number of families take their children from school during the school year for vacation. If parents wish to do this, it becomes the responsibility of the student to get caught up on missed work. Work packages unfortunately may not be able to be provided prior to the trip. Assignments which are due during the vacation period are to be completed prior to going on vacation if possible. Should there be testing during the time the student is away, the student will not be penalized for missing these tests. However, at the discretion of the teacher, students may be required to write the test upon their return. Students are to make arrangements to see their teachers upon the return of their trip. We encourage you to use the holidays aligned with the school year in order to maximize the success your child will have in achieving the outcomes at their grade level.

EXTRACURRICULAR PARTICIPATION

We are very fortunate at Five Bridges Junior High to have staff members who give willingly of their time to offer a wide variety in our extracurricular program to supplement our academic program. Students will find their time in school more enjoyable and rewarding if they become involved in an extracurricular activity. Students who take part in extracurricular activities must maintain an acceptable level of academic performance and behave in an appropriate manner. Students who fail to meet these expectations will be referred to the school team to have their involvement in the activity reviewed.

ATHLETIC UNIFORMS

Athletic uniforms are issued to students and our expectation is that the uniform will be taken care of. Each student is responsible to turn in their uniform when requested. **In a case where a uniform is lost or damaged the student is responsible to pay for the purchase of a new uniform.**

LOST AND FOUND

A lost and found area is located in the front foyer of the school. If lost and found items are not collected by the end of the month the contents are donated. Please encourage your child to take all articles of clothing home each day. If your child is leaving sneakers in school during

the winter months, please encourage them to lock them in their locker overnight or on weekends. It is of great benefit to you, your child and us if belongings such as school bags, boots and raincoats are labelled to avoid confusion or loss.

EXPECTATIONS FOR SUCCESS

To optimize success at school students should:

- be regular in attendance
- be on time for classes
- be prepared for class
- put away cell phones during class
- spend an appropriate amount of time on homework
- record daily assignments, project due dates etc. in this book
- keep your notebooks neat and well organized
- respect your teachers, fellow students and oneself
- respect school property
- follow the classroom rules and school rules
- always strive to do your best

THANK YOU

The co-operation and support of parents is a key ingredient in the success of students at school. We value and appreciate parental support given in the past and count on your continued interest and assistance. To ensure that you have reviewed this agenda with your son/daughter, we would appreciate your signing this page so it can be shown to the homeroom teacher to review and pass on any comments that you may have.

If you have any questions or if there is any other matter you would like to discuss please contact the school at (902)876-2026.