

# Clayton Park Jr.High School

---

## **Student Handbook**

**2018-19**



**45 Plateau Cres, Halifax, NS**

Phone: (902)457-8930

Fax: (902)457-1646

Email: [cpjh@hrsbc.ca](mailto:cpjh@hrsbc.ca)

Principal – Trina Canavan  
Vice Principal – Norma MacIntyre  
Guidance –Ms. Aikenhead-Bain

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:55 -9:05	Homeroom				
Block 1 9:05-9:35					
Block 2 9:35-10:05					
Block 3 10:05-10:35					
Block 4 10:35-11:05					
Block 5 11:05-11:35					
Block 6 11:35-12:05					
12:05 – 1:10	LUNCH				
1:10 – 1:20	Homeroom				
Block 7 1:20-1:50					
Block 8 1:50-2:20					
Block 9 2:20-2:50					
Block 10 2:50-3:20					

## CPJH Bell Schedule

### BELL SCHEDULE

8:55 am	Students enter the building
9:00 am	AM Attendance/Homeroom
9:05 am	End Of Homeroom/1 <sup>st</sup> Period
10:05	2ndPeriod
11:05	3 <sup>rd</sup> Period
12:05	Lunch
1:10	End of Lunch/Homeroom
1:15	Student must be in their Homeroom
1:20	End of Homeroom/4 <sup>th</sup> period
2:20	5 <sup>th</sup> period
3:20	Dismissal

## CPJH CALANDAR 2018- 2019

---

September 5th	First Day of Classes
September 11 <sup>th</sup>	Picture Day
September 13th	Stand Up Against Bullying Day Wear Pink
September 21st	Curriculum Outlines due by 9AM
September 27th	Curriculum Night 6:30 – 8pm
September 28th	PD Day – No Classes
October 8th	Thanksgiving – No Classes
October 17th	School Dance 6:30–9pm ( <b>tentative</b> )
October 18th	PD Day – No Classes
October 26th	Provincial Conference Day – No Classes
November 12th	Remembrance Day Observed – No Classes
November 15th	Talent Show 6-8pm ( <b>tentative</b> )
November 21st	Assessment and Evaluation Day – No Classes
November 23rd	Grade 7 Immunizations
December 4th	Report Cards go home ( <b>tentative</b> )
December 5th	Parent / Teacher Interviews 6-8pm
December 6th	AM – PD Day – No classes. PM – Parent / Teacher Interviews 1:30 – 3:30pm – No Classes
December 12th	Band Concert 6:30 – 8:30pm
December 19th	Snow Date for Band Concert 6:30 – 8:30pm

December 21st	Last Day of Classes before Christmas break
December 24	January 2nd – Christmas Break – No Classes
January 3rd	School Re-opens
February 13th	School Dance 6:30 – 9pm ( <b>tentative</b> )
February 18th	Heritage Day – No Classes
March 8th	Assessment / Evaluation Day – No Classes
March 18 <sup>th</sup> -22nd	March Break – No Classes
March 11 <sup>th</sup>	Teacher Report Cards due by 9AM
April 9th	Report Cards go home
April 11th	AM – PD Day – No Classes PM – Parent / Teacher Interviews 1:30 – 3:30pm & 6 – 8pm – No Classes
April 19th	Good Friday – No Classes
April 22nd	Easter Monday – No Classes
May 8th	School Dance 6:30–9pm ( <b>tentative</b> )
May 16th	Multicultural Festival 6:30–8:30pm ( <b>tentative</b> )
May 17th	PD Day – No Classes
May 20th	Victoria Day – No Classes
May 23 <sup>rd</sup>	Grade 7 Immunization day
June 3-5th	Grade 9 trip to Bayside Camp
June 13th	Grade 6 Parent Orientation 6:30 – 8:30pm
June 19th	Exams
June 20th	Exams
June 21st	Exams
June 25th	Grade 9 Closing Ceremony 10AM
June 27th	Assessment / Evaluation Day – No Classes
June 28th	Last Day of School – Report Cards go home

## CPJH CORE EXPECTATIONS

**School Expectations have been established to maintain a safe and positive learning environment where everyone feels respected.**

### **Students are:**

- to be courteous, respectful and considerate at all times.
- to be respectful towards all property.
- to arrive for class on time with all necessary materials and wait quietly outside the classroom until the teacher is ready.
- to stop and listen when a staff member is speaking to us

- to speak appropriately – we will not use “put-downs”, harass others or use foul language
- to respect other people’s differences and opinions.
- to walk in the hallways in an orderly manner – no pushing, shoving, running, play fighting, throwing things or yelling in classrooms or hallways.
- to enter and exit rooms quietly.
- to always do their best and refrain from speaking negatively and refrain from using offensive language.
- to come to class prepared -bringing your textbook, paper, notebook, pen, pencil and ruler, etc.
- to be on time, every minute missed impacts learning.
- to keep notes up to date and “catch up” on work missed due to absences.
- to always carry a **Hall Pass** with them when in the halls during class time.
- to submit assignments, labs, projects, etc. by the due date.
- to speak with teachers to get extra help whenever necessary.
- to respect teachers, fellow students and yourself.
- to abide by rules which may be established during the year which will help to maintain a safe, positive learning environment at Clayton Park Jr. High.
- asked to always strive to do their best!

### **PROVINCIAL SCHOOL CODE OF CONDUCT POLICY**

The Nova Scotia Department of Education and Early Childhood Development has established a province wide School Code of Conduct Policy. This policy establishes standards of behaviour for all schools. The provincial school code of conduct policy applies to all public schools and boards in the province of Nova Scotia. All student and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

- See our [Clayton Park Junior High School Website](#) for the link

### **PROVINCIAL HOMEWORK POLICY**

- See our [Clayton Park Junior High School Website](#) for the link

## **ABSENCES FROM SCHOOL**

- In order for students to be successful it is important that they do not miss class time due to absences and/or lateness.
- If a student misses time, he/she should get the appropriate notes from a classmate or check in with the teacher.
- Should your child need to miss school please call the school's safe arrival number at **902-457-8930**.

## **LATES**

All students are expected to be on time for school in the mornings and on time for all classes during the school day. School begins at 8:55 AM. Students who arrive late for school must report to the main office and get a late slip. A pattern of lates will result in a call from administration.

## **STUDENT SUPERVISION**

Supervision at CPJH begins at 8:35 AM. Students can only enter the school after 8:55 when the bell rings unless the weather is bad and they are brought inside. Students are dismissed at 3:25pm at which time they are to gather their belonging and leave the school property. Students are not to be on school property before 8:35 and after 3:45 as there is no supervision.

## **HOME AND SCHOOL COMMUNICATION**

Throughout the year there will be regular communication between CPJH and the school community via: newsletters, emails, phone calls, twitter and the school website. The school will be sending out communication via email to parents/guardians on a regular basis. If you require a paper copy of the newsletter please contact the main office. Please follow us on twitter:

[Clayton Park Jr. High Twitter Feed](#)

## **MEDICATIONS**

The school does not provide or dispense any over-the-counter medication such as Tylenol or Aspirin for any ailments. Parent/Guardians of students with allergies or other health related concerns are required to complete forms at the beginning of each school year in order to ensure that the proper treatment may be administered in an emergency situation. Forms can be picked up at the school.

## **SCENT AWARE**

We are a scent aware school as we try to maintain an environment that is healthy for everyone. Students are not permitted to wear scented products to school. Students wearing scented products may be sent home to change and then return. Many students and staff have severe allergies to "nuts" and we want to keep everyone healthy and safe.

## **PEANUT / NUT AWARE**

CPJH is "nut" aware environment. Only products designated as nut free should be brought to school.

## **CELL PHONES / ELECTRONIC DEVICES**

- Students are responsible for their own cell phones/electronic devices. We recommend that students keep these devices at home.
- Students may bring cell phones to school for use before and after school, and during the lunch hour in restricted areas, such as the cafeteria, outside, and in designated classrooms.
- There are to be NO pictures/videos/recordings taken at any time. They are not permitted in washrooms or changing rooms.
- Pictures are never to be taken, unless they are authorized.
- Teachers may use their professional judgment around the use of electronics in the classroom. Some staff use them for instructional purposes.
- Cooperation is expected of all students. If electronics are asked to be away. They must be put away.
- Kindness is expected online.

## **LOCKERS**

- Each student is assigned a locker and given a lock which is owned by CPJH.
- Keep your combination a secret. Do not tell anyone.
- Write your combination down in a safe place.
- Double check to make sure your lock is secure before walking away from your locker.
- Never leave your lock unattended.
- Never share your locker.
- Students are allowed to go to their lockers when they enter the building in the morning at 8:55am, at the beginning and end of lunch and after the dismissal bell at 3:25. Students will be given the opportunity to return their lunch bag to their locker after the first half of lunch unless it is an inside lunch, due to weather, at which point they will wait for lunch to end.
- Use of lockers during class time is discouraged, but if it is absolutely

necessary to go to a locker during classes, the student must request written permission of the teacher and take the hall pass.

- Jackets must be stored in your locker.
- Rental fee for both is included in the student fees.
- The cost for replacing a lock is \$6.00.
- Locks and lockers are school property and the office reserves the right to enter a student's locker at any time and may do so without student's permission.

## **VISITORS TO SCHOOL GROUNDS**

- All visitors, regardless of purpose MUST report to the Main Office.
- Visitors must sign in at main office and will wear a visitor's pass.
- Visitors and presenters staying for an extended period for the day will have been cleared through administration in advance.
- Students are NOT permitted to have non CPJH students or friends visit during school hours

## **PARENT TEACHER SESSIONS**

There will be two curriculum nights for parents and two parent teacher sessions per year. The dates for the meetings are published in the school calendar at the beginning of this handbook.

## **STORM DAY PROCEDURES**

During days of inclement or stormy weather, parents and students should listen closely to local radio stations to determine if school is cancelled. CPJH belongs to the Halifax West Family of Schools. You may also call the school closure line at 902-464-4636 or check the main page of the HRSB website: [www.hrsb.ns.ca](http://www.hrsb.ns.ca)

## **SCHOOL CLOSURE POLICY**

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 are available 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 HRSB



website. [Hrsb Website](#) Closures are announced by individual schools, as a complete region, or by the high school that our junior high feeds, being Halifax West.

Each year, days may be encountered when schools must be closed because of inclement weather and/or poor road conditions. There may also be circumstances when bussing is cancelled; however, schools will remain open. Bussing will be cancelled for the full day when this occurs. The decision to cancel bus service overall or for part of the school board's geographic area will be made by 6:00 a.m. A decision that schools remain open to students and teachers in all or part of the board's geographic area even though bussing service is cancelled will also be made by that time. If schools are closed and/or bussing cancelled, announcements will be made on all radio stations in the Halifax Regional Municipality. School closing during the day will only occur when the most severe conditions are predicted or develop. Closure of CPJH will be indicated by closure of Halifax West High School Family of Schools.

## **INTERNET ACCEPTABLE USE POLICY**

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

Students must follow the school Acceptable Use Policy for using computers and accessing the Internet.

At CPJH, technology is an integral and exciting part of learning and supports implementation of the province's Public School Program.

To ensure that students will benefit from the school's Internet resources, all users are expected to adhere to the following guidelines:

1. Information technology and Internet resources will be used for educational purposes only.
2. All users of Board Technology are prohibited from:
  - a. Copying or downloading intellectual property and/or copyrighted materials such as books, letters, songs, or software programs.
  - b. Accessing illegal, harassing, obscene, pornographic, racist, libelous, threatening or sexually explicit resources.
  - c. Using electronic mail to send obscene, anonymous, threatening, libelous, discriminatory, or inflammatory messages.
  - d. Using email communications for the forwarding of irrelevant or unsubstantiated information jokes or pictures.
  - e. Installing unauthorized software.

- f. Causing disruption of the Internet or Intranet.
- g. Using school technology for the purposes of bullying or harassing.
- h. Posting student work, photographs, and/or video images on any website without prior written consent from the student's parent or guardian.
- i. Posting student names and/or close-up frontal images on any website.

3. Users will use appropriate language and will be polite and respectful at all times when communicating over the Internet.

- Be aware that email is not guaranteed to be private.
- Do not develop or activate programs that harass other users, infiltrate a computer system, or alter the hardware of software components.
- Do not share your password.
- Do not use another user's account

### **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 902-457-8930. Login passwords are now to change annually – you will be notified when it is time to do so.

### **STUDENT FEES**

Students will be required to pay a \$30.00 student fee/\$50.00 per family within the same school. Student fees are to be paid to the homeroom teacher the first week of school. School fees provide the following: Cinch bag (for carrying materials), lock rental, guest speakers and school presentations and assists in defraying the costs of transportation to field trips.

### **SCHOOL BUS REGULATIONS**

- Be on time. The bus will not wait.
- Do not talk to the driver unless necessary.
- Keep the seat assigned to you by the driver.
- Do not use foul or profane language.
- No loud or boisterous talking, yelling or whistling.
- Do not stand or move about while the bus is in motion.
- Do not open windows without the driver's permission.

- Do not put hands, arms, feet or head out of the bus window.
- Do not throw anything inside the bus or out of the windows
- When it is necessary to cross the road in front of the school bus, walk 3 meters (10ft.) in front of the school bus to a point where you can see the driver; across to the center of the highway, STOP, LOOK, and LISTEN and cross the highway when it is safe to do so.
- If there is no sidewalk, walk well over on the left side of the road when walking to and from the bus stop.
- Never stand or play on the road while waiting for the bus.
- **Stock Transportation now uses student manifest for each bus. Students are only to travel on their registered bus.**
- Note. We reserve the right to remove or suspend bus privileges for safety reasons or for breach of our Code of Conduct.

## LUNCH

- There is supervision at lunch. During the first half of lunch, students are expected to stay in the lunchrooms and for the second half, they are permitted to go outside or to other school activities.
- CPJH does not have cafeteria services, hence, lunch students should come prepared with food and beverages.
- Grade 7 & 8 eat in the gym at benches set up along the wall. We do not allow running or playing during this time.
- Grade 9 students eat in the library.
- Students are dismissed at 12:25 to go outside or to a scheduled extra-curricular activity.
- If it is raining students stay in the gym and library until the end of lunch

## LUNCHROOM EXPECTATIONS

- Students are to stay in their assigned lunchroom for the entire first half
- They must remain seated
- Show respect for the lunch monitors and other students attending
- Clean up after themselves before leaving the lunchroom
- Students are advised not to share food as there are students with allergies
- Students who fail to cooperate and demonstrate disrespectful behavior toward the lunch monitors or fail to abide by the lunchroom terms, risk losing the privilege of lunchroom use.
- Supervision is provided outside in the school yard and the upper field during the second half of lunch.

- Only students participating in supervised noon hour activities are permitted in the building during lunch hour.

## **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave school grounds during the school day with the exception of lunch students given specific permission from their parent/guardian. Parents/Guardians must fill out the Lunch Supervision Form that will be given to students on the first day of school.

## **HRSB Lunch Supervision Program at Clayton Park Junior High School** **Registration** **2018-2019**

Parent/Guardian Name: \_\_\_\_\_

Students may stay for lunch, however, they must be registered in the lunch program.

### ***Lunch Room Guidelines***

- There is supervision at lunch. During the first half of lunch, students are expected to stay in the lunchrooms and for the second half, they are permitted to go outside or to other school activities.
- Students will proceed directly to the Lunch Room (grade 7 and 8's eat in the gym and 9s eat in the library) following the dismissal bell at 12:05.
- Students are to remain in their assigned lunch room until the 12:25 dismissal bell.
- At 12:25, in fine weather, the students will go outside (discretion of the lunch monitor/administration). Unless the weather changes, students will remain outside until the bell, at 1:10, indicating return for the afternoon session.
- In inclement weather and during extremely cold days in winter the students may remain in designated and supervised areas of the school.
- The Lunch Room is to be left in good condition. All waste is to be placed in the waste can and the tables cleared of crumbs and recyclables put in recycling containers.
- Students are not permitted to wander about the building, or, once outside, to enter the building again until the locker bell rings.

- The lunch room students are expected to cooperate with the monitors at all times – both inside the lunch room and on the school yard.
- School expectations of school conduct apply during lunch hours. Misbehavior, including non-co-operation or discourtesy to the monitors will not be tolerated.
- Students who fail to cooperate and demonstrate disrespectful behavior toward the lunch monitors or fail to abide by the lunchroom terms, risk losing the privilege of lunchroom use.
- Supervision is provided outside in the school yard and the upper field during the second half of lunch.
- Only students participating in supervised noon hour activities are permitted in the building during lunch hour.
- If your child has your permission to eat elsewhere on any given day, please send a note or call the school 902-457-8930 and leave a message.

**Please fill out the backside of this paper and return to the school by September 7<sup>th</sup>, 2018.**

My child has read the lunch room guidelines and we agree to the conditions.

- My student will be staying for lunch every day and I would like a phone call any time they are not present.
- My student will be staying for lunch most days or every day and I do not require a phone call if they are not present.
- My student will be staying for lunch on some days and the details are as follows:  
\_\_\_\_\_
- My student will not be staying at HCJH for lunch.

Student Name: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**The co-operation and support of parents/guardians is a key ingredient in the success of students at school. We value and appreciate your support. If you have any questions or concerns please do not hesitate to contact the school.**