



GCJH School Handbook 2022-2023

Principal: Ms. McKay

Vice Principal: Ms. Williams

Guidance: Ms. Mills

Admin Assistant: Ms. Johnston

## Welcome to Graham Creighton Jr High!

The transition to junior high presents some exciting new experiences and challenges. You can get ready by knowing and thinking about them in advance. The following are some changes that you can anticipate this year. Also, this is your opportunity to take on more responsibility while you grow and mature:

- More teachers
- Changing classrooms more frequently, following a schedule, getting lost
- Using your lock and locker
- More homework assigned and more independent study time required to be successful
- Greater responsibility/ownership for successes and challenges
- Higher expectations regarding behavior
- Additional opportunities for extracurricular activities
- Opportunities to participate in special events organized by students and staff
- Responsibility for personal belongings (devices, clothing, school supplies, etc.)

In addition to school-based changes, social and physical changes can also be impactful:

- Making new friends, connecting with a peer group
- Increased use of social media, increased impact of social media use
- Puberty
- Pressure to smoke, vape, drink, or use drugs
- Having girlfriends and boyfriends
- Influence of older students
- Success in sports

Your teachers, school guidance counsellor, and school administrators are available to help support you in your new role as a junior high student!! Please ask for help when you need it.

**\*\* Wildcat Wednesdays\*\***All students are provided with a GCJH Wildcat T-Shirt at the beginning of the year. All students and staff are encouraged to wear their WILDCAT gear every Wednesday.

## **Graham Creighton Junior High** ***Code of Conduct 2022-2023***

### **Interventions**

The goal of our Code of Conduct is to help increase student achievement by providing all students with a safe learning environment. To achieve this GCJH will:

- Teach students expected behaviours
- Pre-correct for anticipated behaviours or rule violations
- Reinforce positive behaviours
- Be fair, reasonable and consistent
- Work in partnership with parents
- Support positive, restorative interactions between students and staff

### **Consequences:**

Consequences will be determined based on what is appropriate for each individual student taking into consideration social / emotional needs, age, cognitive level and severity and frequency of the offence. Not every consequence will be the same. At any point a student may be provided interventions which may include extra academic support, guidance, referral to specialists or other individual support.

### **What can I do if I think that a consequence is unfair?**

- Speak to a teacher at an appropriate time and place
- Speak to a guidance counsellor
- Speak to an adult
- Speak to a family member or guardian
- Speak to an administrator

### **Reporting Incidents to the Office:**

Not reporting a potentially dangerous situation to the Principal or Vice-principal can lead to a tragic outcome. Rest assured, any student who has information about any activity that affects the safety of any other student, can leave this information with the office without being publicly identified, unless required to by law. Withholding information is easy. Reporting it takes courage.

## Responding to Problematic Behaviour

<b>What type of behaviour is it?</b>	
<b>Teacher Managed</b>	<b>Office Managed</b>
Preparedness Lateness Calling out Classroom disruptions Refusal to follow reasonable request Skipping Detention Work refusal Electronic Devices Food or Drink Language Minor hands-on Throwing things Put downs Leaving class without permission Inappropriate technology use Inappropriate hallway behaviour Sleeping in class Academic dishonesty Other	Physical Violence Racist Behaviour Sexual assault, harassment, misconduct Use or possession of alcohol, drugs, paraphernalia, weapons Vandalism Verbal abuse (threatening, demeaning, intimidating) Inciting using technology Theft Leaving school property without permission Bullying/Cyber-bullying Documented chronic violation of teacher managed behaviours
<b>Classroom Based Consequences</b>	<b>Administrator Based Consequences</b>
Reinforce expectations Reteach appropriate behaviour Conference with student Student reflection Notify parent/guardian Detention Restorative Meeting Mediation	Conferencing with student and parent Restitution Coaching new behaviours Restorative approach Mediation Detention Loss of privileges Referral for additional support Involvement of outside agencies Suspension (in-school and out of school)

## **At Graham Creighton what does it mean to:**

**Be On Time:** An absence or excused late must be excused by a note or a call to our safe arrival line or reported on PowerSchool. Students are to be in their homerooms prior to announcements in the morning. Students arriving after that time must report to the office. Students are expected to stay with their class while changing classes. Habitual lateness can result in loss of extra-curricular privileges (dances, teams, and clubs).

**Remain in Class:** Students are to remain in their assigned class during instructional time. Students are permitted to leave class for washroom and fountain breaks or to go to their locker at the discretion of the teacher. Only one student is permitted to leave the class at any given time.

**Be Prepared for Class:** Students are to arrive at class with pencil/pen, paper, textbooks and other required materials. Assignments are designed by teachers to help students reach learning targets set out in the PSP Curriculum. Students are expected to complete all assigned work to the best of their ability.

### **Attend school regularly:**

Students are required by law to attend school. Parents are required by law to get their students to school. Students miss important instruction when they are not present in school.

**Extra-curricular Participation:** All extra-curricular activities including intramurals, participating on school trips/teams are a privilege. Students must be in good academic standing, meet behaviour expectations and have regular attendance. Student participation will be at the discretion of school administration.

### **Athletic Contract:**

With the privilege of being a member of a team or club at GCJH, there are also responsibilities and expectations. Students who are members of any GCJH teams or clubs are expected to:

- Maintain a focus on academics and demonstrate a good effort in all subject areas
- Display appropriate behaviour in all classes
- Demonstrate respect for all teachers and support staff at GCJH
- Be responsible for any missed class work, assignments, tests, etc. when time is missed due to extra-curricular activities
- Demonstrate respect for all coaches, opponents, and officials

If students do not follow the above expectations, the following consequences may be put in place:

- Ineligibility
- Game suspension
- Temporary or complete removal from the team/club

**Athletic Uniforms:** When students are assigned a team uniform / jersey they are responsible for it for

the season. It is expected that it will be returned in good condition.

**Athletic Fees:** All interscholastic sports require financial funding in order to operate. Some sports have higher cost requirements than others for officiating, facility rentals, etc. Athletic fees could range between \$10-\$30 and will be communicated prior to the season starting.

**Student Circulation:** To facilitate ease of supervision and safety of students please note the following:

**Morning Arrival:** When arriving at school students go to their homeroom class.

**Lunch Hour:**

**12-12:25**

- Grade 8 and Grade 9 Students go to the cafeteria
- Grade 7 students go outside

**12:30-12:55**

- Grade 7 Students go to the cafeteria
- Grade 8 and 9 Students go outside

When students are outside at lunch they are required to stay on property. Students are welcome to be in the front of the school, school field and basketball court. Students must remain on school property at all times unless otherwise directed by a staff member.

Students are **NOT** permitted on the church side of the school, off the sides/back of the field, behind the school.

In the event of inclement weather, students will not be permitted outside but will instead have access to their homeroom classes instead of outside and will still have access to the cafeteria as is outlined above. Students are not permitted outside during an indoor lunch. Eating still only takes place in the cafeteria.

***Afternoon Dismissal:*** All students are dismissed from their 5th period class and can access their lockers before going outside to get on their bus. **Parents who are picking students up before dismissal (before 3pm) need** to come in and sign students out as per the normal procedure. Students traveling on public transit are dismissed at regular time.

**Respect Others Allergies:** This is a peanut, seed, and scent sensitive school. You are encouraged to not bring food or products with peanuts or seeds to school or to wear scented products (body sprays, lotions, colognes etc.) **IMPORTANT NOTICE:** We have students and staff who have life-threatening allergies, please be respectful.

**Use Appropriate Language:** Students are to use language appropriate to an educational institution. This means no swearing and no racially or sexually degrading comments.

**Keep Hands and Feet to Self:** Students are to keep hands and feet to themselves. This means there is to be no activities such as hugging, overt affection, rough play, unsupervised contact sports, etc.

**Keep to the Right and Keep Moving:** To prevent congestion in the halls and stairwells, students are asked to keep to the right between classes and to keep moving.

**Follow the rules for Electronic Devices:**

- Student cell phone use is not allowed at GCJH. Devices are to remain in lockers during the school day. Students have access to lockers at arrival and dismissal.
- Earbuds/Headphones are used at teacher discretion and are not to be worn in the hallways.
- When students are referred to the office their devices remain in the office.
- Teachers will send students to pass in their devices to the office for the day in the event of non-compliance. There are no warnings.
- If a student chooses to bring a personal device (smart phone, iPad, etc.) to school they, solely, are responsible for its well-being. **GCJH is not responsible for personal devices if they are lost or broken at school.**

**Use school technology appropriately:** The Internet is of great benefit to our school. Students are only allowed “on-line” with permission and appropriate supervision. Students and parents/guardians are also required to sign a HRSB Internet Policy consent form at the beginning of every school year. You may not access, create, or distribute material of a harassing, pornographic, racist, sexually explicit, or threatening nature. The privilege of internet access will be withdrawn if a student breaks these rules. Do not give away your password. Students are expected to treat school technology with respect. This includes proper use of computers, chrome books, netbooks, IPADs, printers and any other technology found in the school. Improper use or destruction of school technology could require repayment and/or restitution and removal of privileges.

**Not Participate in Illegal Activities:** Illegal activities will not be tolerated. Illegal activities include, but are not limited to theft, forgery, false alarms, arson, gambling, carrying (concealed or not) any weapon or object perceived to be a weapon and illegal activities related to the use of drugs, e-cigarettes, tobacco and alcohol.

**Not Participate in Panhandling(bumming):** Panhandling, or asking other students for money, is not permitted and is considered a form of harassment. Access to the cafeteria may be restricted for chronic panhandling.

**Create a Safe Learning Environment:** At Graham Creighton Junior High we are committed to keeping our school safe and free of harassment, bullying and violence. Backpacks must be placed in lockers upon arrival at school. While students are permitted to wear hooded sweatshirts, all hoods must be down

while walking in the school. Backpacks/book bags are kept in lockers during the day.

### **Fire Drill Procedure**

In the event of a fire drill, students are to proceed outside to the field to the area designated for their homeroom class. Students need to exit the building in an orderly manner; no running and/or pushing or shouting. To facilitate taking attendance, students will line up in alphabetical order.

### **Hold and Secure**

When there is an announcement “**Attention all staff, the school is now in hold and secure**”:

1. Students are to stay in their classrooms. Students who are not in their classroom should return immediately.
2. The outer doors of the school are locked.
3. Classroom instruction continues as normal.
4. There will be an announcement to end the hold and secure.

### **Full Scale Isolation**

When there is an announcement “**Teachers please secure a lock down**” :

1. The outer doors to the building will be locked and all teachers will check for students in the hallway and lock doors to their classrooms. If you are in the hallway go into the nearest classroom.
2. Teachers will close windows and blinds and turn off lights.
3. Classes need to be as quiet as possible.
4. No students are permitted to leave the room – for any reason. Students in the bathroom will lock bathroom stall doors, and sit on the toilet seat with their feet pulled up and out of sight.
5. Students and staff are NOT permitted to use their cell phones at this time.
6. All staff and students are to move away from desks and sit on the floor; hidden as best as possible.

All staff and students are to stay where they are until you have been given the ‘all clear’ from school administration or police. School Administration or Police will open the classroom door to terminate the lock down.