

Hants North Rural High

4369 Highway 236
Kennetcook, NS B0N 1P0

“Your community school”
hnrh.ccrce.ca



Student Handbook 2018-2019

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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Welcome back to another school year at HNRH. It is with great pleasure that I welcome you as a member of the HNRH community. I look forward to working in partnership with all of you in the upcoming school year. We know that it is essential that educators, parents and students work together to create a learning environment that is safe, stimulating and productive for everyone. Toward that end, it is my hope that you will embrace all that HNRH has to offer both in and out of the classroom in making it a successful and memorable school year.

As parents you are the best advocate for your child. Never hesitate to get involved in school life either by volunteering in the school or being part of the School Advisory Council. Your concerns, suggestions and especially your support are important to us. Ongoing and honest communication is the best insurance for a positive experience at HNRH.

The information contained in this student handbook is offered as a guide to assist us in maintaining an atmosphere conducive to learning and respect. The element of respect is a major focus at HNRH. Several examples of this include regular attendance, arriving to class on time, remaining focused in class and demonstrating appropriate behaviors as identified in our PEBS Matrix. We encourage students and parents to read and discuss the information together at the start of the school year in order to follow the guidelines to the best of your ability. We also ask that you refer back to it as necessary as the school year unfolds.

Your success at HNRH relies on your commitment and determination to do your best. A positive attitude will help you put your best foot forward in both academic and co-curricular activities. Communication plans will be distributed for every course that you are taking. These are to be taken home for you and your parents' reference. Please review these at home.

Your teachers have developed a policy of school to home communication. Your parents can expect to be contacted by your subject teacher/homeroom teacher when:

- ❖ positive behaviors have been noticed and recognized
- ❖ homework/assignments are not completed and/or passed in
- ❖ major assignment/test has not been completed, passed in, or failed
- ❖ a noticeable decrease in effort/performance has been observed
- ❖ any academic/behavioral concern arises
- ❖ behavioral concerns/detentions have occurred
- ❖ by your homeroom teacher when an attendance concern arises

The staff of HNRH will work together to provide both academic and social supports for you as you strive to be the best you can be in an environment that promotes and models respect for all.

Leanne Searle
Principal
Hants North Rural High School

HANTS NORTH RURAL HIGH SCHOOL CALENDAR 2018 - 2019

SECONDARY SCHOOL DATES

SEPTEMBER 04	Orientation Day (No Students)
SEPTEMBER 05	Site-based PD (No Students)
SEPTEMBER 06	First Day for students
SEPTEMBER 13	Stand Up Against Bullying Day
SEPTEMBER 13	Meet the Teachers - 6:30-7:30 PM
SEPTEMBER 21	School Pictures
SEPTEMBER 28	Site-based PD - No School
OCTOBER 4	Regional Professional Development (No School for students)
OCTOBER 8	Thanksgiving Day - No School
OCTOBER 17	Grade 7 Immunization
OCTOBER 26	Provincial Conference Day - No School
OCTOBER 30-31	Grad Pictures
NOVEMBER 12	Remembrance Day Observance - No School
NOVEMBER 14	Report Cards Distributed (Grades 9-12)
NOVEMBER 15	Evening Parent Teacher 6:30-8:00pm - ALL HNRH- Grades 7-12
NOVEMBER 16	No School-Parent Teacher Interviews 9:00-11:45 AM / Site-based PD (PM) - ALL HNRH
NOVEMBER 27	Report Cards Distributed (Grades 7-8)
DEC 24-JAN 02	CHRISTMAS BREAK
JANUARY 03	Classes resume
JANUARY 28-31	Semester 1 Exams (9-12)
JANUARY 28 (am)	NSE English 10
FEBRUARY 1	Assessment & Evaluation Day - No School (Grades 7-12)
FEBRUARY 12	Semester 1 Reports Distributed (Grades 9-12)
FEBRUARY 18	Maud Lewis Heritage Day – No School
MARCH 15	Last day of classes before March Break
MARCH 18-22	MARCH BREAK
MARCH 25	Classes resume
MARCH 26	Report Cards Distributed (Grades 7-8)
APRIL 19	Good Friday - No School
APRIL 22	Easter Monday - No School
APRIL 24	Report Cards Distributed (Grades 9-12)
APRIL 25	Evening Parent Teacher Interviews 6:30-8:00 PM - ALL HNRH
APRIL 26	No School-Parent Teacher Interviews 9:00-11:45 / Site-based PD (PM)- ALL HNRH
MAY 20	Victoria Day - No School
MAY 27-JUNE 07	NS Assessment Week – Gr. 8 (Reading and Writing & Mathematics) 4 days
JUNE TBA	Grade 6 Orientation Day
JUNE 19-25	Semester 2 Exams (9-12)
JUNE 19 AM	NSE English 10 EXAM
JUNE 20 AM	NSE Mathematics at Work 10, NSE Mathematics 10 EXAM
JUNE 26	Assessment & Evaluation Day - No School (HNRH only)
JUNE 26	GRADUATION
JUNE 27	Assessment & Evaluation Day - No School (HNRH & KDS schools)
JUNE 28	Last day of school year

HNRH Program

We offer a complete educational program as described by the Department of Education. We offer full support for students in the area of a Program Support Classroom, Adaptations and IPP Programs. Further Program Support is offered within our Extended Program Support classroom. Here students work to complete the outcomes for their assigned program. We also provide students entry into the Options and Opportunities (O2) program at the grade 10 level. Here students can work toward their High School Graduation Diploma in a concentration on Cooperative Education and courses designed specifically for career development.

BELL SCHEDULE

Junior Schedule – 7 - 9

Period	Start Time	End Time	Duration
1	8:45	10:00	75
Break	10:00	10:10	10
2	10:10	11:25	75
3-1	11:25	12:05	40
Jr Lunch	12:05	12:45	40
3-2	12:45	1:20	35
4	1:20	2:35	75

Senior Schedule – 10 - 12

Period	Start Time	End Time	Duration
1	8:45	10:00	75
Break	10:00	10:10	10
2	10:10	11:25	75
Sr Lunch	11:25	12:05	40
3	12:05	1:20	75
4	1:20	2:35	75

CCRSB - MISSION STATEMENT

We develop independent lifelong learners in a student-centered environment with high expectations for all.

HANTS NORTH RURAL HIGH - MISSION STATEMENT

The mission of Hants North Rural High School is to empower students to become responsible global citizens by providing quality academic and social experiences.

VISITORS

To promote safety, all school doors will be locked after the school day begins. All visitors are to enter the school through the front main doors. The intercom security system will be activated for admittance to the school. **Visitors are to report directly to the Office.**

ACADEMIC REGULATIONS

All students are obliged to complete all assigned academic requirements for their particular grade level.

Grades 7, 8 and 9 - All students will be enrolled in the following courses: Language Arts, Mathematics, Social Studies, (Citizenship gr. 9), Science, Physical Education, Healthy Living, French and when offered Industrial Arts, Family Studies, or Technology Education and Music. The school year is divided into three reporting periods.

Grades 10, 11 and 12 - Eighteen credits are required for graduation. The following credits are compulsory: three English and Mathematics courses, one at each grade level, one Fine Arts,, two Sciences (Science 10 or Biology 11 plus one other) two other courses from Mathematics, Science or Technology, as well as one credit in Physical Education, one Global Studies and one Canadian History. Five elective courses must be passed in addition to the thirteen compulsory courses. Students need a minimum of 5 grade 12 courses to meet graduation requirements. Seniors will be permitted to change courses in the first week of each semester. Course changes will be permitted only with the consent of the school and parents.

- The pass level in all subjects is 50%.
- The school year is divided into two semesters, with grade 9-12 exams written after each semester.

Grades 9 Honours - Students must have an average of 80% or higher. **No** mark shall be below 70% in the courses used for this calculation, no failing grades in all enrolled courses. Grade 9 Honours will be calculated based on seven core subjects plus Music or Technology Education.

Grade 9 Honours with Distinction - Students must have an average of 90% or higher. **No** mark shall be below 80% in the courses used for this calculation with no failing grades in all enrolled courses. Grade 9 Honours with Distinction will be calculated based on seven core subjects plus Music or Technology Education.

Grades 10, 11 and 12 Honours -Students must have an average of 80% or higher. **No** mark shall be below 70% in English one course mark will be dropped for this calculation. In addition there can be no failing grades in all enrolled courses.

Grade 10, 11 and 12 Honours with Distinction - Students must have an average of 90% or higher. **No** mark shall be below 80% in English one course mark will be dropped for this calculation. In addition there can be no failing grades in all enrolled courses.

Graduation Honours

A student graduates from high school with honours standing if he/she has achieved an average of 80% in the mandatory eighteen credits prescribed by the Department of education. Only open, academic, advanced level courses may be used in computing the average. No graduation level courses permitted.

Graduation Honours with Distinction

A student will graduate from high school with honours with distinction standing if he/she has achieved an average of 90% in the mandatory eighteen credits as prescribed by the Department of Education. Only open, academic and advanced level courses may be used in computing the average. No graduation level courses permitted.

ATTENDANCE

Attendance in each course is viewed as important and is an expectation at HNRH. Students, along with their parents, must assume personal responsibility for maintaining regular attendance in all courses in which they are registered. **The school is not required to provide work or make up tests for missed classes if the class is recorded as unexcused.** One unexcused absence in any class or more than six excused absences in total will result in a student losing their exam exemption opportunity. Please refer to the Provincial Attendance Policy in regards to the importance of regular attendance:

https://www.ednet.ns.ca/sites/default/files/docs/provincial_student_attendance_and_engagement_policy.pdf

UNEXCUSED ABSENCES

Absences are considered unexcused, and will remain as such, unless the absence is excused within **5 school days of the first day missed** of the student's return to school. Parents or guardians can easily excuse students by calling 362-3300 and leaving a message at any time.

ABSENTEEISM DURING EXAMS, FOR EXAM EXEMPTIONS AND SUMMATIVE ASSESSMENTS

- Students with a known medical condition undergoing treatment must provide medical documentation in advance stating dates required to be absent from school.
- Missed exams must be written on a make-up day. There may be some students who are granted exemptions. In the case of sudden illness, bereavement, or other exceptional circumstances where the student cannot write the exam, the Principal may direct the subject teacher to provide an exemption.
- The school will attempt to inform the parent of the student absence for the exam. Without a valid medical excuse and administrative approval the student will receive a zero for that exam and their final mark is still calculated. The medical excuse must be provided and the exam must be written by the last day of the exam schedule. If the student is unable to write the exam due to medical/special circumstances (as approved by administration), the student will receive a ranked exam mark based on their term mark or an exemption.
- For summative assessments students will receive a zero for the assessment if the absence is unexcused. If the absence is excused, the student will have the opportunity to complete the assessment.

STANDARDS OF BEHAVIOUR

Students are expected to conduct themselves in an orderly manner while at school and when travelling to school. **Respect is a major focus at our school.** It is an expectation at HNRH that students demonstrate respect for themselves, for others, for their environment and for their own learning. Our school will be focusing on this philosophy and uses **PEBS - Positive Effective Behavioural Support**. PEBS emphasizes recognition of positive, pro- social student behaviours. Students are reminded that these positive, pro-social behaviours are expected as laid out in our matrix. **Respect for self and others will be a constant expectation in and out of school.**

MEDICAL TREATMENT OF STUDENTS

Students who are sick should not be in school. Parents should be aware that teachers CAN NOT be responsible for the administration of either prescription or non-prescription medication.

Each child who requires medication of any sort during the school day **must have proper documentation** and authorization from a physician. All medications will be stored in the office and administered by a school authority. Any misuse of this policy will be viewed as a drug offence and may be dealt with in this context.

PROGRAMS, COMMITTEES AND CO/EXTRA-CURRICULAR ACTIVITIES

HNRH is pleased to offer many co-curricular and extracurricular opportunities for its students such as student council, team sports, intramurals, clubs and dances. Students are encouraged to become involved in one or more of the activities

available at the school. Student participants are expected to maintain satisfactory attendance and academic performance to ensure continued participation in these programs. Participation on school teams is not a right but a privilege.

LUNCH BREAKS

HNRH has two lunch periods. Students should be aware that other students are in class while they are on lunch break. In order to promote an orderly and quiet environment, it is essential that the following guidelines are adhered to:

1. All noon activities are to stop at least five minutes before the bell goes to indicate the start of registration for afternoon classes.
2. Only senior high school students are permitted to leave the school grounds during lunch.
3. **NO JUNIOR HIGH SCHOOL STUDENT IS PERMITTED TO LEAVE THE SCHOOL GROUNDS AT LUNCH.**

JUNIOR LUNCH

1. Quiet must be maintained along the lower corridor between the cafeteria and lunch room. **No junior students are to travel in the senior area of the upper floor during lunch.**
2. Access to the Library is by the rear stairs by the lunch room.
3. Access outside is by the back doors.
4. When weather permits, students should be outside.

SENIOR LUNCH

1. **There will be no traffic in the junior area of the school.**
2. There will be no loitering outside the front of the building.
3. **All food and drink remains in the lunchroom.**
4. Junior and High School Students are only permitted to eat in the hall during morning break. **No eating in classrooms is permitted.**

LIBRARY

The Library is available to students at scheduled times as posted. The Library is to be used for research, quiet reading, or studying. Abuse of Library rules will result in the loss of privileges.

AUTOMOBILES

Student parking is in the back area of the building. **Cars must be kept locked at all times.** The speed limit on the school grounds is **15 kilometers.** **All vehicles are to enter and exit as directed.** Any violations of speed, misuse of car (such as loitering in cars) will result in loss of parking privileges.

STUDENT COUNCIL

The Student Council is your elected body. Without the Student Council, various student events and activities would not be available. Your support for all activities is appreciated. The officers of the Student Council are the **Co- Presidents**, the **Co-Vice-President**, the **Secretary**, the **Treasurer**, the **International Student Liaison** (optional). Two members of the council are to attend monthly School Advisory Committee Meetings.

TELEPHONE / CELL PHONES

All cell phones should be off and out of sight **during instructional time.** At times teachers may have students use technology as a tool or resource, and during these times personal device use is appropriate and encouraged. It is important to be reminded that students using cell phones during class time when the teacher deems it **inappropriate** may be sent to the office. **Phones will be held at office and returned to the student at the end of day. If cell phone misuse is repeated, phones will be held for a parent to claim and there will be consequences following the school's 'Cell Phone**

Policy'.Parents and guardians **should not** contact students on their cell phones during class time. Please contact the office and they will either relay a message or have the student come to the office.

TEXTBOOKS

The textbooks are property of HNRH and the students are responsible to return these borrowed textbooks. Students will be required to pay for textbooks not returned.

VALUABLES

Students are expected to look after their own property. Money and other valuables should not be left unattended.

ENTERTAINMENT DEVICES

The use of cameras or cell phones equipped with a camera **are not to be used** in washrooms, change rooms, locker rooms or any other space or circumstance where students or other individuals may have their privacy violated. **Students who do not adhere to this policy will have their devices confiscated.**

Phones, MP3 players, iPods or other such music devices **may be permitted** in the classroom but only with the **permission of the classroom teacher**. If students do not adhere to this policy or respect the wishes of the classroom teacher, music devices will be confiscated.

SCHOOL WIDE DRESS CODE

School is a place of study, work and business. It is expected that staff and students dress in a manner considered appropriate for a school setting. The wearing of appropriate clothing fosters a positive learning environment and shows respect for yourself and others. Your appearance also reflects your good judgment.

The Physical Education program requires students to wear gym clothes. Students working in the science labs are expected to wear lab coats and safety glasses as determined by the teacher.

STUDENT FEES

Student fees must be paid in order for students to participate in sports or any extra-curricular activities. Student fees are due by September 30, 2018. Fees are as follows -

1 student - \$20

2 students (same family) - \$25

3 or more students (same family) - \$30

ATHLETIC FEES

All interscholastic sports require a degree of financial funding in order to operate successfully. Some sports have a higher budgetary requirement than others for officiating, equipment, facility rentals, etc. Participation on school teams does involve some cost to the athletes which can be offset through various fundraising efforts and/or school sport grants. Students can make payments by cash, debit or cheque which can be made payable to HNRH School. Receipts will be provided for any monies collected as athletic fees at the time of payment.

In addition to the athletic fees that are to be paid, students will be eligible to participate on the understanding that all outstanding accounts have been resolved. These areas may include but are not limited to overdue library books, school fundraising responsibilities, student fees, previous uniform assignments and other responsibilities given to the students.

STUDENT SERVICES

At Hants North Rural High, the Comprehensive Guidance and Counselling program is provided as a total school program with benefits to all students. The program provides direction by helping students acquire knowledge, attitudes, strategies and skills in four areas: Personal, Social, Educational and Career.

Students are able to schedule appointments by request to discuss personal, academic or career concerns. Students may also be referred to student services by the administration or other school staff. These counselling sessions are confidential.

Personal Counselling - Counselling regarding health issues such as emotional, physical and mental is provided on an individual basis or in small groups. If needed, Crisis Intervention or referrals for family counselling can be arranged.

Academic Counselling - Assistance in registration, course selections, course changes and progress interviews is available through student services. Information on academic supports, study skills, post-secondary requirements as well as information on the Chignecto Virtual High School courses is provided.

Career/Post-secondary Counselling - Consultation which includes self-assessment activities, post-secondary selection and applications, bursary/scholarship information, student loan information and letters of recommendation. Students will be exposed to a variety of information sessions/presentations by representatives of post-secondary institutions. Participation in the Post-Secondary Fair, arranging campus visits and NSCC Test Drives is made available to students.

Student Services network with agencies to provide a broader range of services -

School Psychologists	Addiction Services
Public Health Nurse	Futureworx
A.P.S.E.A.	Nova Scotia Youth Project
Community Services	Schools Plus
Mental Health	

PEBS AT HNRH

The main focus of Positive Effective Behaviour Support (PEBS) is to provide a clear, consistent system for all expected behaviours at Hants North Rural High. Through PEBS, we will work to create and maintain a productive, safe environment in which all school community members have clear expectations and understandings of their role at HNRH.

Hants North Rural High will focus on taking a team-based system approach and teaching appropriate behaviour to all students in the school. These desired behaviours are documented in our behaviour matrix.

1 - Behavioural Expectations are defined

A small number of clearly defined behavioural expectations are defined in positive, simple, rules.

Hants North Rural High's matrix is –

- i- Respect for Self
- ii - Respect for Others
- iii - Respect for Environment
- iv - Respect for Learning

2 - The Expectation Guide

The Expectation Guide outlines the Matrix in a clearly defined manner. It indicates what the behaviours outlined in the Matrix should look like. For example, under Respect for Self in assemblies/events/field trips, the Matrix reads –

- Sit and act appropriately
- Be an active listener

The Expectation guide shows what these behaviours would look like –

- Listen quietly while someone is speaking
- Make eye contact while speaking or listening to others
- Raise your hand when you have a question
- Sit up straight
- Keep feet and hands to yourself
- Provide a positive representation for Hants North

Appropriate Behaviours are acknowledged

Once appropriate behaviours have been identified and taught, they need to be acknowledged on a regular basis. HNRH has designed a formal system that rewards positive behaviours. “Hi-Notes” are immediate forms used by the individual teacher, at their discretion, as a tool of encouragement and a student motivator. Teachers can award students with “Hi-Notes” whether they teach them or not.

Behavioral errors will be addressed using the Restorative Approach and our Provincial Code of Conduct available at the following website address:

<https://studentservices.ednet.ns.ca/sites/default/files/Provincial%20School%20Code%20of%20Conduct.pdf>

Academic Expectations to Promote Student Success at HNRH

MISSED TESTS AND ASSIGNMENTS

In order to assess the various outcomes that are taught throughout the year, missing a test is viewed as unacceptable practice by students. In our continued focus on student success, HNRH will be following the procedure below to ensure that students are provided with an opportunity to write a test that has been missed.

1. When the student is absent for any given test a phone call will be made by the teacher to the student’s parents indicating that the student is to write the test on a set day.
2. If the student does not show up on the assigned day, the teacher will notify the office and the office will phone home. The student will write the test the next day.

The student, from the time they have missed the test, to the time they complete the test will not be involved in any extracurricular activities.