

# Sussex Regional High School



## Student Handbook

Principal: Lori-Ann Lauridsen

Vice Principals: Rachel Bennett & Stephanie Chaisson

Mission: Sussex Regional High School strives to support and educate the whole learner by creating a positive, inclusive environment where each person is accountable, respectful, involved and proud of their school community.

Moto: Vincit qui se vincit (To conquer, one must conquer oneself)

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## School Calendar:

### ANGLOPHONE SOUTH SCHOOL DISTRICT 2018-19 SCHOOL CALENDAR

<b>September</b>	<b>3</b>	No Classes - Labour Day	
	<b>4</b>	For all middle and high school students there will be a “transition day” with grades 6 and 9 only attending on Sept. 4. All grades 6-12 students attend September 5.	
<b>October</b>	<b>8</b>	No Classes - Thanksgiving Day	
<b>November</b>	<b>9</b>	No Classes K-8 - Professional Learning and Report Card Preparation No Classes Grades 9-12 - Parent Teacher Student Conferences No Classes Grades 9-12 - Professional Learning at Grand Manan, Campobello, Sir James	
	<b>12</b>	No Classes - Remembrance Day	
	<b>23</b>	No Classes Grades K-8 - Parent Teacher Student Conferences No Classes Grades 9-12 - Professional Learning	
	<b>21</b>	Last Day of First Term	
<b>December</b>	<b>21</b>	Last Day of First Term	
	<b>January</b>	<b>7</b>	No Classes K- 12 - Professional Learning – Coordinated by Department of Education & Early Childhood)
	<b>2019</b>	<b>8</b>	First Day for K-12 students
		<b>21-25</b>	High School Exam Week (Grades 9-12)
		<b>28</b>	No Classes K- 8 - Professional Learning
		<b>28-29</b>	No Classes Grades 9-12 only - Turnaround Days
	<b>30</b>	Start of Second Semester	
<b>February</b>	<b>18</b>	No Classes - Family Day	
<b>March</b>	<b>4-8</b>	No Classes - March Break	
	<b>22</b>	No Classes K- 8 - Professional Learning and Report Card Preparation No Classes Grades 9–12 - Professional Learning	
<b>April</b>	<b>5</b>	No Classes K-12 - Parent Teacher Student Conferences	
	<b>19</b>	No Classes - Good Friday	
	<b>22</b>	No Classes - Easter Monday	
<b>May</b>	<b>3</b>	No Classes K-12 - Provincial Subject Council Day	
	<b>6</b>	No Classes K-12 - Branch NBTA/AEFNB Meetings	
	<b>20</b>	No Classes - Victoria Day	
<b>June</b>	<b>10-14</b>	High School Exam Week (Grades 9-12)	
	<b>21</b>	Last Day for Students	
	<b>24-25</b>	Administration Days for Staff	

## Bell Schedule:

### Regular School Day: Monday, Wednesday, Friday

8:35	Warning bell
8:43-9:45	Period 1
9:45-9:55	Class Movement
9:55-10:55	Period 2
10:55-11:05	Class Movement
11:05-12:10	Announcements & Period 3
12:10-1:10	Lunch
1:15-2:15	Period 4
2:15-2:25	Class Movement
2:25-3:25	Period 5

### Regular School Day: Tuesday, Thursday

8:35	Warning bell
8:43-9:40	Period 1
9:40-9:50	Class Movement
9:50-10:45	Period 2
10:45-10:55	Class Movement
10:55-11:20	G3
11:20-11:25	Class Movement
11:25-12:25	Announcements & Period 3
12:25-1:25	Lunch
1:25-2:20	Period 5
2:20-2:30	Class Movement
2:30-3:25	Period 4

### Assembly / 1 Hour Delay (No G3)

8:35	Warning bell
8:43-10:10	Period 1
10:10-10:20	Class Movement
10:20-11:15	Period 2
11:15-11:25	Class Movement
11:25-12:25	Announcements & Period 3
12:25-1:25	Lunch
1:15-2:20	Period 4 (MWF) Period 5 (TTh)
2:20-2:30	Class Movement
2:30-3:25	Period 5 (MWF) Period 4 (TTh)

Revised November 16, 2018

## Guidance:

Mrs. Carmen Meehan Full time Guidance with a concentration on grades 11 & 12  
Mrs. Crystal Gray Part time Guidance with a concentration on grades 9 & 10

Students can schedule appointments to see an available guidance counselor in the guidance area. Hours of operation are listed on the guidance department doors. All students must make an appointment to see a guidance counselor. Students are encouraged to review information pertaining to graduation requirements, scholarship information and course registration in the guidance area.

Scholarship information can be found by contacting guidance.

Course registration formally begins early second semester. Students will meet with an academic advisor to select courses.

Information sessions for both students and parents are offered in February. The course registration handbook can be found at <http://web1.nbed.nh.ca/sites/ASD-S/1818/Documents/SRHS%20Course%20Selection%20Handbook%202017%20-%202018.pdf>

The deadline to drop courses is two weeks after the first day of the semester. No adjustments to schedules will be available after that point.

## New Brunswick High School Graduation Requirements

### ➤ Minimum of 17 credits which include the following 7 compulsory courses:

- ✓ English grade 11 (**2 credits**)
- ✓ English grade 12 (**1 credit**)
- ✓ Financial and Workplace Mathematics 11 or Foundation of Mathematics 11 (**1 credit**)
- ✓ Modern History grade 11 (**1 credit**)
- ✓ Science (**1 credit**) from:
  - Automotive Electrical Systems 120
  - Biology
  - Chemistry
  - Human Physiology 110
  - Introduction to Electronics 110
  - Introduction to Environmental Science 120
  - Physics
  - Physical Geography 110
  - Robotics and Automated Technology 120
- ✓ Fine Arts/Life Role Development (**1 credit**) from:

- Career Explorations 110
  - Cooperative Education 120
  - Entrepreneurship 110
  - Graphic Art & Design 110
  - Individual and Family Dynamics 120
  - Music 11/12
  - Outdoor Pursuits 110
  - Physical Education Leadership 120
  - Reading Tutor 120
  - Theatre Arts 120
  - Visual Arts 11/12
  - Wellness through Physical Education 110
- **Students must meet the requirements of the prescribed common curriculum of the 9/10 program as outlined in the Grade 9/10 Companion Document.**
  - **Success on the English Language Proficiency Assessment (ELPA) is required.**  
Students must acquire a literacy credential by achieving acceptable or better on the reading and writing components of the ELPA in grade 9. Students who are unsuccessful have the opportunity to rewrite in their grade 11 and 12 year. Candidates are provided further support in grade 10.
  - **Students must successfully complete either the Post Intensive French (PIF) or French Immersion Language Arts (FILA) course at the grade 10 level.**
  - **Students must complete the Grade 9/10 Block.**
  - **Students must have an English 12 and a minimum of four other grade 12 credits.**

## The Work Room – Career Development Center:

Coordinator: Lauren MacKeigan

The work room provides one on one support to students and community members in the following areas:

- Job search tips
- Career search assistance
- Resume and cover letter writing
- Post-secondary training and opportunities
- Scholarship information

Hours of operation: 8:30 - 4:30 on Wednesday, Thursday and Friday

Website: <http://www.careerthatwork.ca/>

## Resource:

Resource Teacher Assignment

Grade 9 – Mrs. Campbell

Grade 10 – Mrs. Holder

Grade 11 – Mr. Harding

Grade 12 – Mrs. Kyle

District Educational Support Resource Teacher Mrs. Wallace

## General Information:

### Student Fees:

An annual \$30.00 student or \$50.00 family fee is levied each year by the Student Leadership Team which funds many clubs, teams, assemblies, leadership activities, and scholarships.

### Learning Center:

This is a space open to students for them to work individually or in groups on any academic subject Tuesday afterschool from 3:30 - 4:30. The area is supervised by at least one teacher and visited by other staff for support.

### Attendance Matters

Students at Sussex Regional High School are expected to be in school, on time and prepared for class. Should a student be absent from school, it is their responsibility to get caught up on any work missed. A written excuse will be expected by the teacher upon their return to school. The student will be required to make arrangements with subject teachers to make up any missed assessments.

A missed school day is a lost opportunity for students to learn.

At 5 classes missed, a teacher will be contacting home and speaking with a parent/guardian.

After 10 classes missed guidance will be making contact.

After 11+ classes missed administration will be contacting home.

### Emergency Procedures:

Students and staff will practice fire drills, bus evacuation, lock down and evacuation procedures within the school year.

## Academic Protocols:

### Report Cards

Formal report cards are issued twice each semester. Many teachers also provide informal interim reports. Parent-teacher interviews are scheduled each semester.

### Academic Distinction

At the end of each school year students averages are calculated to determine academic standing. To achieve **Honours** a student must have attained a minimum overall average of 80%. To achieve **Honours with Distinction** a student must have attained a minimum overall average of 90%.

For the selection of salutatorian and valedictorian in grade 12, level 1 courses are taken into consideration.

Each school year the top 15 students are recognized for each grade level.

If a student has an incomplete for a final mark, they are not eligible for these distinctions.

### Examinations

Final assessments will occur at the end of each semester. The format and value of the final assessment will be determined by the teacher and communicated to the students at the beginning of the semester.

### Exemption Policy

Students at SRHS have the opportunity to earn one final assessment exemption each semester. To qualify for an exemption students must be passing the course they wish to exempt and have missed no more than five days of school. Two tardys is equivalent to one absence. It is ultimately the teacher's decision to accept an exemption request from qualifying students.

### Missing Assignments

Work and assignments are to be completed on time and passed in on the given due date. If students are unable to finish an assignment within the provided time, they are encouraged to use the extension form as provided by the teacher prior to the due date. In the case the student does not pass in the assignment on time and does not use the extension form, a student must come to a classroom for up to 1 hour to complete the work.





**Sussex Regional High School**  
**55 Leonard Drive, Sussex, NB E4E 2P8**  
 Phone: 432-2017 Fax: 432-2613



**Mrs. Lori-Ann Lauridsen**  
**Bennett**  
 Principal

**Mrs. Stephanie Chaisson**  
 Vice Principal

**Mrs. Rachel**  
 Vice Principal

**EXTENSION REQUEST FORM**

Subject \_\_\_\_\_

Teacher Email \_\_\_\_\_

Student \_\_\_\_\_

Assignment \_\_\_\_\_

Date Assigned \_\_\_\_\_

New Due Date \_\_\_\_\_

**STUDENT SECTION:**

1. Why are you unable to complete the assignment on time?

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2. Going forward, how will you ensure that deadlines are met? Check all that apply.

- Use class time more effectively
- Increase time studying/working at home
- Extra help from teacher
- Attend the Learning Centre
- Counselor visit
- Other: \_\_\_\_\_

**PARENT/GUARDIAN SECTION:**

3. Are you content with the explanations given by your child? Do you feel that their request for extension is justified?  
 Other comments...

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***If you would like to schedule a meeting to discuss your child's progress please contact me at the provided email at your earliest convenience.***

Extension Approved by Teacher \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

## Behavioral Standards and Expectations:

SRHS sets clear standards and expectations for behavior, and promotes academic and behavioral success for all students in which learning and safety are central. The focus is on the development of positive student behavior; however, the school also has a mandate to protect the safety of all individuals within the school system, and to take appropriate action whenever that safety is threatened or compromised.

## Application

The behavior standards established by SRHS apply to all individuals within the building and are designed to create and maintain a positive learning and working environment. These expectations also hold true while students are traveling on the school bus, partaking in field trips or on any other school-sponsored event. The implementation and enforcement of these expectations is a cooperative effort among students, parents, and the staff of SRHS. The roles and responsibilities of each member of the school community are critical to this process.

## Guiding Principles for a Positive Learning and Working Environment

A positive learning and working environment is one in which:

- everyone in the school community is treated with respect and dignity;
- policies, expectations, and practices are clearly communicated to everyone;
- parents/guardians, staff and the community understand that social skills, self-discipline, compassion and ethics continue to be learned throughout life. Each of these partners<sup>3</sup> plays a role in teaching appropriate behaviors through instruction and by example;
- students are educated about the expectations of the school learning community; and
- students are taught the skills, attitudes and values essential for success and are consistently required to demonstrate expected behaviors

## SRHS Administration

The Administration, with the support and guidance of the Parent School Support Committee, take a leadership role in the daily operation of a school.

## Students

The New Brunswick Education Act outlines the duties of a pupil and categorical instances of improper conduct. Both of which are defined below.

### Duties of Pupils

14(1) It is the duty of a pupil to:

- a) participate in learning opportunities to his or her potential,
- b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
- c) attend to assigned homework,
- d) attend school regularly and punctually,
- e) contribute to a safe and positive learning environment,
- f) be responsible for his or her conduct at school and while on the way to and from school,
- g) respect the rights of others, and
- h) comply with all school policies.

## **Improper Conduct**

- 22(1) Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.
- 22(2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.
- 22(3) Where a person, in or on school property,
- a) uses threatening or abusive language, or
  - b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

Furthermore, students are expected to act in a manner which protects the safety and learning of all. To meet the behavioral standards and expectations established by the district, students must:

- come to school prepared, on time and ready to learn;
- show respect for: themselves and others; rules and authority; learning and teaching; school and personal property; and, the school and community environment;
- follow established rules, procedures, expectations and staff directions;
- complete assignments and produce quality work up to one's potential; and
- be accountable for personal actions and the positive resolution of problems

## **Parents/Guardians**

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment. Parents fulfill this responsibility when they:

- communicate regularly with the school and share pertinent information which impact their child's education such as illness, travel, extended absences, medical conditions, family situations, etc;
- contact the teacher if there are questions or concerns about classroom procedure(s), curriculum, or any incident involving their child;
- ensure that their child attends school regularly and on time
- encourage and assist their child in following the rules of behavior; and
- collaborate with teachers and administrators in dealing with disciplinary issues to develop effective *Positive Behavior Support Plans* if their child is experiencing significant behavioral difficulties.

## **Behavioral Standards & Expectations**

Within the school learning community, all staff, students, parents and other partners are required to:

- treat one another with dignity and respect at all times;
- show respect for school property and the property of others;
- comply with all applicable school rules and laws;
- demonstrate honesty and integrity

## Technology Expectations

### *Respectful Use of Technology in the Classroom*

Cell phone use can hinder instructional time or class conversation segments within the classroom. Students should only be using this technology when their teacher allows it for research purposes. Misuse of the cell phone will be addressed by the teacher, parents will be contacted, the phone may have to be placed by the student in a secure and visible area until the end of the class and if the misuse continues the behavior will be dealt with in the office.

*Policy 311 See form on next page that must be completed by each student*

## The New Brunswick Department of Education Student Use of Computer, Computer Related Technology and Network Acceptable Use General Guidelines

*By accepting the use of the School District's computers, computer related resources and the network, the student and his/her parent/guardian agree to abide by the rules set out by the Department of Education, the District, the School and the Teachers. This is a summary of the Acceptable Use Policy, a full text version of Acceptable Use Policy 311 can be viewed online at <http://www.gnb.ca/0000/pol/e/311A.pdf> or by contacting your child's school for a paper version.*

*Students and parents/guardians should carefully read and discuss pages 1 and 2 of the acceptable use agreement. **Both** student and parents must sign and return page 2 of the document before access to computers, computer related resources and the network will be provided.*

### The Department of Education maintains:

- ✚ that technology is an important part of a 21<sup>st</sup> Century education and acknowledges it is an essential tool for both teaching and learning;
- ✚ that providing greater access to computers and computer related resources will enhance student learning, support innovation and better prepare graduates for the workplace;
- ✚ students should use school district provided computers and related resources for their school work, and must do so in a safe and responsible way;
- ✚ student access to a wealth of online resources will enrich learning opportunities and encourage greater global collaboration;
- ✚ student use of school district computers and other technology is a privilege, not a right and understands that any privilege can be taken away;
- ✚ parents and guardians have an important role to play in ensuring their children use the school district's computers safely and responsibly;
- ✚ **and reserves the right to monitor and inspect at any time, and without prior notice, any and all usage of school district computers (desktops/laptops/netbooks).**

### The New Brunswick Student with the knowledge of his/her Parent/Guardian agrees to:

- ✚ avoid all activities, as well as any actions that go against the *Department of Education Policy 311 Acceptable Use of ICT*;
- ✚ respect other individuals, their personal privacy, and to not communicate personal information about another person;
- ✚ not to divulge personal information about themselves to unknown sources on the internet without parental permission;
- ✚ not to download or publish offensive, defamatory, discriminatory, hateful, violent, indecent or racist words or images;
- ✚ not to use the computer equipment for advertising, propaganda, harassment or threats;
- ✚ respect copyright and to avoid plagiarism and pirating activities, such as the illegal reproduction of music, games, software and files;

- ✦ respect security measures established by the Department of Education/District and to respect the privacy of access codes and passwords and to avoid learning or using another person’s access code and password;
- ✦ avoid any actions that may introduce or spread viruses, and that would cause the unauthorized alteration or destruction of data and files;
- ✦ while at school to avoid excessive or unnecessary personal use of computer resources, particularly the storage of unused information, using the Internet to listen to the radio or watch a television program, participation in discussion and chat groups, or the unauthorized use of Internet games not related to his/her learning;
- ✦ in BYOD designated school, students using own personal device must adhere to the *Department of Education Policy 311 Acceptable Use of ICT*.
- ✦ **It is understood that failure to follow rules will result in sanctions being imposed against the student, including the loss of access to computer (desktop/laptop/netbook) equipment privileges, network access and suspension or expulsion, depending on the seriousness of the actions.**

**Acceptable Use Agreement**

Student:

I understand that when using school computers (desktops/laptops/netbooks), computer-related technology and software, I must follow the rules outlined in the Department of Education Policy 311 Acceptable Use Agreement. This policy is available on line at <http://www.gnb.ca/0000/pol/e/311A.pdf>

I understand my responsibilities with regard to using computer equipment (desktops/laptops/netbooks) made available to me, and I am committed to the promises listed above.

I understand that if I do not follow the rules in this Agreement I may lose my computer privileges and face additional discipline and other appropriate action by the school or school district.

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Student’s Name

Date

Parent or Guardian:

As a parent or guardian, I have read and explained the school’s computer and Internet rules to my child, and I authorize him or her to use those resources at school and at home. I am confident that he/she understands the agreement.

I understand that a failure to respect the rules may result in his or her loss of access privileges as well as disciplinary sanctions.

I understand that my child is required to comply with the rules in the Acceptable Use Agreement when he/she uses the school district’s computers, computer related technology and software. I have discussed this expectation with my child.

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Parent’s or Guardian’s Signature

Date



## Computer Use Top 10:

- 1: All computers are for class use primarily, games are limited to lunch time when supervised, no supervision means no computer use
  
- 2: Logoff via the start menu, User icon, and selecting Sign Out only
  
- 3: Do not shut down via the power button, either by pressing once or holding
  
- 4: Do not lock or switch account
  
- 5: Do not move mouse or keyboard cable
  
- 6: Unless using a laptop, do not power computer off completely, only restart
  
- 7: Restart via the Power icon in the start menu and selecting Restart
  
- 8: All computer use is governed by the Acceptable Use portion of Policy 311
  
- 9: Do not open the computer's case
  
- 10: If there is a problem notify teacher or supervising staff to have a helpdesk call opened. Staff only are to complete troubleshooting.