



# **HAMPTON HIGH SCHOOL**

## **STUDENT HANDBOOK**

**34 Elizabeth Avenue  
Hampton, NB  
E5N 5P7**

**Telephone: (506) 832-6024**

**Fax: (506) 832-6054**

**Acting Principal: Amber Lenihan Lingley**  
**Acting Vice-Principal: Bryon Barton**  
**Guidance Counselor: Krista Hovey**

**Administrative Assistants: Bonnie Rankin**  
**Stephanie Worth**



**Mission:**

**To prepare students to be productive citizens of integrity through the development of their potential in academics, athletics, and the arts.**

**STUDENT FEES**

Hampton High School and Anglophone School District – South encourages all fees be paid online at <https://asd-s.schoolcashonline.com/>

Each grade 9 student at Hampton High School is required to pay a student fee of \$40.00. This covers the cost of renting a locker and a school-issued lock, an HHS T-shirt, a student ID, and helps the student council finance events and activities.

Each grade 10, 11 and 12 student is required to pay a student fee of \$25.00 which covers the cost of renting a locker, a replacement lock (if required), a student ID, and contributes to school-wide events that are offered but the student council.

Only school locks can be used on lockers. Lockers are assigned to be used by one person – sharing lockers is not permitted.

Student fees must be paid to participate in extracurricular activities.

Additional **\*COURSE FEES** include:

Applied Technology 110	\$20 each
Metals Processing 110/120	\$60 (for both as it is combined)
Mill & Cabinet 120	\$20 each
Framing & Sheathing 110	\$20 each
Residential Finish 120	\$20 each
Culinary Tech 110 and 120	\$40 each
Visual Arts 9 and 10	\$5 each
Visual Arts 110 & 120	\$20 each
Outdoor Pursuits 110	\$100 each
Science 9/10	\$2 each
Chemistry 112/122	\$2 each
Physics 112/122	\$2 each
Biology 11/12	\$10 each
Enviro Science	\$5
Astronomy 120	\$5
Computer Science 120	\$5

\*Subject to change.

These fees pay for consumables in these classes as well as the maintenance and purchasing of equipment when required.

## STUDENT BEHAVIOUR

A student at Hampton High School is expected to embrace the HHS Code of Conduct below:

### *The Husky Way!*

	<b>All Settings</b>	<b>Classroom</b>	<b>Common Areas</b>	<b>Extracurricular</b>
<b>Be Respectful</b>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Treat all school staff and students with respect</li> <li>• Respect myself</li> <li>• Respect the property of other</li> <li>• Use appropriate language and volume</li> <li>• Display affection appropriately</li> <li>• Dress appropriately</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Listen to the teacher, EAs, and other students</li> <li>• Be on time</li> <li>• Put cell phones away during class unless otherwise directed</li> <li>• Treat books and equipment with care</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Follow the traffic patterns: keep to the right</li> <li>• Use table manners</li> <li>• Respect school property</li> <li>• Respect your friends and others around you</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Treat visiting schools as guests</li> <li>• Be positive and respectful whether you win or lose</li> <li>• Be a team player</li> <li>• Treat equipment with care</li> </ul>
<b>Be Responsible</b>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Show up ready to learn</li> <li>• Accept consequences</li> <li>• Follow directions</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Show up ready to learn</li> <li>• Come to class prepared with all necessary materials</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Keep HHS neat and clean</li> <li>• Leave surroundings better than you found them</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Be self-aware and kind to yourself</li> <li>• Represent HHS with dignity and pride</li> <li>• Obey bus and parking rules</li> </ul>
<b>Be Committed</b>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Participate positively</li> <li>• Set and obtain goals</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Participate positively</li> <li>• Work as a team- help your classmates or lend a hand</li> <li>• Do your best</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Alert staff members of unsafe situations</li> <li>• Be inclusive to all peers</li> <li>• Use free time productively</li> <li>• Recycle, compost, and then throw away the minimal trash that remains</li> </ul>	<b>I WILL...</b> <ul style="list-style-type: none"> <li>• Learn from triumphs and failures</li> <li>• Join extracurricular activities and clubs</li> <li>• Support HHS events, clubs, and organizations</li> </ul>

Students of HHS treat school property, school staff, fellow students and themselves with consideration and respect at all times. All staff and other people affiliated with the school through extracurricular activities at Hampton High have the right and responsibility to expect acceptable student behavior.

Some specific expectations are as follows:

1. Students are to be punctual for class and for handing in assignments.
2. Students are expected to come to class prepared, and to keep course materials well-organized.
3. Students are expected to complete all homework assignments and to be responsible for catching up on work they have missed.
4. Students are only permitted to have water in the classroom during class time.
5. Profane language is not permitted.
6. Students are not permitted to have any illicit substances (including alcohol, cannabis, and vapes) and/or paraphernalia on school property.
7. Students are not permitted to fight under any circumstances.
8. Academic dishonesty of any nature will result in the parent/guardian being notified, documentation of the offence(s) in PowerSchool, and an academic penalty that is left to the teacher's professional discretion.
9. The throwing of snowballs is not permitted on school property.
10. Students are not permitted in the wooded area surrounding the school at any time during the school day.
11. Washroom use should be limited to breaks. When leaving during class time, only one student is permitted out at a time. Students will require to sign out and sign in, and cellphones are to be left behind. Students are expected to use the closest washroom and to promptly return to class.

## **DRESS CODE**

Anything with offensive messages or which promotes drugs, profanity, sex, racism or violence is not permitted to be worn in school. Students are not permitted to wear a head covering of any kind unless it is a prescribed religious article.

## **DISCIPLINARY PROCEDURES**

*NOTE: Specific consequences are further outlined on our website.*

If students do not abide by the rules within a classroom, they can expect to be held accountable by the classroom teacher, and that the teacher will take the appropriate steps of disciplinary action. The continuation of poor behavior may include a referral to the Vice Principal, a loss of school privileges, or the assignment of detentions. In addition, and in accordance with Anglophone South School District policy, a warning letter will be sent to the parent/guardian. After this, the student faces suspension from school, and in the case of very serious infractions, students can be suspended immediately without a warning letter being sent home. Fighting, playing with fire, smoking/vaping anything on school grounds, possession of illegal substances, intoxication, or extreme insolence towards a staff member are examples of serious infractions.

Suspensions can vary in length from one day to the remainder of the semester. If a student is suspended from school for a second time, the student and at least one parent may be required to meet with a school administrator to review the student's behavior and establish conditions for a return to school. A third suspension from school may result in a request to the Director of Schools to suspend the student for the remainder of the semester, or in extreme cases, the entire school year.

Lockers are the property of Hampton High School and searches of lockers will be conducted by school administration when necessary to ensure cleanliness and an absence of contraband materials.

Students that exhibit behavior resulting in multiple suspensions, or students that have a 5-day suspension for fighting, drugs, and/or alcohol, will not be permitted to attend certain school-related activities, including the Christmas formal.

According to Anglophone South District policy, the principal is required to report to the RCMP any act which could result in criminal charges being laid. This includes fighting, theft, sexual offenses, possession of illegal drugs, or any incident involving fire. Fighting and the possession and/or use of alcohol or illegal drugs on school property or at any school event is viewed very seriously – this will automatically result in a 5-day suspension from school and charges being laid by the police. *This type of activity will not be tolerated at Hampton High School.*

## **APPEALS PROCEDURE**

Appeals of suspensions are possible if the student has accumulated more than five days of suspension in one school year. Appeals should be made to the principal within ten days of receiving the suspension letter.

## **NON-SMOKING/NON-VAPING POLICY**

Hampton High School is a smoke-free/vape-free environment. Therefore, smoking and vaping is not permitted anywhere on school property. The school bus is an extension of the school and will be treated the same as being on school property. This policy includes any kind of cigarettes, vape, and ecigarette.

Consequences for not abiding by this policy are:

1<sup>st</sup> offence –one day out of school suspension; confiscate material.

2<sup>nd</sup> offence – three days out of school suspension; confiscate material.

3<sup>rd</sup> offence – five days out of school suspension; confiscate material.

Any offence thereafter is an automatic 5-day out of school suspension.

Some student share cigarettes and vapes. Therefore, it should be made quite clear that if a student is on school property and one or more members of the group are smoking/vaping, all students in the group will be held accountable.

To assist students with their efforts to stop smoking, HHS is working with the Clean Air Initiative to provide programs and support.

## **SCHOOL PROPERTY**

All students are encouraged to take pride in their school and are expected to treat school property with respect. This not only includes the building itself, but the textbooks, equipment, lockers, library books, and anything else in the building. If students damage or lose school property, they are expected to make restitution.

## **ATTENDANCE PROCEDURES**

It is crucial that students attend their classes on a regular and punctual basis. Every class contributes to student success and should not be missed without a very good reason. If a student must be absent, or tardy, the following list outlines the appropriate protocol:

1. When students are aware of an upcoming absence or a delayed arrival to class, a phone call, note, or email sent in advance from a parent or guardian to the teacher/office is helpful to assist with planning.
2. When there is an unforeseen absence, a phone call, note, or email should be sent to the office the day of the absence or when the student returns.
3. Students must provide each of their teachers with advance notice if they will be absent because of a school related activity.
4. Students who either arrive at school late or leave early must sign in/out at the office. If no note is present, an administrative assistant will call to speak to a parent/guardian to confirm knowledge that the student is leaving school grounds.

## **ATTENDANCE GUIDELINE**

Research clearly confirms the strong correlation between regular attendance at school and student success.

When a student misses one or more classes in a day, School Messenger will make an automated call home in the evening to notify parents of the absence(s). After *five unexcused absences* in one or more classes, a message will be sent home stating that the student has missed said time without providing an excuse. The homeroom teacher will meet with the student and determine if a referral to the guidance department is necessary. When a student has *ten unexcused absences* in one or more classes, a second message will be sent home and the vice principal will contact home and meet with the student.

If vacation time is taken outside of the holiday school closures as indicated in the ASD-S school calendar, please be aware that it is *not the responsibility of the teacher to provide class work, assignments, projects etc. in advance of the vacation, nor is it their responsibility to tutor the student upon their return.* It is strongly recommended that the student make arrangements with a classmate to complete any missed notes, handouts, etc. upon return. It is also strongly advised that if a student is facing academic struggles that parents will reconsider taking the student away from valuable class time. Assignments and tests missed during time away will be recorded as zero until missed work is completed for each subject teacher by a deadline determined at their discretion. Students are still responsible for everything they missed in their absence.

## **PROMOTION POLICY**

In accordance with the Department of Education, all students at Hampton High School are required to achieve minimum mark of 60% to receive the credit for a course. Students in Grades 11 and 12 are on a credit system and are required to successfully complete 17 out of 21 possible credits, as outlined in the course calendar (available on the HHS website).

Students in grades 9 and 10 have a common curriculum consisting of Math, English, French, Social Studies, Science and specialty subjects Art, Music, Physical Education and Broad-Based Technology. Students in grade 10 may take grade 11 and 12 level courses for credit. For grade 9 and 10 students that have been unsuccessful in one or more classes, teachers attend promotion meetings at the end of each school year and they collaboratively determine whether the student should repeat the year, attend summer school, or be recommended for a specific program or pathway.

## **ADVANCED PLACEMENT (AP) COURSES**

Hampton High School offers AP Calculus AB and AP English Language and Composition. ASD-S also has a new program allowing for students to sign up for a remote AP class being offered at another high school. In either case, students have the opportunity to write an AP exam in May that could potentially lead to a university credit. Students writing an AP exam are:

1. Required to pay a fee for each exam. The exam fee is based on the exam cost in CDN dollars after a conversion from USD. (approx. \$130).
2. Able to miss other classes the day of an AP exam (May).
3. To be marked absent for a school related commitment.
4. Responsible for all missed work in other classes (teachers will continue teaching as usual).

## **LITERACY INITIATIVES**

Teachers of English, as part of a professional learning community (PLC) completed an English Language Proficiency Assessment (ELPA) Preparation Manual, and it will be used by all grade 9 English teachers at HHS. The manual functions as the foundation for genre mapping, currently being undertaken at the high school level in our district. We will continue to promote literacy across the curriculum, especially at the grade 11 and 12 levels.

## **STUDENT LEADERSHIP TEAM**

Engagement in democratic process is an important role that all Canadians should take seriously. Hampton High School's student representative council (SRC) is committed to this idea and places great importance on the election process so that students know their voices are well represented.

The student executive includes a president, vice president, secretary, and treasurer. There are also grade reps and volunteer coordinators involved in this team of student leaders. Several members of the staff act as advisors to the SRC.

The SRC conducts student government in the school, looks after finances for student groups (in accordance with administration and advisors), represents interests of the students, fund-raises and organizes student activities such as assemblies, presentations, transition day, and special events. HHS spirit clothing will also be on sale at various times throughout the year.

## **PARKING/DRIVING ON SCHOOL PROPERTY**

It is a privilege to drive to school and students who wish to bring vehicles to school must park in the assigned student parking areas. Students may park at the back of the school on the paved area but do so at their own risk. Any student who parks in an area not designated for their use risks being towed at the owner's expense. A student who chooses to drive recklessly at school will no longer be permitted to drive on school property. All vehicles must be registered in the office and always display their parking permit. Parking permits may be purchased at the main office for \$2.

## **SCHOOL/COMMUNITY PARTNERSHIPS**

It is of great importance to us that Hampton High School maintains a close and supportive relationship with parents and the community. We therefore encourage parents to seek involvement in school programs and activities. If any parent would like to help or has questions or concerns, please contact us.

## **PARENT SCHOOL SUPPORT COMMITTEE (PSSC)**

By government mandate, every school in New Brunswick has a PSSC which serves in an advisory capacity on school issues. Elections for several positions take place in September. This Committee has served a very valuable role in the past helping to develop a School Improvement Plan, Mission Statement, erecting a Reader Board in front of the school, conducting a Parent Perception survey, and developing several initiatives to improve school life.

## EXTRA CURRICULAR PARTICIPATION GUIDELINES

### *Hampton High School Extra Curricular Participation Policy*

The extracurricular seasons are set out by the NBIAA calendar and are as follows:

Fall – Football, Cross Country, Soccer, Swimming

Winter – Basketball, Hockey, Curling

Spring – Volleyball, Badminton, Rugby, Track and Field

Students who participate in extra-curricular activities represent the school through their participation and are expected to behave appropriately in class, attend all classes, be fully prepared for all classes, and are passing. Once the season begins, the following policies will apply:

<b>Action</b>	<b>Consequence</b>
<b>Failing</b> one subject	Academic review will be completed by the athletic director and/or faculty advisor and student will be informed of concerns.
<b>Failing</b> two or more subjects	Suspension from play and practice until the student is passing at least four courses.
<b>Withdrawn</b> from school	Suspension from participation in all extracurricular activities until successful completion of the next semester.
<b>Absent</b> for one or more periods in a day	Student must present a valid excuse for their absence. Students must be present on day of activity and day after.
<b>First suspension</b>	Any student participating in extra-curricular activities who receives a suspension risks removal from extra-curricular activity, subject to review by Administration. At minimum, suspension from practice and play during the suspension and suspension from the next game/practice.
<b>Suspension involving drugs or alcohol</b>	Any student involved in the use of drugs and/or alcohol while at school or during a school event will be suspended for 5 days and become ineligible to participate in any extra-curricular activities for the remainder of the athletic season. In the case of other extra-curricular activities, the student will be removed from the activity until the end of the semester. If an incident occurs within two weeks of the end of any semester, the suspension from any and all extra-curricular activities will carry over until the end of the subsequent semester.
<b>Inappropriate use of technology</b> (ex. use of social networking to criticize or threaten another school team, coach, player, game official, or the NBIAA)	Subject to review by Administration which could result in removal from extra-curricular activity.



## **EXTRACURRICULAR ACTIVITIES**

Hampton High School offers a wide variety of extracurricular activities and encourages all students to participate in at least one of these in order to expand and develop their interests. All athletic fees and participation fees are non-refundable. Included in our variety of activities are the following:

1. Athletics
2. Student Representative Council (SRC)
3. Yearbook
4. Drama
5. Tech Crew
6. Drama Crews (stage, hair & make up, construction, set painting, props, costume and house committee)
7. Climate Action Committee
8. Gender and Sexuality Alliance (GSA)
9. Scarefest/ Trick or Eat
10. Coffee Houses
11. Junior Achievement
12. Peer Tutors
13. Lunch 'n' Learn

Students who choose to become involved in extracurricular activities may be required to pay a participation fee. This helps pay for costs associated with the activity and/or sport. Students who participate in extracurricular activities represent the school through their participation and are expected to maintain an acceptable level of behavior in class, attend all classes, go to class prepared, and be passing.

## **EXTRACURRICULAR RECOGNITION**

An end of year extra-curricular awards banquet will be held during the school day to recognize the achievement, participation, and success of students involved in all extracurricular activities. This includes activities related to the arts and athletics.

Again, remember our **Mission** at HHS:

**To prepare students to be productive citizens of integrity through  
the development of their potential in academics, athletics, and the arts.**