

HARVEY HIGH SCHOOL 2016-2017

“To Wisdom We Climb”

2055 Highway #3, P.O. Box 258,
Harvey Station, NB E6K 3W9
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Principal Crysta Collicott
Vice-Principal Tina Noble

Our mission is through an enriched and inclusive learning community, HHS promotes academic and personal growth, while cultivating global citizenship.

Our vision for each member of Harvey High School’s community is to become a respectful and responsible global citizen dedicated to lifelong learning.

Anglophone West School District Student Calendar

September	6	First Day of School
October	6, 7	Professional Learning Days - No students
November	25	Parent/Teacher Interviews- No students
December	23	Last Day before Christmas Break
January	9	Professional Learning Day- No students
January	10	Students return from Christmas Break
January	23-27	First Semester High School Exams
January	30, 31	Turnaround days- No high school students
February	1	First Day of High School Semester 2
February	24	Professional Learning- No students
March	6-10	March Break
April	10	Parent/Teacher Interviews- No students
April	28	Professional Learning- No students
May	5	Provincial Council Day - No students
May	15	NBTA Branch AGM - No students
June	12-16	Final High School Exams
June	23	Last Day for Students and Graduation

*Status of two additional Professional Learning Days still to be determined.

SECTION A- CODE OF STUDENT CONDUCT

THE RIGHT TO AN EDUCATION

Student Responsibilities:

- to share in the responsibility for the quality of educational life;
- to be cooperative and attentive in class and at student assemblies;
- to give one's best effort to complete assigned work;
- to come to class prepared with books, materials, and equipment;
- to be on time for class;
- to be in regular attendance;
- to observe school procedures when leaving for an appointment or returning from an absence;
- to respect and contribute to the positive learning environment.

THE RIGHT TO BE TREATED WITH RESPECT

Student Responsibilities:

- to share in the responsibility for the well-being of the student body and school;
- to use language befitting a thoughtful, caring student by avoiding the use of profanity, vulgarisms and other unacceptable language; in particular, students are not to use language having sexual overtones;
- to respect property by taking pride in the school, cleaning up after oneself and others in the school and grounds, reporting damage to school property, keeping lockers neat and tidy, taking care of school texts and library books;
- to show maturity when moving through the halls (avoid running and roughhousing);
- to demonstrate good behaviour in travelling to and from the school;
- to represent the school favourably, with dress and behaviour in extra-curricular activities.

Staff and students at Harvey High School are encouraged to strive towards self-discipline and growth. Key words are **RESPECT** and **RESPONSIBILITY**. Everyone is responsible to behave in a manner that will give evidence of respect.

SAFE SCHOOLS

Anglophone West School District supports the provision of a safe and orderly environment within its schools. Each year schools observe Safe Schools

Week in early October and practice various safety drills as outlined in the Emergency Response Plan.

If an emergency occurs, parents will be notified through local radio stations, email, and the school talk mail system.

The District prohibits the use of violence involving staff/students. Students should understand that creating a disturbance by pulling alarms, tampering with firefighting equipment (hoses, extinguishers, and sprinklers), attempting to light or lighting fires, making prank 911 calls, are serious offences and will result in immediate suspension and possible legal action.

FIRE DRILL AND ALARMS

The signal to evacuate the school is a continuous ringing bell. Students must leave the building by the route indicated in the classrooms and assemble in the designated area outside. Once evacuated from the building, students must remain in designated area. Once the building has been checked, students will be able to return to their classes.

STUDENT THREAT ASSESSMENT

Anglophone West School District is committed to creating and maintaining an environment in schools where students, parents and others feel safe. In order to enhance safety and security, the District has been involved in intensive threat assessment training of school administrators, guidance counselors, resource teachers and district staff.

The protocol requires trained staff to complete a "Violent Threat Risk Assessment" in all cases where students make significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skills, and experience available to assess high-risk, threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and community.

To keep our school communities safe, parents, students, and community members who have knowledge of a threat or high-risk behaviour are to report to this information to the principal.

EXPLOSIVES & WEAPONS

Firecrackers, other types of explosive devices, and weapons are illegal and present a serious hazard to everyone's safety. Students who supply firecrackers

to other students, who explode firecrackers (or any other explosive) on school property, or who bring weapons onto school property will face immediate suspension.

Pocket knives may not be brought to school.

INCLUSIVE RELATIONS

Harvey High School does not tolerate defamation or discrimination on the basis of race, ethnicity, culture, religion, intellectual/cognitive ability, or sexual orientation.

HARASSMENT & INTIMIDATION

Harassment and/or intimidation are considered serious offences. Although each situation will be treated on an individual basis, any verbal, physical, racial, and/or sexual harassment and/or intimidation will not be tolerated. This includes the various types of bullying. Police may be notified for advice and investigation.

SUBSTANCE ABUSE

The use or possession of alcohol, narcotics, other restricted drugs and drug-related materials will not be tolerated. The purpose of this policy is to eliminate the use of alcohol and drugs from school life (including off campus school-sponsored events), and to provide assistance to students with alcohol and/or drug problems.

Violations of this policy can occur as follows:

1. Use of tobacco, e-cigarettes, or vapourisers by any student on school property;
2. Suspicion of use, use or possession of alcohol or illegal drugs at school or during school-sponsored activities on and off property;
3. Being under the influence of alcohol or drugs at school or at school activities;
4. Distribution and/or selling of tobacco, e-cigarettes, vapourisers, alcohol and/or drugs to students at any time.

Infractions will be dealt with as a discipline issue. Use or possession of illegal drugs or alcohol will result in immediate suspension of at least five days. The use or possession of drugs or alcohol at extra-curricular events, including DANCES, will result in out-of-school suspension and a suspension of extra-curricular privileges. Use or possession of drugs or alcohol on school-sponsored trips is considered more serious due to the requirements placed on teachers or other supervisors. The responsibility placed on supervisors to keep our students safe means we have high behavioural expectations of those students chosen to participate in these events or trips.

SMOKING POLICY

All facilities, property and vehicles at Harvey High are designated smoke-free. Grade 11 and 12 students who leave the property at noon and decide to smoke off-property **may not do so within sight** of the school. Any student who is part of a group of smokers who are in violation of this policy will be considered to be in violation as well.

CLOSED CAMPUS POLICY

Harvey High has a closed campus for students in grades 6-10. This policy applies from arrival until departure after school. The exception: Grade 10 students may leave one time every two weeks with written permission from a parent or guardian for each occasion. Permission will not be granted to Grade 10 students wishing to leave on a daily basis. Should behavioural incidents occur, students in grades 10, 11 and 12 may have the privilege of leaving school property revoked for a defined period of time.

SCHOOL DRESS CODE

Students are expected to present themselves in neat and appropriate dress. This means that students' tops should cover up to mid-chest (up to arm pits) and mid-back, and must cover torso.

1. Tank tops with spaghetti straps or without 2 straps are not allowed.
2. Shorts must cover upper thigh and skirts must reach mid-thigh sitting or standing.
3. Layered clothing must meet the dress code (shorts under skirts, etc.).
4. No undergarments may be visible.
5. Clothing underneath sheer clothing must meet dress code.
6. Revealing clothing, clothing with inappropriate designs/language (especially sexual innuendo), and clothing which advertises/promotes cigarettes, alcohol, and/or drugs is not permitted.
7. Heavy outdoor clothing is not to be worn in classrooms (winter coats, ski pants, etc.). However, light outdoor jackets such as denim jackets, track jackets, are permitted.
8. Any type of hat or hood is not permitted to be worn in the building, unless in the shop (bottom of the ramp).

When in violation of dress code, students may be asked to change or cover up the clothing in question. Students may appropriately ask for clarification, and teachers may refer to dress code by violation number.

SCENT REDUCTION POLICY

Many students and staff have severe, and in some cases, LIFE THREATENING allergies to scented products. HHS enforces *Health and Safety Policy*, #18-758. Individuals are **NOT TO WEAR SCENTED PRODUCTS TO SCHOOL**, nor are they to bring scented products to the school.

STUDENT VEHICLE OPERATION

On the Harvey High School property, there is a designated student parking area. It is located to the right of the school (side closest to village). Overflow parking is at the back of the parking lot.

School officials are given responsibility to oversee the behaviour of students from the time they leave for school until they arrive home at the end of the school day.

Students may drive licensed road vehicles to school as long as certain conditions are met:

1. The student follows school rules related to being on time.
2. Student drivers respect motor vehicle laws.
3. The student drives in a safe, cautious manner on school property.
4. The student registers his/her vehicle at the school office.
5. Student vehicles are not being used to store illegal substances on school property.
6. Student(s) are not hanging out in the vehicle on school property.
7. No students in grades 6-10 are transported at noon unless approval is given by the school administration.

If one or more of these conditions is not met, the administration may suspend the privilege of bringing the student/family vehicle to school for a period of time.

1. During the period of suspension, the student may not use a student/family vehicle for transportation to school. The student must travel on the school bus or arrange alternate transportation.
2. This ban on vehicle use would include attendance at after hour extra-curricular school events, such as dances, games and practices.
3. For the purpose of clarification, the student may return to the school property after hours to pick up a sibling or to visit the Community Library.
4. In the event of an appointment scheduled during the day which may necessitate vehicle use, the student or parent should clear this with the administrators in advance.

5. In addition, if circumstances warrant, an incident may be reported to the RCMP.

If the given ban on vehicle use is not respected, further disciplinary action would be taken.

ALL TERRAIN VEHICLES, SNOWMOBILES

Students are not allowed to bring these vehicles to school. Permission to work on these vehicles in the school automotive shop may be granted on an individual basis.

P.D.A. POLICY (Public Display of Affection)

This policy addresses public displays of affection among students. In a public institution, reasonable limits will protect the right of other individuals to feel comfortable in the presence of couples. Students may not interact in ways that would be unacceptable in other public institutions, such as places of work, worship, or business. There are consequences for such behaviour, from an initial warning to eventual suspension

PERSONAL ELECTRONIC DEVICE POLICY:

1. Personal electronic device are permitted during transition, breaks and noon.
2. Personal electronic device use is not permitted in class unless teacher permission granted.
3. Playing games on personal electronic device during class time is not permitted.
4. Researching using personal electronic device is not permitted.
5. Personal electronic device used as musical device must have pre-made playlist. Device to be on desk while in use.
6. Headphone education to be shared regarding sharing of equipment.
7. Headphones are permitted in hallways. Both headphones to be removed when communicating with adults.
8. Headphone volume must be low enough to hear PA announcements or talking.
9. Photos, audio recording and videos are prohibited.
10. Personal computers are not to be permitted.

COMPUTER USE POLICY

Personal laptops are not permitted at school.

Each September, students are asked to sign off on Policy 311, the *Computer Use Policy*. This policy provides guidelines about acceptable use of computers at school. If a student violates this policy, the student will lose the privilege of using school computers for a period of time – possibly leading to loss of academic credit.

Personal computers may not be brought to school. This is Education and Early Childhood Development policy.

SCHOOL DANCES

Approximately eight school dances are held during the school year. School staff, parents and community volunteers supervise dances under the following regulations:

1. Students absent from school on dance day will not be admitted to the dance. Appointments are an exception.
2. Students, who are suspended from school during the time a dance is held, will NOT be permitted to attend that dance.
3. Students may not attend dances when disciplinary consequences are outstanding.
4. Dances are open to students of HHS and McAdam High School and their escorts.
5. Escorts who do not attend either school must be 19 years of age or under and must be signed in at the door. Students may sign in only ONE escort per dance and will be held responsible for the escort's behaviour.
6. Once students have entered, they may NOT leave and re-enter the dance. There will be NO admission after an announced time.
7. Students who choose to attend dances will be subject to alcohol-testing if they are suspected of having consumed alcohol.
8. Students or escorts who are believed to have consumed alcohol, or any other prohibited substance, will not be allowed into the dance. If admitted, they will be removed from the dance without refund. Parents and/or RCMP will be notified of the incident and be required to pick up the student. Students will be suspended from extra-curricular activities for a period of time, their parents will be informed of the incident and an **out-of-school suspension of at least five days will be given.**
9. Unruly behaviour will result in a suspension from future dances along with appropriate disciplinary action. Behaviour expectations at extra-curricular activities are like expectations during the regular school day.
10. Coats must be checked before entering the gymnasium. A coat check will be established in an appropriate location for each dance.

RESPECT FOR SCHOOL PROPERTY

Students are expected to treat equipment, materials and school property with respect. Students who intentionally damage school property will be

expected to pay for the cost of repair or replacement, and face possible suspension and legal action.

VISITORS

Students are required to obtain permission from the school administration before inviting friends to the school. All persons not enrolled, working, or affiliated with the school must register at the Administration Office for identification purposes.

FAILURE TO MAINTAIN CODE OF CONDUCT

The failure of a student to maintain the code of conduct will result in a progressive discipline procedure being implemented by the school staff. This may involve direct intervention by the teacher (warning, short timeout, noon hour or after school reporting, teacher-student meeting, contact with parent or guardian) or referral to the school administration.

AFTER SCHOOL DETENTION

After School Detention (ASD) is a one-hour supervised study hall after school, Monday to Thursday. Any teacher or the Administration may assign a student to ASD. Parents/guardians will be notified. Lack of cooperation with ASD may result in a suspension from school with ASD served upon return.

SUSPENSIONS

Administrators may issue suspensions of varying lengths for inappropriate behaviour. Regardless of a student's previous history, severe misconduct will result in an immediate out-of-school suspension. HHS has instituted a **Discipline Continuum** to track discipline consequences given and to ensure that progressively greater consequences are given if adverse behaviours are not changing. During suspensions no extra-curricular activity is permitted. During this time, the student is **not** allowed on school property without special permission. In the event of a school holiday or weather day, suspension will be served on the next school day.

STUDENTS IN LEADERSHIP POSITIONS

There are a number of student leadership positions. This includes elected and appointed positions of trust or positions for which one may be selected. Examples of these leadership positions include: SRC executive positions, Grad Class executive positions, Yearbook or Safe Grad executive positions, mentors working with younger students, student coaches, and students selected for specials programs. We value highly the work done by these students and are proud

of the contribution made by these outstanding student leaders. With these positions of leadership and privilege, however, comes responsibility. These students are role models and representatives of our school and community. For serious behavioural infractions, in addition to assigned consequences, a loss of that leadership position for the remainder of the year would result. If the serious infraction happens late in one year, this penalty may carry over into the following school year.

SECTION B- ATTENDANCE AND EVALUATION

ATTENDANCE POLICY

Preamble: It is important for all students to attend school regularly so that maximum benefit can be received from the education provided. The Education Act of the province requires that students attend regularly, except in case of illness or other unavoidable cause. The Act gives to parents the responsibility for ensuring that their children attend regularly. There is a need to increase the level of responsibility for attendance accepted by each student – particularly by high school students. This policy is intended to address absences, lates, and sign-outs. The school must be made aware of any circumstances affecting the attendance of any student.

Absences - Parents are encouraged to notify the school before 8:15 am when students are going to be absent. If this is not done, students will be expected to present a dated excuse, signed by a parent/guardian, to their homeroom teachers on the day they return to school.

Lates - When students arrive at the school after middle school homeroom period or after the beginning of high school period one, they must sign-in at the office. Students arriving late three or more times per month will be issued an ASD.

Sign-outs – All students who leave the school property before dismissal must sign out at the Administration Office by having their parent visit the office. If the parent is not present, students must present a note, signed and dated by a parent or guardian. If a student has forgotten the note, then contact must be made with a parent/guardian in the presence of a staff member before any sign out will be approved. Parents may phone the school to authorize their child's signing out. Students must obtain permission from Principal, Vice-Principal, Guidance, or Homeroom teacher to sign-out for unforeseen circumstances. Students who sign themselves out will be considered absent without

permission and will be subject to consequences. High school students in grades 11 or 12 may leave the property during the lunch period without signing out. Students in grades 6-10 have a closed campus.

Extended absences- Any extended absences planned by the family should be discussed in advance with the school administration. When planning family vacations during school days, students are responsible to complete any work missed during that absence. A homework buddy should be arranged to facilitate the collection of missed work and notes. Teachers will not be asked to provide packages of work for students. The school must be made aware of any circumstances affecting the attendance of any student.

Extra-curricular participation- Students who are absent from school are not eligible to participate in extra-curricular events or activities on that day. Exceptions would be made for medical appointments. For those signing in after noon, permission to participate must be sought from administration.

MISSED TESTS AND EXAMINATIONS

1. Students who are absent and miss a previously announced test will write the test on the day they return. Exceptions must be approved by the teacher.
2. Students who are absent for exams, without the permission of administration, will be assigned the mark of zero.
3. Students should arrange a buddy system to have notes and assignments forwarded to them while absent. Students will be responsible for work completed while they were absent. Teachers and administrators will arrange tutoring during extended medical absences.

LATE ASSIGNMENT POLICY GR. 9-12

Students are responsible for completing assigned work at an acceptable standard (outcomes met) in the time allotted by subject teachers. Assignments are due at the beginning of the subject's class on the deadline day. Assignments are considered late for students with an unexcused absence from school. Students failing to complete assignments by the subject teacher's communicated deadline are subject to the following consequences:

1. 1 day late- once graded, the assignment will be valued at 90% (multiplied by .90) of the original mark.
2. After first parent contact, once graded, the assignment will be valued at 80% (multiplied by .80) of the original mark.
3. After second parent contact, once graded, the assignment will be valued at 70% (multiplied by

.70) of the original mark.

On second contact, the teacher will stipulate the final due date. Assignments will not be accepted once final due date has passed.

EVALUATION POLICY GRADES 6, 7, & 8

60% of outcomes within subject strand(s) must be at a minimum of 3. This standard must be achieved in Language Arts, Math, 2 core subjects (Science, Social Studies, PIF/FILA), as well as, 3 of the remaining subjects (Art, Health, Music, Physical Education, Technology).

EVALUATION POLICY GRADES 9-10

The pass mark is 60% in each course. Mid-term reports will be issued mid-way through each semester (November and April). The minimum number of 10 assessments per semester should be given. Exams may represent up to 20% of the student's marks. Students must write the exams associated with their courses or forfeit these marks unless Administration is notified in advance and an appropriate medical certificate is provided. Grade 9 students must pass Mathematics and Language Arts and fail not more than 2 subjects in order to be promoted to grade 10. Grade 10 students will be promoted on a course by course basis. For example, if Math 10 is failed, it must be re-taken the next time the course is offered. Courses may be retaken in Summer School.

EVALUATION POLICY GRADES 11-12

The pass mark for all courses is 60%. Mid-term reports will be issued mid-way through each semester (November and April). The minimum number of 10 assessments per semester should be given. Exams may represent up to 30% of the student's marks. Students must write the exams associated with their courses or forfeit these marks unless Administration is notified in advance and an appropriate medical certificate is provided.

ACADEMIC EXCELLENCE

Each year students who demonstrate academic excellence are recognized for that effort. In middle level, academic excellence is given if a student has earned a rating of 3+ 4+ on 21/29 strands and a rating of 3 on the remaining 8/29. Middle level students receive a certificate each year. For academic excellence throughout grades 6-8 a 4" Gold on Gold 'H' is awarded in grade 8. In high school, academic excellence is an 85% average. Each year a certificate is given. In grade 12, a 6" Gold on Gold letter 'H' signifies academic excellence throughout high school.

SECTION C- STUDENT SERVICES

GUIDANCE SERVICES - Mrs. Joelle Gillespie
Counseling services are provided to assist students with their personal, academic, and career development needs. Students are encouraged to make use of these services by requesting appointments. Services available are: academic planning, career exploration, responsive personal counseling, referrals to social agencies, and post-secondary education information

RESOURCE PROGRAM – Mrs. Cynthia Drummond and Ms. Julia Parra

The Resource Program functions as a support to the regular classroom. The Resource team includes the classroom teacher, the Resource teacher, and educational assistants who together design a program to meet the learning needs of individual students. This is accomplished by adapting a variety of learning materials and strategies designed to enhance the learning process.

TRANSPORTATION

The Anglophone West School District Transportation Office schedules all bus routes and stops. Concerns regarding routes and/or stops should be directed to the Transportation Office at 453-5454. All students are required to use the school bus serving their area. Requests for transportation on buses other than that serving their area will **not** be approved, except in emergency circumstances. Bus drivers are authorized to make regularly scheduled stops only. Students are expected to behave in an orderly manner at all times while on a school bus. They are to be seated when riding the bus and must follow the driver's instructions. Individuals who misbehave on school buses will have their transportation privileges suspended.

LOCKERS

Each student will be provided with one locker in the school and one combination lock. There is a \$5.00 replacement fee for lost locks. These lockers remain the responsibility and property of the school and are subject to inspection/search at any time to ensure a safe and secure learning environment. Students are cautioned not to share their combination with others and should ensure their lock is secure before leaving the locker. The school is not responsible for theft of personal belongings from lockers. Students should inform the Administration of any damage that occurs. Students found misusing or damaging their locker privilege will have it revoked for an indefinite period of time. Damage costs are the responsibility of the student.

TEXTBOOKS

Students will be loaned a number of books in all subject areas. It is the student's responsibility to look after these texts. If textbooks are lost or damaged, an invoice will be sent by Anglophone West School District to pay the cost of replacement.

INTERSCHOLASTIC ATHLETICS

Harvey High School offers a wide variety of opportunities for students to participate in interscholastic athletics. Volunteer coaches commit time and energy while the student council provides financial support for the teams to cover officials, uniforms and travel. We value athletics and the contribution made by students who dedicate themselves to being the best they can be.

As part of this quality athletic program, the attitude and behaviour of the student-athlete is important. At HHS, we have high expectations for these participants. Whenever our athletes travel or play at home, they are very visible representatives of our school and community. As such, students are asked to observe the following responsibilities if they wish to participate on our teams:

- to successfully fulfill academic expectations.
- to attend all team practices. If athletes are ill or unable to attend for important personal reasons, they are expected to discuss this with their coach. Missing practices may result in sitting out games.
- to refrain from the use of tobacco, alcohol or other prohibited drugs at all times. Any use of these while on school property or while on team trips will result in disciplinary action, including suspensions and may result in the loss of the privilege of playing on HHS teams that year. Reported use off school grounds will be dealt with by the coach as reflecting an attitude of disrespect for the team. Infractions of this type will be recorded and penalties will be cumulative.
- to play with good sportsmanship and with respect for opponents, teammates and officials.
- to accept responsibility for the monitoring of the locker rooms, school van, and other areas used by the team.
- to cooperate with all staff, show politeness and respect for others, refrain from use of profanity, and in general, be a good role model in the school and community. In particular, discipline referrals, time-outs, suspensions will be monitored and will impact sport eligibility.

- to be in school on game days, if they are to play (appointments are an exception).
- to use team uniforms for games only.

SECTION D- STUDENT FEES

GRADUATION FEE and POLICIES

Each Grade 12 students must pay a graduation fee. Costs associated with graduation will be detailed in a letter from the Principal in the fall. Graduating students should keep in mind that unacceptable behaviour at school, dances or other extracurricular events may result in that student being excluded from end-of-year graduation activities.

TOTAL CREDITS REQUIRED: 17

COMPULSORY COURSES:

English 11	- 2 credits
English 12	- 1 credit
Mathematics 11	- 1 credit
Science	- 1 credit
Modern History 11	- 1 credit
Fine Arts/Life Role Development	- 1 credit

Five (5) credits must be at the Grade 12 level

ATHLETIC FEES

The athletic fees include the cost of a compulsory insurance package provided by the NBIAA for all NBIAA sports. The following fees apply:

1. Senior Sports - \$80.00
2. High School JV Sports (Gr 8-10) - \$70.00
3. Middle Level - \$50.00
4. Minor Sports (Cross Country, Badminton & Track) - \$30.00

STUDENT COUNCIL FEE

Each Harvey High student is expected to pay a Student Council Fee of **\$35.00** (maximum \$70.00 per family). The money raised through this fee is used to support student programs and services. These include: student locks, the toast program, sports program, microwaves, the Awards Program, uniforms, Laker Pride, Student Agendas and a limited number of school supply items. The Student Council Fee must be paid during the first week of school unless other arrangements are made.

COURSE FEES

There may be a course fee for some practical courses which require greater expenditures for materials or travel. The automotive and construction courses, culinary courses, and art courses serve as examples where fees will be collected. The maximum per course would be \$20.