

Hartland Community School



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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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Hartland Community School

Motto: From Believing To Achieving

Vision: Empowering Our Students To Enrich Our World

Mission: Hartland Community School's mission is to create a community of empowered learners in an atmosphere of mutual respect and trust. Every student will be inspired and challenged to accomplish academic, social and vocational goals.

Hartland Community School believes in:

- Maximizing Student Engagement and Learning
- Providing Quality Instruction
- Delivering a Balanced and Relevant Curriculum
- Cultivating an Appreciation for the Arts, Science, and Technology
- Fostering Positive Relationships and Meaningful Connections
- Promoting Safety, Trust and Integrity
- Developing Respectful, Responsible, Contributing Citizens
- Celebrating Academic Success

COMPREHENSIVE STRATEGY STATEMENT FOR HCS

Everyone at school needs the opportunity to feel safe, to be respected and not intimidated or threatened.

Bullying – the act of using words or physical violence to control others – is unacceptable and will result in immediate consequences. Every student and staff member will show respect for themselves and others.

DECLARATION OF STUDENT RESPONSIBILITY

I am responsible for my own actions and
I have the right to learn without feeling intimidated.
Every student deserves the same. I will do my part.

BELL SCHEDULE 2016 - 2017

Primary K-2 – Bell Schedule	
8:00	Arrival / Classroom
8:15	O Canada/Announcements
8:20 - 9:50	Block #1
9:50 - 10:05	Break
10:05 - 11:30	Block #2
11:30 - 11:50	Lunch
11:50 – 11:55	Transition
11:55 - 12:25	Noon Recess
12:30 - 2:00	Block #3
2:00-2:10	Break
2:10 - 2:35	Activity Time
2:35-2:45	Busses/Dismissal

Elementary School – Bell Schedule	
8:00	Arrival / Classroom
8:15	O Canada/Announcements
8:20 - 9:50	Block #1
9:50 - 10:05	Break
10:05 - 11:35	Block #2
11:35 - 11:55	Lunch
11:55 - 12:25	Noon Recess
12:30 – 2:00	Block #3
2:00 – 2:10	Break
2:10 – 2:40	Block #4
2:40 – 2:45	Homeroom
2:45	Busses/Dismissal

Middle School – Bell Schedule	
8:10 – 8:20	Homeroom
8:20 – 8:40	Fitness Blast
8:43 - 9:38	Period 1
9:38 – 9:40	Transition
9:40 - 10:35	Period 2
10:35 - 10:50	Break
10:50 - 11:45	Period 3
11:45 - 12:15	CPPD/ Health
12:15 - 12:35	Lunch
12:30 – 12:50	Noon Recess
12:55 – 1:48	Period 4
1:50 – 2:45	Period 5
2:45	Dismissal

High School – Bell Schedule	
8:10 – 8:15	Homeroom
8:15 – 9:22	Period 1
9:22 – 9:37	Break
9:37 - 10:45	Period 2
10:45 - 10:48	Transition
10:48-11:55	Period 3
11:55-12:15	Lunch
12:15 – 12:30	Noon Recess
12:30 – 12:35	Transition
12:35 – 1:42	Period 4
1:42 – 1:45	Transition
1:45 – 2:50	Period 5
2:50	Dismissal

**HCS SCHOOL CALENDAR
2016 - 2017**

Date	Event	Date	Event
September 5	NO SCHOOL – Labour Day	February 1	High School Semester 2 Begins
September 6	First Day of School for Students	February 9	Report Cards – Gr. 9 – 12
September 15	Meet the Teacher (4:30 – 5:30 pm) Back to School BBQ (5:30 – 6:30 pm) PSSC Elections (6:30 pm)	February 9	Valentine's Day Dance (7:00 – 9:30)
		February 24	No School - Professional Learning Day #4
		March 6-10	March Break
September 29	School Picture Day	April 6	Report Cards – Gr. K - 12
October 6	No School -Professional Learning Day #1	April 10	NO SCHOOL – AM Professional Learning Parent Teacher K–12 (1:00 – 6:30)
October 7	No School - Professional Learning Day #2	April 14	No School – Good Friday
October 10	NO SCHOOL - Thanksgiving Holiday	April 17	No School – Easter Monday
October 12	Immunization Day: All Gr. 7 and Gr. 9	April 19	Immunization Day: Gr 7 Girls only
October 11-14	Kindergarten Registration	April 28	NO SCHOOL - Professional Learning Day #5
October 27	Halloween Dance 7:00 -9:30 pm	May 5	NO SCHOOL – Provincial Council
November 10	Remembrance Day Assembly	May 15	NO SCHOOL – NBTA Branch Day
November 11	NO SCHOOL – Remembrance Day Holiday	May 18	Fine Arts Showcase
November 14	Report Cards – Gr. 9 - 12	May 22	NO SCHOOL – Victoria Day
November 23	Report Cards – Gr. K-8	June 1	HCS Awards Banquet
November 24	Parent Teacher Interviews – Gr. K – 12	June 7	Grad Banquet 6:00 pm
November 25	Parent Teacher Interviews AM Professional Learning PM	June 9	Last Day of Classes Gr. 9-12
December 14	Gr. K- 5 Christmas Concert 9 am and 1 pm Gr. 6-12 Christmas Concert 7 pm	June 11	Baccalaureate Service 2 pm
		June 12-16	High School Exams (Gr. 9 - 12)
December 23	Last Day of Classes – ½ Day	June 15	Middle School Year End Dance (7:00-9:30)
January 9	No School - Professional Learning Day #3	June 19	Prom
January 10	First Day for Students	June 20	K - 8 Family Picnic
January 23-27	High School Exams (Gr. 9 – 12)	June 21	Graduation Ceremony & Safe Grad 6:30 pm
January 30, 31	Turn Around Days (No School Gr. 9 – 12)	June 23	Last Day for Students (Report Cards Gr. K - 12)

ASSIGNMENTS

All assignments are DUE on the date assigned by the teacher. Students who are not present on days when major assignments/projects are due are still responsible to pass assignments in on the designated due date. Students will not receive a final mark in the course unless all assignments/projects are submitted. Students with late assignments at the Middle School level will be penalized through gray book consequences. Late assignments at the High School level will be penalized by 20%. Direct parental contact will be made by the subject teacher and the student will be assigned to study hall to complete the work.

ATHLETIC AWARDS

Athletes will be evaluated under the following general criteria: leadership, performance, sportsmanship, cooperation, attendance and academic success.

- Middle School Male Athlete of the Year Grades 6-8
 - Middle School Female Athlete of the Year Grades 6-8
 - Junior Varsity Male Athlete of the Year Grades 9-10
 - Junior Varsity Female Athlete of the Year Grades 9-10
 - High School Male Athlete of the Year Grades 11-12
 - High School Female Athlete of the Year Grades 11-12
- Coaches may nominate players for each award.
 - To be eligible an athlete must participate on a school-sponsored team.
 - A junior athlete playing on a senior team will be nominated in the junior category.
 - Selection will be made in May by coaches and administration.
 - Academic Athletes of the Year: Awarded to the Grade 12 student athlete with the highest academic averages.

EXTRA CURRICULAR PARTICIPATION

Student participation is encouraged at HCS to develop a whole person who is well rounded; however, it is a privilege to represent the school. It is a requirement of all students to be in **good standing**. The definition of a student in good standing applies to three categories of student behavior: academic performance (above 60 % in classes), attendance (not missing more than 10 days of supported, documented excused absences), and general positive attitude and behavior that complies with a positive learning environment at school. Students who have not demonstrated commitment to being in good standing, at the discretion of school personnel, will be assigned a probationary period or may be removed from the activity until they meet the requirements of the contract/policy and student in good standing clause. This may carry over from one academic year to another based on the above criterion.

ATTENDANCE POLICY

The Education Act of the Department of Education refers to regular school attendance as both a duty of the pupil and an expectation on the part of parents to cause attendance to take place.

Nature of Absences

The Education Act states that a child is not required to attend school if the child:

- Is unable to attend school by reason of the child's sickness or other unavoidable cause, such as a crisis or family emergency
- Is officially excluded from attendance under the Act or the regulations (e.g. suspension)
- Is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child, or in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister (e.g. home schooling)

Tracking of Attendance and Interventions

- Parent/Guardian must call the school prior to 8:30 a.m. to inform of their child's absence.
- If a phone call is not possible, then a written excuse must be presented to the homeroom teacher signed by a parent/guardian citing the date and reason for the absence.
- Absence from classes for authorized school-sponsored activities is excused at the discretion of the school administration.
- When a pupil is absent from school without an acceptable reason or under questionable circumstances, the teacher will bring the matter to the attention of the home and then to the administration if the matter is not resolved.
- Students who miss class time must complete missed work. Students will be required to attend noon hour detention, after-school study hall and in-school suspension in order to complete work in a timely fashion acceptable by the teachers and administration.
- **Students who jig classes will be required to make up double the time missed.**
- Students with chronic absenteeism without appropriate medical documentation, after working with the school to remediate such absenteeism, may be subject to out of school suspensions up to and including the forfeit of the duration of a school semester at the discretion of the school's administration and Education Support Services Team. The loss of a semester will only occur after the school has attempted reasonable interventions.

ACTIVITY/SPORTS FEES

Middle School Students

- Basketball/Soccer/Volleyball and Rugby- \$40/member
- Band –\$30/member plus instrument rental
- Cross Country/Badminton - \$20/member

High School Students

- Basketball and Volleyball- \$100/member
- Soccer, Rugby, Swimming, Track & Field - \$75/member
- Band - \$30/member plus instrument rental
- Cross Country/Badminton - \$40/member
- Hockey \$450/member

AWARDS PROGRAM

Middle/High 6 – 12: Hartland Community School students who participate in various school supported activities will be eligible to win awards. Full year or full season participation is required to receive credit. Students will receive 1 point for each activity except as noted. Coaches/advisors will submit a list of participants to the awards committee for verification.

Art Club	Math Fair Winners	School Spirit Club
Beyond the Hurt	Newspaper	Science Fair Finalists
Campus Fire	Nursing Home Volunteers	Sports Teams
Chess Club	Oratory Finalists	Student Council Executive
Choirs	Beyond the Hurt Facilitators	Student of the Month
Debating Club	Photography Club	Technology Club
Drama	Reach For The Top	Tutoring (Unpaid)
Environmental Club	Remembrance Day Contest	We Act Club
Glee Club	Winners	Yearbook
Gym Assistant	Reps/Alternates (Student Council)	
Grad Class Executive		

<u>High School</u>	<u>Points</u>
Principal's List (90%-100%)	3
Honors (80%-89.9%)	2

Students will receive credit in the form of a yearly certificate. Students who have accumulated a minimum of 11 points in Grades 6-8 or a minimum of 20 points in Grades 9-12 will be eligible for a school Husky emblem in Middle School and a varsity school letter "H" in High School.

BUS NOTES

Requests for changes in bussing arrangements for your child **MUST** be in writing and sent with the student to be given to the home room teacher at the beginning of the day. Only EMERGENCY REQUESTS will be accepted by telephone or in writing by the child's parent for students at the K-6 level.

CAUSES FOR DISCIPLINARY ACTION

These areas of conduct will lead to disciplinary action and/or police involvement:

- Cheating/Stealing
- Causing damage to or destroying school property
- Causing, or attempting to cause, physical injury or harm to any pupil, teacher or other school employee, or visitor on school grounds or during a function on or off school grounds sponsored by the school
- Threatening or intimidating any pupil, teacher, or other school employee or visitor
- Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counselling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means
- Possessing, using, or transmitting any object that can be considered a weapon
- Possessing, using, selling, or buying any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant.
- Selling tobacco products, using chewing tobacco, and electric/vapour cigarettes on school property
- Selling, buying or providing medication to other students
- Possessing, using, selling, buying, or any of the following: materials or clothing, the contents of which appeal to base sexual interests, are offensive to prevailing standards in the school community or contain vulgarity or profanity; materials or items, the contents of which, in whole or part, are slanderous to any person or institution, or which is intended to hold any pupil, teacher, or other employee, race, ethnic group, or religion as such, up to scorn, ridicule, or contempt; materials or items, the content of which, in whole or in part, poses a clear and present danger to the health or safety of other pupils, teacher, or other employees or visitors.
- Involvement in any conduct on school premises or during a school function or event which violates local, provincial or national law, where such conduct or the likelihood of engaging in such conduct poses and presents danger to the health, welfare, or safety of other pupils, teachers, or other employees, or visitors.
- Refusal or failure to comply with provincial attendance laws and district attendance policies, including but not limited to, truancy from specific classes and tardiness to school in general or to specific classes.
- Smoking on school premises or on any school bus is not permitted at any time
- Wilful failure to comply with the directions of teachers, student-teachers, educational assistants, bus drivers, administrators, or other authorized personnel
- Violation of any rules or regulations governing pupil conduct
- Participation in any activity which substantially disrupts or materially interferes with, or is likely to disrupt or interfere with any school function, activity or purpose.

DANCE REGULATIONS

Dances run from 7:00 p.m. - 9:30 p.m. Middle School students may attend from 7:00 p.m. – 9:00 p.m. Doors open at 7:00 p.m. and close at 8:30 p.m. Signed in guests must currently be in attendance at middle or high school, (not elementary school).

- All monies owed to the school in the form of fees or loans must be paid prior to the dance.
- Students who have had an **in- or out-of-school suspension** assigned by administration will not be permitted to attend the **next** dance.
- During dances the host student is responsible for his/her guest, and in the case of guest misconduct, the host and guest will be banned from all dances for the remainder of the school year. Students may

- only sign in guests they know and the host student must arrive with their guest.
- Students who break the rules will be disciplined according to the school discipline procedures.
- If a student (or guest) leaves the building, he or she will not be admitted back in to the dance.
- Dances will be supervised by teachers.
- Any damage caused to school property will be charged to the student(s) concerned.
- Students not in school during the day of the dance cannot attend dances unless their excuse is approved by the administration. Sickness during the day will not be an acceptable excuse.
- Guests must be signed in by 3:00 p.m. on the day before the dance and be approved by the school administration.
- Students attending school, or any school-sponsored extra-curricular activity such as dances, under the influence of alcohol or narcotics, or having it in their possession, will be suspended from school and banned from all school dances for a minimum of one semester (5 months), which may extend into the following school year.
- School Dress Code will be enforced. Knapsacks, coats and purses will not be allowed beyond the coat rack where they will be stored.
- Students must remain in the cafetorium/gym and front lobby area at all times.

DISCIPLINE PROCEDURE

In an effort to provide a consistent and effective procedure and to ensure an atmosphere conducive to learning at Hartland Community School, the staff and administration have agreed to use a multi-level approach K to 12: (A more detailed policy is available at the office.)

- (1) Teacher/Team intervention
- (2) Loss of privileges
- (3) Parent contact
- (4) Administration intervention
- (5) Student Services Team intervention
- (6) Administration intervention in the form of:
 - (a) Opportunity Room: In-School Suspension
 - (b) Out-of-School Suspension – Limited
 - (c) Out-of-School Suspension – Extended

DRESS CODE

The Dress Code stands as a component of Hartland Community School's culture which emphasizes academic, social, artistic and athletic excellence. The Dress Code is an important and valuable part of our program. The following describes our policy in specific detail to ensure that everyone fully understands what the expectations are for appropriate dress in our school setting.

Exceptions to the Dress Code for special school events must be approved by the school administration prior to the event.

Appropriate Dress

- Clothes are clean and in good repair, slogans on all clothing are positive and appropriate for the school setting
- Tops and shirts must come down to cover the top of pants, skirts, or shorts
- Skirts and shorts are worn at a length no shorter than finger tip length with arms extended straight down at the sides.
- Leggings may be worn under skirts, dresses or long shirts
- All items designated as underwear are kept under cover (including when bending down)
- Appropriate non-scuffing indoor footwear is worn at all times.

Inappropriate Dress

Examples of dress considered inappropriate for school: Clothing with inappropriate or negative language, symbols that condone or promote racism, drugs, alcohol, sexually suggestive or aggressive behaviour or obscene language or phrases.

- Blouses or shirts that show the belly button or any other part of the bare stomach or back and low slung pants which allow underwear to show
- Low cut muscle shirts, halter tops & clothing with spaghetti straps or inappropriate cut outs
- Pajamas
- See through clothing
- Outdoor clothing in class, including coats, jackets, hats, gloves
- Inappropriately low cut blouses or shirts
- Inappropriately short skirts or shorts

Any students, who come to school without the proper attire or without proper attention given to personal neatness or hygiene, will be asked to shower or will be sent home to correct their personal appearance.

****The final determination about the appropriateness of student dress lies with the staff of the school.**

ELECTRONIC DEVICES

Personal Electronic Devices are **not to be used during instructional time unless directed by the teacher for instructional purposes**. Devices are to be left in airplane mode and in a location designated by the teacher. Students who do not follow these guidelines will not be permitted to bring them to school. In grades K-8, all electronic devices must be kept in book bags/lockers from 8:00 am to 3:00 pm.

On the **first offence** the electronic device will be confiscated by the teacher and placed at the main office for the remainder of the day to be picked up by the student at 3:00 pm. On the **second offence** the electronic device will be confiscated and placed at the main office to be picked up by the parent/guardian. On the **third offence** the electronic device will be confiscated, placed at the main office, picked up by the parent or guardian and will be banned for the remainder of the school year. **Students using cell phones to bully or harass a member of the school community will no longer be allowed to have their cell phone at school.**

Any violation of Policy 311 will result in an immediate third step consequence and may result in additional school and legal action.

Information posted on websites or e-mailed has the potential to be viewed/accessed by any user of the Internet worldwide. Given this, the possibility of receiving unsolicited material or other contact exists. Therefore, students and staff must be aware that pictures or videos taken while at school or during school sponsored activities are not to be shared electronically.

The school will not be responsible for lost or damaged property (i.e. cell phones, cameras, Ipods or electronic games).

EMERGENCY EVACUATION

In order to make certain that we can evacuate the building as quickly as possible, a number of drills will be held each year. **WHEN THE ALARM IS SOUNDED, EVERYONE SHOULD REACT AS IF IT WERE A SIGNAL FOR AN EMERGENCY.**

If the route that you are scheduled to follow is blocked for any reason, the line is to be re-routed to the nearest exit. Students on noon hour will exit the building and go to where their homeroom teacher is located.

Students must be 30 feet away from the building. No parking is allowed around the building to ensure a fire lane is open at all times. During an emergency, students will be sent to the Hartland Arena in cold or inclement weather.

IT IS A CRIMINAL OFFENCE TO PULL A FIRE ALARM OR CALL 911 AS A PRANK. ANYONE FOUND GUILTY MAY BE PROSECUTED IN A COURT OF LAW.

EXPECTATIONS FOR STUDENT PLAYGROUND CONDUCT

The following behaviors are considered unacceptable because of their dangerous or offensive nature to others:

- throwing rocks or snowballs
- pushing and shoving other students
- grabbing coats, hats or other clothing
- using profane or vulgar language
- playing tag games that require excessive pushing or grabbing of other students
- playing tag games on equipment
- being disrespectful of adult supervisors and/or fellow students
- fighting and play fighting

Students are expected to come properly dressed to play outside during their free time (weather conditions permitting).

EXTRA/CO-CURRICULAR ACTIVITIES

1. Hartland Community School participates in both academic and a variety of extra-curricular activities, and sends students on educational trips. Students who are involved in such activities are ambassadors for their school. The reputation of the school is influenced by the behaviour of its students; therefore students are expected to be on their best behaviour while representing their school. Students must also be a student in good standing. See page 5 under athletic participation for the definition of a student in good standing. **In order to be eligible to participate in extra-curricular events, students must be in attendance at school the entire day of the event and the following day, unless special circumstances exist.** Medical appointments must be verified with a note from the doctor. If a student is absent from school due to sickness, he/she will not be able to participate in any extra-curricular activities that day.

2. When school is closed or closes early due to inclement weather or other emergencies, all activities on that day will be cancelled.

3. Middle school students are expected to meet academic expectations in order to participate in activities. High school students who are failing two or more subjects will not be allowed to participate. Upon documentation of improvement in the failing subjects students may be reinstated. If a student has failed the previous year they may be allowed to participate on a probationary basis.

4. a) Students who are in possession of/or under the influence of alcohol and/or narcotics in any capacity or quantity, while on any school-sponsored trip or activity, will be suspended from school based on district policy. Further, students will not be permitted to be involved in any school or extra-curricular activity for the equivalent of one semester, to be reviewed by a school discipline committee.

b) Students who travel with a school team are to return home with the team. A parent/guardian may provide permission in writing or by phone for another adult to be responsible for his/her child's transportation. Students are not permitted to drive their own vehicles to extra-curricular activities away from Hartland Community School. The enforcement of this policy is the responsibility of the coach/advisor.

FAIR NOTICE

The safety of our children is a top priority for us all. We, as a school district, have been involved in intensive safety training with our community partners - the police, Public Safety and Family and Community Services. Together we have developed a plan for responding to all situations in which students may be posing a threat to themselves or others.

This letter is to inform you that we, as a school district, have a policy that requires principals to complete a "threat assessment" in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine how best to support high risks students so that their behaviour does not become hurtful or destructive. If your child comes home to tell you that a student has behaved in a threatening way at school, please be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that policy is being followed and that the goal is safety, not punishment

This is intended to serve you with fair notice that we, as a school community, will not accept "no response" to a serious threat. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment. We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

FOOD & DRINK

Department of Public Health has mandated that energy drinks will not be permitted at school. All beverage and food items are to be consumed during non-instructional times.

GYMNASIUM / FITNESS CENTRE POLICY

- Middle and high school students must be properly dressed for all physical education classes. This includes keeping clothing neat, tidy and clean with appropriate footwear.
- All students K – 12 must have appropriate indoor footwear for all gym activities.
- If not properly dressed, the student may not participate.
- Each student is responsible for his/her equipment. Money and valuables should be locked in his/her own locker.
- Students who wish to be excused from physical education for medical reasons must bring a note to their teacher at the beginning of their class.
- All student activities in the gym MUST be supervised by a staff member, parent or coach.
- The gymnasium and fitness centre are out of bounds at all times without a designated supervisor. The fitness centre is available for grades 9 -12 students from Tuesday to Thursday, 3:00 – 4:30 pm.

HOMEWORK POLICY

Homework is essential to successful learning. To assist students in being responsible in this aspect of their education, these guidelines will be followed:

Teachers will:

- be conscious of the overall student workload and time required to complete an assignment
- make homework meaningful and reasonable
- check homework books periodically, monitor and contact the home when failure to complete homework becomes chronic.

Parents will:

- encourage the student to complete assigned homework in an environment conducive to learning
- provide opportunities for the student to receive support beyond the hours of instruction
- contact the teacher for clarification of assignments when necessary

Students will:

- complete assigned homework respecting guidelines and due dates
- write homework down in their agenda books daily
- report if homework is incomplete.

LIBRARY

All reference books, newspapers, dictionaries and yearbooks are to be used only in the library. Books are loaned for a two-week period. Lost or damaged books must be paid for or replaced by the student. Food or drinks are not allowed in the library. Students using the library must do so in a quiet manner.

OPPORTUNITY ROOM

Students assigned to the opportunity room by administration will:

- report to the office immediately upon entering the school.
- work quietly and independently on assigned work.
- not interact with other students.
- complete the work assigned or risk losing future privileges.
- submit all work by 2:50PM to the opportunity room supervisor.

SCENT REDUCED ENVIRONMENT

Hartland Community School encourages visitors, students and staff to be aware of the health issues surrounding the use of scented supplies and hygienic products that may affect the health and learning of the individuals in our school. We appreciate your cooperation in promoting Hartland Community as a scent-reduced environment.

Simple Steps to Reduce Scents:

- Choose not to bring scented supplies, such as markers or stickers to school.
- Whenever possible, use unscented hair products, deodorants, shaving cream, soaps, body spray and other personal hygiene items.
- Body sprays are not permitted in HCS or on school buses.

SCHOOL SPIRIT AWARD

Each year teachers nominate a grade 12 student who has made an outstanding contribution to HCS. Teachers vote based on the following criteria: leadership, positive role model, attitude, participation and academic success.

SCHOOL GROUNDS

- Skateboards and roller blades are not to be used on the school grounds.
- **Students who are age appropriate K to 10 are not allowed to leave school property unless accompanied by a parent or guardian.**
- Students are not to be in the building before 7:50 AM or after 3:15 PM unless under the supervision of a teacher or coach. Students are expected to have arranged for rides to pick them up when school activities end.

STANDARDS OF CONDUCT FOR STUDENTS

A high standard of conduct will be expected of all students at Hartland Community School.

- Students are expected to be courteous at all times.
- Offensive/abusive language will not be tolerated.
- Homerooms will be open for students at 8:00 AM. Students who arrive after 8:15 AM must sign in at the office.
- Students who leave during the school day must sign out with written or verbal parental permission.
- No smoking is permitted on school property.
- Open affection for one another is not tolerated at school.
- Outside jackets and hats must be kept in the locker. **No hats or hoods will be worn in the building. If a student persists in wearing their hat after being asked to remove it, he/she will be required to give it to the staff member. Confiscated hats will be returned at the end of the school day. Any student in defiance will be referred to administration.**
- No liquid White-Out is permitted on school property.

STUDENT COUNCIL

The Hartland Community School Student Council provides financial support to school activities and maintains high standards of school spirit.

The Student Council Executive consists of: President, Vice-President, Secretary, Grade 9-10 Vice-President and Middle School Vice-President. All positions are filled through a nomination/selection process. In addition, each class selects a classroom representative and an alternate. The participation of each representative is essential to the success of the student council. Student council meetings will be held on a regular basis. Failure to attend may lead to removal from the position.

STUDENT COUNCIL FEES

There will be a student council fee for grades 6 to 12 of \$25.00 per student, to a maximum of \$60.00 for a family of 3, or \$75.00 for a family of 4 or more. This supplements the cost of the following: co-curricular activities, lock rental, agenda, guest speakers, field trips, and assemblies. Students may rent a gym locker for an additional fee of \$5.00. Fees must be paid by the end of September. A student who does not pay his/her fee will not be permitted to take part in any student council activities until the fee is paid. Students will be required to pay a \$5.00 fee for any lost lock during the school year. Locks are returned to the student council executive at the end of the year. Students are not to give out their locker combinations or share a locker. Students may not use their own locks.

STUDENT OF THE YEAR

Teachers from grades 6 to 12 will select, by secret ballot, one student per grade level as Student of the Year. Selection will be based on academic success, attitude, participation and attendance.

STUDENT PROMOTION

A. GRADES 9 -- 10

For full year courses, each term is worth 25% of the total year's mark. For semester courses, each term is worth 50%. The pass mark for all courses is 60%.

B. GRADES 11-12

- Percentage grades will be used in the senior high classes. The passing grade is 60%.
- The credit system will be used with each student able to obtain a maximum of ten credits per year. A credit is obtained for each subject successfully passed.
- Grade 12 students require 17/20 credits for graduation. Seven courses are compulsory, please see the course selection guide on the school website.
- Prizes and rank at graduation will be decided on a compilation of all senior high compulsory courses plus the highest of the optional courses to a total of 17.
- Each reporting period equals 50% of the course mark.

STUDENT VEHICLES

It is a privilege for students to bring a vehicle onto school property. Therefore, anyone violating school and provincial policies will have this privilege revoked for a period of time determined by administration.

All student vehicles (cars, bicycles, motorcycles, scooters) must be parked in the designated student parking areas. Once students park their vehicles, they are not to be in their vehicles again until departing from school. Student vehicles are not to leave school property during morning break. Bicycles must be placed in the rack and are not to be used on school property during school time. Students are required by law to wear helmets.

Off-Road vehicles such as ATV's, snowmobiles, dirt bikes etc. are not permitted on school property.

According to the Motor Vehicle Act, the school grounds are classified as a highway; therefore, all rules pertaining to the highway will be enforced on school grounds. Vehicles are not to pass, from either direction, a school bus displaying flashing lights. The speed limit on school property is 20 km/hr.

TECHNOLOGY USE

Students are responsible for acceptable behavior as they use the computer network system at Hartland Community School. In the event individuals violate the school policy for technology, disciplinary action will be enforced. The following actions are considered a violation of the policy for technology use:

Sending or displaying offensive messages or images, using obscene language, downloading or sending threatening material, damaging computers, computer systems or computer networks, downloading games, programs and images without teacher permission, using web-based e-mail, using chat rooms, social networking sites, violating copyright laws, trespassing into another's folders, work or files, intentionally spreading computer viruses, making changes to system, file and software. Students and parents/guardians will be required to sign a User Agreement Contract indicating they have read and understand the Provincial Policy 311 regarding technology use.

TESTS - EXAMINATIONS – ASSIGNMENTS

Quizzes may be held at any time. A quiz will not take a whole period to complete. Major tests will be announced at least two days in advance. Students are not to be assigned more than two tests/exams on **the same day.**

In the event that a student is unable to be present to write a test or examination, they must bring a written medical excuse to the subject teacher on the day they return. Excuses that comply with the attendance policy will be accepted, and the student will be given one opportunity to write the test or examination at an agreed-upon time. Cheating will result in an automatic zero.

Final exams will be written by all students in Grade 9 –12. Class work will be valued at 70% and final exams at a maximum of 30% of that term in all Grade 9 – 12 subjects.

TEXTBOOKS

All textbooks are the property of the school district. Students must keep these books in good condition. If, at the end of the year, a student has damaged or lost textbooks, that student is responsible for the repair or replacement cost.

VALEDICTORIAN & SALUTATORIAN

The criteria for eligibility for the positions of valedictorian and salutatorian will be determined by the grad class, class advisors, and the administrators. The top five students will be chosen based on the average of their seven required courses plus their top ten elective courses. These students will then be voted on by the grad class. The student with the most votes will be the valedictorian and the student with the second most votes will be salutatorian.

VISITORS

As a safety procedure for students and staff, visitors are expected to report to the office. **During instructional time (8:00 am – 3:00 pm) all visitors must sign in and out at the main office.** If an emergency exists, the student(s) will be called to the office immediately. Otherwise, students will be called to the office at the end of the period so as not to disrupt instructional time.