



## HARBOUR VIEW HIGH SCHOOL

305 Douglas Avenue  
Saint John, NB E2K 1E5  
Telephone: (506) 658-5359  
Fax: (506) 658-4642  
Website: HVHS.nbed.nb.ca

### **Mission Statement**

Our mission is to ensure that our students develop the skills necessary for success in the 21st century. We will ensure a work environment that supports collegiality, improvement and professional growth.

### **Notre mission**

Notre mission est de garantir que nos élèves développent les compétences nécessaires afin d'assurer leur réussite au 21e siècle. Nous garantirons un environnement de travail qui soutient non seulement un esprit de collégialité mais aussi l'amélioration et la croissance professionnelle.

## **SCHOOL CHEER**

**BACK, BACK, STAND UP AND CLAP**  
**Harbour View is where it's at**  
**Here we go, we're gonna fly**  
**So haul on back and kiss the sky**  
**We're gonna soar above the rest**  
**We're the best it's no contest**  
**Where are they going?**  
**Why are they running?**  
**Probably because the Vikings are coming.**  
**So when the battle comes to a stop...**  
**Who do you think is standing on top?**

**Harbour View!**

## ADMINISTRATIVE SERVICES

-The Main Office is located on the main floor to the right of the front doors.

**ALL VISITORS must report to the main office.** Requests to see a staff member are made at the main office. No visitor is to go directly to a teacher's classroom.

Services include:

- Transportation inquiries
- Announcements
- Student, class, and teacher location inquiries
- Transcript request

## **Leaving? Then you must SIGN OUT.**

**ALL STUDENTS ARE EXPECTED TO SIGN OUT AT THE MAIN OFFICE**– If you are not signed out you will be considered to be absent without excuse. Parents are asked to call the main office @ 658-5359 if written permission is not provided. The safety of your children is our utmost concern and by **Signing Out** we can track their whereabouts in case of an emergency.

## SCHOOL FEES

**-Student Fee = \$40** includes student I.D. card (necessary to attend most school functions) and an HVHS calendar (to all grade nines but only if requested in grades 10, 11, 12). A portion of the fee allows the Student Council to cover the costs of providing activities like dances, the Renaissance program, transportation for field trips, the breakfast program, motivational speakers, sponsoring HV students in community activities, as well as expenses associated with producing our school paper, Harbour Views. You may deduct \$5 for each additional child attending Harbour View High (1<sup>st</sup> child \$40, 2nd child \$35, etc.).

**-Lockers are free and mandatory for all students. There is a one-time lock fee of \$7** (*all grade 9's will need a lock*) and locks may be used as long as you are a student of Harbour View. Upon graduation, you may return your lock for a refund of \$5.

**-Special Yearbook purchase = \$45** (This special 'early bird' offer is optional and only available for the month of September. Yearbooks regularly cost \$55-\$60.)

**-Extra-Curricular Fees:** Fees are based on costs associated with the activity. The number of participants and the use of outside facilities greatly influence establishing fees. All participants **MUST** pay fees as soon as the activity begins.

**There are no refunds once an activity begins.**

**-Athletic Fees:** All athletes MUST pay fees as soon as teams are determined in order to receive a uniform. The Athletic Director works hard to keep costs to a minimum. Fees are determined for each sport by trying to calculate the costs of the entire season. The number of participants, the cost of referees and outside facilities will greatly influence fees.

**There are no refunds once a season begins.**

**-All cheques should be made payable to Harbour View High School; no post-dated cheques will be accepted.**

## **EDUCATION SUPPORT SERVICES**

### **Guidance & Counselling Services**

The Guidance Office contains a wealth of information for students on scholarships and bursaries, universities, colleges, and other post-secondary institutions. Material is also available on social and personal development, study skills, and job-search techniques. Students requesting counselling services must make appointments before or after classes, during the lunch hour or after school. Referrals can also be made to other community agencies if necessary. Counsellor emails: Students with last names beginning with A-L contact [ELIZABETH.TAYLOR@NBED.NB.CA](mailto:ELIZABETH.TAYLOR@NBED.NB.CA) and those with M-Z [CYNTHIAANNE.SMITH@NBED.NB.CA](mailto:CYNTHIAANNE.SMITH@NBED.NB.CA)

### **Tutoring**

Help is generally available before school, at noon and after school. At noon, students can go to the Academic Intervention Methods (AIM) room 301 for assistance. Students should arrive prepared with specific questions or concerns. It is up to students to seek this help. Extra-help notices are often posted in class rooms and throughout the building. Those students who require more regular tutoring should consult a guidance counsellor.

### **Student Council**

The student government supports all Harbour View activities. It works to develop and present special events aimed at involving all students and promoting school spirit.

#### **Student Representative Council**

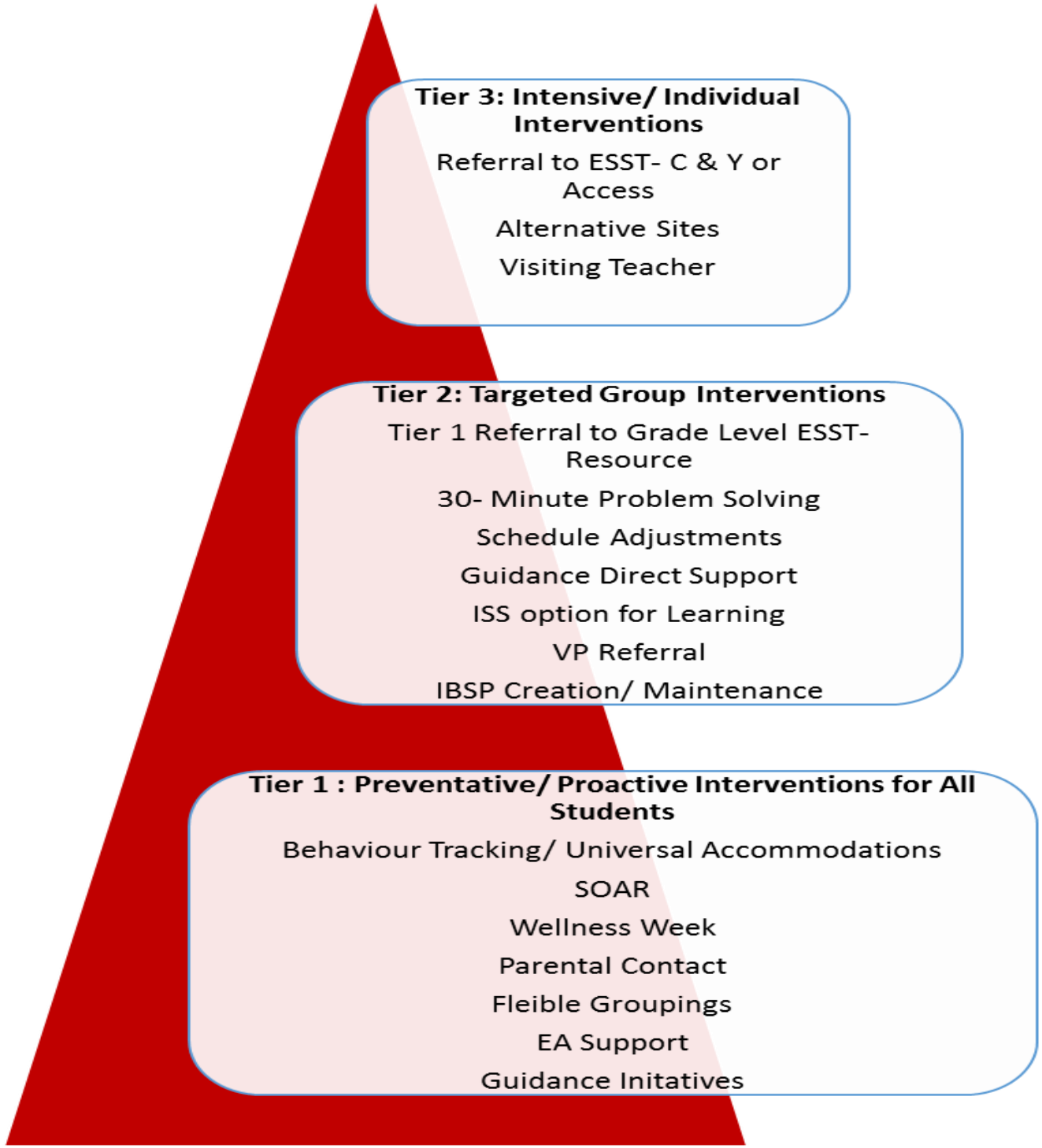
President: Joshua Merrett  
VP Administration: Rachel Sheehan  
VP Finance: Matina Dick  
VP Spirit: John Crossman  
VP General: Jacob Moore  
VP Grade 11: Gerry Bidgood  
VP Grade 10: Declan Hartery  
VP Grade 9 \_\_\_\_\_

#### **Graduation Class Executive**

President:  
Vice President:  
Secretary:  
Treasurer:  
Spirit Rep:

Pyramid of Interventions

**Behavioural Supports**



# Academic Supports



**Tier 3: Intensive/ Individual Interventions**

Referral to ESST- C & Y or Access  
Alternative Sites  
Visiting Teacher

**Tier 2: Targeted Group Interventions**

Teacher Referral Form  
Small Group Intervention  
Literacy Interventions/ Numeracy Intervention  
ESST- Resource Direct Contact in Classroom  
EA Supports to the Classroom  
Inschool Support System (ISS)

**Tier 1: Preventative/ Proactive Interventions for All Students**

Extra Help at lunch  
PowerSchool Contact for Student/ Home  
Universal Accommodations  
Flexible Groupings  
Differentiated Instruction  
Co Teaching  
Home Room / Study Hall  
Academic Intervention Model (AIM)

## ***SCHOOL POLICIES and EXPECTATIONS***

All school policies can found on our website at:

<http://web1.nbed.nb.ca/sites/district8/schools/hvhs/Pages/home2.aspx>

For additional policy information please go to the Anglophone School District -South website at [asd-s.nbed.nb.ca](http://asd-s.nbed.nb.ca).

### **How we Grade and Assess**

- Student behaviour (participation, adherence to classroom rules, etc.) will not be included in grades. If skills and participation are a curriculum outcome they can be measured and assessed using a rubric.
- Students will not be given points for extra credit or bonus points.
- For group scores, individual achievement evidence must be present.
- Attendance will not be used in grade determination; however, attendance is critical to meet with success. Prolonged absences will certainly affect grades.
- Clear descriptions of achievement expectations will be provided (rubrics, exemplars, etc.).
- Grades will be based on a student's individual achievement.
- Quality assessments developed in departments or from essential learnings will be used as evidence of learning.
- The most recent achievement will be used when learning is developmental.
- When possible, the student will be involved in the grading process (developing rubrics, assessing exemplars, self-evaluating, etc.).
- Students are responsible for course work completion as per the guidelines on the course syllabus.

## Policy on Plagiarism

Plagiarism – the practice of taking someone else’s work or ideas and passing them off as one’s own - *Oxford Canadian Dictionary*

- Paraphrased, summarized and quoted text sources **must** be acknowledged with parenthetical text references/footnotes and works cited entries
  - *College Style*

**\*If a student is unsure of how to cite a source properly, it is the student’s responsibility to ask the teacher.**

**First Offence**- The teacher, subject SPR, and vice principal will arrange a meeting to inform the parent and student of the occurrence. The student **will re-do** the assignment (or alternate) in a supervised setting. A note will be placed in the student’s file to record the incident. The parent and student will be informed of the consequences of a next offence by reviewing the Plagiarism Policy.

**Next Offence**- Assignment will be given a zero (0). The student and parent will be informed and a meeting for explanation will be held, if necessary. A letter will be placed in the student’s file explaining the incident.

## Textbooks/novels

Every textbook translates into school dollars. Distribution and collection is very important because of the high cost of replacement. When you are issued a text or novel the number assigned to you is recorded. You need to return the book that was assigned to you. If you do not return it you are responsible for paying the cost to replace it.

The education Act states:

Regulation 97-150

“A pupil losing, destroying or mutilating any free textbook, shall pay for it or purchase a replacement in accordance with the instructions issued by the Minister of Education, and the replacement shall become the property of the Minister.”

Policy 132 6.1.2

“in the event that a person loses, destroys or mutilates such a textbook, the student’s parent/guardian will be required to pay for or replace the textbook.”

## **Appropriate Dress**

-Students are to dress in an appropriate manner for the environment at all times, realizing they are in a public school setting. Pajamas are not acceptable apparel. Clothes should not expose undergarments and should not promote alcohol, drugs, profanity, sex, violence, racism or discrimination of any kind.

-Bandanas are not permitted. These are often made of a triangular or square piece of cloth and frequently printed in a paisley pattern; they may be knotted behind the head or tied around an arm or leg, or tied to a piece of clothing. This is an accessory we do not permit at school. It is considered inappropriate as this attire has an association with gangs. Our communication with the community police supports this association in that a bandana of a specific color or pattern will often be worn as a means of communicating or identifying with a gang or group involved in illegal activity.

-Headbands are permitted as they are a clothing accessory worn in the hair or around the forehead, usually to hold hair back from the eyes. Headbands generally consist of a loop of elastic material or a horseshoe-shaped piece of plastic or metal.

-Head coverings, including hoods, are to be removed by both males and females upon entering the building unless a religious or medical reason has been previously presented and accepted by the administration.

## **Positive Learning and Working Environment Policy**

The following are some examples of poor behaviours that will not be tolerated and typical consequences associated with those behaviours.

Swearing: Profanity is a part of "street behaviour" and, therefore, not acceptable at school. Swearing that is meant to be insulting or threatening will not be tolerated and the consequences will be more severe. Incidental swearing will also not be accepted and students must make a sincere effort to make amends for their mistake (i.e. apologize). This encourages the skill of taking responsibility for yourself and will, hopefully, lead to self-monitoring.

Bullying, Harassment, Intimidation, or Discrimination: HV students are expected to refrain from engaging in such unacceptable behaviours. When such behaviour is confirmed the offender will receive an IMMEDIATE SUSPENSION from school. Our goal is to provide a safe and worry free environment for all. Please be a good citizen and report instances to an adult. When incidents occur consequences will be set accordingly. Your teachers and parents expect you to accept responsibility for your actions. Integrity is imperative; we want you to be sincere, honest and willing to correct your behaviour. In less serious cases a warning will be issued; anyone not heeding it will be suspended until a meeting can be held with a parent and assurances of behaviour change are given.



Theft or Intentional Property Damage: All issues will be dealt with by involving the parent or guardian. Solutions for returning items or replacement will be the goal. The police may be contacted.

Failing to Report: When a teacher assigns a student to the AIM room (Academic Intervention Method) or requests a student receive a noon detention, that student must report. Failing to do so is defiance and could lead to suspension until a meeting with a parent or guardian. "I forgot" is not an acceptable excuse.

Lying: Dishonesty is unacceptable and often creates a larger problem. It will be treated in a punitive manner and parents will be contacted.

Gauntletting: It is considered bullying to gauntlet. This is defined as two rows of persons administering an unsolicited action such as name calling, criticism, and/or ridiculing laughter in an attempt to harass/irritate another. This occurs when students line the walls of the hallway and make remarks to those who pass through. Those engaging in or encouraging gauntletting may be subject to suspension.

Throwing Snowballs: Throwing snowballs is certainly an activity that can result in serious injury and is strictly prohibited on or around school property for obvious safety reasons. Noon detentions will be issued for first offences, subsequent infractions will draw a suspension from school.

Smoking on School Property: Smoking of any kind (including vapor or e cigarettes) is strictly prohibited. The standard consequence for anyone found to be smoking on school property is a two day suspension.

Creating or Attempting to Create a Disturbance: This includes use of abusive language and speaking or acting in such a way as to impair the order of discipline on school property. Such behaviours will result in IMMEDIATE SUSPENSION from school. Suspensions range from 1- 5 days.

Alcohol/Illegal drugs: Harbour View has zero tolerance for illegal substances and use of these will result in IMMEDIATE SUSPENSION from school. All incidences of smelling of, possession of, use of, or selling of drugs or alcohol will result in a 5 day suspension and possible police involvement.

A referral will be made to Ridgewood Addiction Services to assist in helping to inform the student about the dangers of drugs and alcohol.

All offences under the PLWEP will warrant some form of corrective intervention. Consequences range from a reprimand to suspension beyond five days (with the right to appeal) depending, of course, on the severity of the act.

## **HVHS Believes in:**

### Discipline

Discipline is a skill that is required in order for people to make choices that enhance their lives. Schools teach students the responsible qualities needed to be successful in life. We will have you practice these skills until you exhibit the highest form of discipline (personal discipline).

### Good Conduct and Courtesy

Students at Harbour View are expected to demonstrate high standards of courtesy and good manners. You should strive to develop and consistently practice a sense of honesty, fairness, loyalty, reliability and promptness in all matters.

### Being Good Neighbours and Citizens within the Community

You are a valued member of this school's community. Your actions reflect how people view the community of Harbour View. Acting in a respectful and considerate manner reflects positively on yourself, your family and your school. HVHS students are expected to conduct themselves properly both in and out of school. We should remember that we are situated in a residential area and see ourselves as visitors to this neighbourhood.

### Accepting Responsibility/Consequences

The goal of any form of discipline is to ensure that negative behaviours diminish. Accepting consequences is the first step in establishing a pattern of positive actions. An important life skill involves following the rules, even the ones we do not like.

### Welcoming Visitors

Guests visiting our main office should enter through a welcoming and open space. You are asked not to leave personal belongings in public spaces, and avoid loitering or congregating on the front stairs (inside or outside) or the foyer space between the side doors of the auditorium.

## **School Dance Policy**

Attending school dances is a privilege. Students who have violated the HVHS Conduct Policy may not be allowed to attend school dances at the discretion of school administration. In order to attend a dance, students must sign up and purchase admission during the announced time frame. ID cards must be presented at the time of purchase. Tickets may not be sold during the week before the dance, so the approved dance attendance list can be finalized.

### At the dance:

- Students not on the approved dance attendance list will not be admitted.
- Students who do not present valid student ID cards at the door will not be admitted.
- Admission to the dance will be denied to any student absent from school that day.

- Students will conduct themselves at dances in a respectful and proper manner.
- Unless accompanied by an adult in authority, students will not be permitted to leave and re-enter the dance.
- All dances are 8pm -11pm and students must make arrangements to be picked up by 11pm.
- Improper dancing, including (but not limited to) grinding, will not be permitted. A warning will be issued and if it is not adhered to parents/ guardians will be called to come and pick up the student.
- If a student's guest is asked to leave a dance, then the student will also be asked to leave the dance.
- Any incident that includes possession of or use of alcohol or drugs will result in a five day suspension from school and restriction from future dances.

#### Sign-in guests:

- A student may sign in a student who currently attends another high school in the Saint John Education Center or who graduated from Harbour View High School within the last 12 months.
- The student must provide the guest's name, parent/guardian's name and phone number when purchasing the guest's admission.
- Guests that are signed-in must bring a valid student ID from their high school or, in the case of former graduates, another form of valid ID.
- The student must arrive at the dance with the signed-in guest.
- Signed-in guests may be excluded from the dance at the discretion of school administration. If a signed-in guest will not be allowed to attend, the signing Harbour View High School will be notified, whenever possible, before the dance.
- A student may only sign in one guest to each dance.
- Any student that signs in a guest to a school dance will take responsibility for that guest's behaviour. Any incidents involving a signed-in guest will be reported to the home school administration and/or parents/guardians at the discretion of Harbour View High School's administration.

## Deadline Policy for Major Assignments

**Rationale:** Deadlines are about fairness. This policy focuses on the process of fairly setting a deadline and how this can be varied to take into account factors that are beyond a student’s control. These factors may reduce the opportunity a student has to complete and submit an assessment before a deadline. This policy also outlines consequences if deadlines are not met.

Classwork and Homework are part of the learning process, and should be treated as formative assessments. Failure to complete this work may result in assignment to the AIM Room or referral to administration.

### Implementation:

Guidelines	Details
Deadlines are set by the teacher	<ul style="list-style-type: none"> <li>• The teacher is responsible for the students’ assessment therefore the teacher is responsible for setting appropriate deadlines.</li> <li>• Deadlines should be established when the assessment task is first being set and be documented (on the board, electronically, or on paper) rather than just a verbal agreement.</li> <li>• Deadlines should be set far enough ahead to fairly allow students time to complete and submit the assessment task and to allow teachers to mark the assessment.</li> <li>• Major Assignments/Tests would normally be assigned with one week’s notice.</li> </ul>
Deadlines must be fair and reasonable	<ul style="list-style-type: none"> <li>• Students should have input into setting the deadlines where appropriate.</li> <li>• The degree of flexibility depends on the course and the assessment task in context.</li> <li>• Teachers ensure that the needs and skill levels of students are taken into account when deadlines are set, and teach the necessary organizational and research skills so that students are able to successfully meet the deadlines.</li> <li>• Teachers ensure that larger assessment tasks have a process and timeline that supports students to complete the assessment in stages including indicators of progress, collection of evidence of learning, and opportunities for feedback, during the duration of the task.</li> </ul>
Deadlines must be adhered to by both students and teachers	<ul style="list-style-type: none"> <li>• Deadlines are consistently applied so that no student is unfairly advantaged or disadvantaged by a variation to the deadline.</li> <li>• Deadlines can only be varied, either for the class or for individuals using the extension procedure.</li> </ul>

<p>Assessment tasks must be submitted by the deadline</p>	<ul style="list-style-type: none"> <li>• Work must be submitted no later than the deadline indicated by the teacher.</li> <li>• Students who have been granted an extension through the process outlined in this policy have until the new deadline to submit final work.</li> <li>• Students may submit the portion they have completed for partial marks (e.g. a draft).</li> </ul>
<p>If a Deadline is not met then the work is not accepted for summative assessment purposes – and a mark of zero will be assigned</p>	<ul style="list-style-type: none"> <li>• If a student does not submit work by the deadline (or extended deadline where provided) the assessment will receive a mark of zero for credit courses.</li> <li>• In non-credit courses (Grades 9 and 10), failure to submit major assignments by the deadline should result in a referral to ESST where a plan will be developed.</li> <li>• Work handed in after the deadline will be marked to provide feedback to students, but not for grade calculations.</li> </ul>
<p>Extensions may be requested ahead of the deadline</p>	<ul style="list-style-type: none"> <li>• A student may request one extension per course (per semester).</li> <li>• An extension request must be made a minimum of the one day prior to the deadline. Teachers may specify an earlier timeframe for extension requests.</li> <li>• <b>A request for extension made the day of a deadline will not be granted.</b></li> <li>• Extensions are not granted automatically.</li> <li>• Using the school Deadline Extension Request Form, students must provide a valid reason for requesting the extension, and discuss this with the teacher.</li> <li>• An approved extension deadline is firm.</li> <li>• In exceptional circumstances, a student may seek additional extensions as part of an intervention plan developed in consultation with school administration.</li> </ul>
<p>Absences on days assignments are due</p>	<ul style="list-style-type: none"> <li>• Assignments will be due upon the student’s return.</li> <li>• If a set of assignments has been graded and passed back to students, the teacher may choose not to include a late assignment in grade calculations.</li> </ul>

## Deadline Extension Request Form

Name: \_\_\_\_\_

Original Deadline: \_\_\_\_\_

Assignment: \_\_\_\_\_ Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_ Date: \_\_\_\_\_

**Reason(s) for extension request – please be specific:**

**Revised deadline (to be determined with teacher):** \_\_\_\_\_

**Interventions/support required (ex: AIM Room, Study Hall, Time with teacher...):**

Student signature: \_\_\_\_\_ Teacher signature: \_\_\_\_\_

Note: Students may only request one deadline extension per course each semester. Any extension beyond that would only be granted through an intervention plan developed involving school administration.

## Attendance Exemption

An exam in a course may be exempted with a maximum of three (3) absences per semester (at the discretion of the school) in any one class. More than 3 absences in any class will result in ineligibility to exempt in all classes. Students must be passing all 5 courses in order to obtain an Attendance Exemption.

### Criteria:

1. A student/parent is required to provide excuses for all classes for which they are absent. A written note, email, or verbal contact by parent, indicating the reason for the absence, is expected within five (5) school days of the student returning to school.
2. A student shall not accumulate any more than three (3) excused absences in any course in which the student is enrolled.
3. Classes missed due to co-curricular and extracurricular activities are not classified as absences. However, schools should monitor the number of classes individual students miss due to co-curricular and extracurricular activities.
4. Repetitive lateness for classes will be addressed through the ASD-S Student Attendance Guidelines (Pg.8) and may result in the loss of the eligibility of an examination exemption as a school privilege. For the purpose of this document, if a student comes to class tardy on two occasions, twice tardy will be considered as one absence.
5. All major assessment components (other than the final assessments/examination) in each of the courses which s/he is enrolled must be complete.
6. A student who earns an examination exemption but chooses to write the examination may take the mark reflected by the higher of the two options. In other words, the examination mark would be included in the calculation of the final grade if a higher grade is the result. If the examination results in a lower grade, the examination mark is not included in the calculation of the term's work.
- 7. A subject may only be exempted once per school year. (e.g. GMF10 and NRF10)**

## Academic Exemption

An exam in a course in which a student has achieved a mark of 85% or higher may be exempted provided they are passing all of their other classes.

### Criteria:

1. Students may exempt an exam in a class where their final class mark is at least 85% and if they are passing all of their courses.
2. Eligible students may choose to exempt an exam and also choose to still write with the understanding that the exam would only count if it improves their standing.
- 3. A subject may only be exempted once per school year. (e.g. GMF10 and NRF10)**
4. All major assessment components (other than the final assessments/examination) in each of the courses which s/he is enrolled must be complete.

Please note:

- a. It is a school's choice to have Exam Exemptions based on the criteria outlined in this document for Attendance and/or based on the criteria for an Academic Exemption.
- b. When a student is absent due to a death in the immediate family [maximum # of days is five (5)] the absence will not be counted.
- c. When a student is absent due to a verifiable religious observance, the absence will not be counted.
- d. When a student is absent as a direct result of legal obligations which are supported by court subpoenas or appropriate documentation, the absence will not be counted.
- e. When a student with a chronic illness, has an appointment(s) with a specialist, the principal will not count these excusable absence(s). Principals may receive proof of the appointment(s).
- f. When a student is a participant in a provincial, national, or international sporting, fine arts, or leadership event (excluding team tryouts and practices) or when a student is absent as a result of participation in an educational opportunity as deemed appropriate by the school administration, the absence will not be counted.
- g. Due to academic integrity, excessive absences exceeding 20 days in a semester may restrict eligibility for an Academic Exemption. Eligibility should be discussed with the school principal.
- h. When a student is absent as a result of a suspension, the absence will be counted.
- i. When a student is serving an in-school suspension, the absence will not be counted.

## Examination Policy

### Teacher Expectations

#### **Assessment Prep**

- Provide designated administrative assistant(s) with your exams for photocopying before the due date.
- Check exams at least 24 hours before the exam to ensure they have been copied correctly.
- Secure loose leaf if longer or essay responses will be written.

#### **Classroom Set-Up**

- Set up the desks in your classroom the night before an exam. There should be adequate space between desks to discourage cheating.
- Keep exams in a secure place.
- Coordinate with any other teachers who may be supervising one of your exams so that they are aware of all expectations. Example: Who will be picking up the exams and who will be setting up the room, accommodations, etc.).

#### **Prep for Exam Support**

- **2 weeks** prior to the exam dates, print a class list of students for each section in which you will be administering an exam.
- Using the class list, conference with identified students in each section to determine their ESST-Resource needs for the exam. (i.e. if they have a PLP that states alternative setting for exam purposes, requires double time, requires a scribe, have always left your classroom during the school year for ESST Resource support, computer required for writing, etc.).



- Highlight the students who require ESST-Resource support during the exams and identify their individual requests on the class list.
- Submit the lists to Kevin King **1 week** prior to the end of regular classes.
- Support for the classes will be confirmed in writing **before the end** of regular classes to be shared with the students.
- Cross-check the exemption list to verify which students are not writing the exam.
- Ensure students have specific instructions about the exam schedule, including where and when they are writing.

### **On the day Assessment Prep for Teachers**

- If you do not already have the exams, collect them from the main office well in advance of the exam start time.
- Be in your classroom at least **fifteen minutes** before the exam is to commence.
- Send the designated administrative assistant an email within ten minutes after your exam begins listing names of students who have not reported to write but should be in attendance. Their homes will be called.
- Go over the student expectations (see below) for writing an exam prior to going over the exam and commencing the official start time.
- Take note of the official start time.
- Ensure that there are no consistent distractions (coughing, colds, in and out visitors) in an attempt to maintain a quiet work environment.
- Be strict regarding electronic devices (see the administrative guidelines).

### **Student Expectations**

#### **Assessment Prep**

- Students will study for their classes in which they have exams and retrieve extra help from their teachers or through the AIM Room (Room 301) if needed well in advance of the exam.
- Students can also reach out for study skills from ESST – Resource (Room 315).

#### **Prep for Exam Support**

- Two weeks before exams, students will meet with their subject teachers to make arrangements for any assessment accommodations required (those listed on their PLPs, extenuating circumstances, etc.)
- Before the end of regular classes, the students will be informed of the support they will be provided with during the assessment period.

### **On the day Assessment Prep**

- Use the washroom and fill your water bottle before entering the exam room.
- Arrive at least ten minutes before your exam.
- Turn **off** and pack away all electronic devices (cell phone, iPods, etc.) as they are not permitted to be seen or heard during the exam. They may also **not** be used for **any** reason, including time keeping purposes. Failure to comply will result in the student’s removal from the exam.
- Bring pens, pencils, erasers, calculators (i.e. all necessary tools to write your exam).
- Be attentive to the supervisor’s specific instructions.

- If you are receiving ESST- Resource support in writing your exam, remain in your assessment room until the ESST- Resource person come to you.
- You may only leave after 90 minutes.
- No distracting snacks.
- All textbooks must be returned **no later than the day of the exam.**
- If you do not have an exam, you should not be at school.
- Arrange for transportation home following your exam. If you are waiting for an exam, you are expected to be in the library or the cafeteria.
- When you finish your exam prior to the required 90 minute time, you must sit quietly and not disrupt others. Electronic devices are **still not permitted** at this time, **even if** your exam has been passed in.

### **Missed Exams**

- Exams must be written at the posted time.
- In the event a student arrives late to an exam, the student will be allowed for the remaining time available to all students. No additional time will be provided.
- In the event that a student's school bus arrives late, extra time if needed will be arranged by the teacher.
- A doctor's excuse is required to earn an opportunity to write the exam in the future. All missed exams will be written at the same time, with one supervisor, regardless of subject.
- Make up exams will consist of a different version from the original written earlier in the week.

## **Attendance Policy**

At Harbour View High School we believe that a young person's success at school is best assured if home, school and student are working together. As we begin the 2017-2018 school year, we want to ensure that you, as parents/guardians, are well-informed regarding the Anglophone South School District, Student Attendance Policy and how this policy unfolds at our school. It is important to note that during the opening days of the school year, we have reviewed this policy with your son/daughter.

Being in school every day is extremely important both academically and socially. All students must attend all classes in which they are registered. Attendance is monitored on a class by class basis through regular contact with home by our teachers and through our automated *SchoolConnects* calling system. In order to effectively communicate with you, please make certain that we have a current working telephone number that can receive these incoming messages.

You can verify your son's/daughter's attendance through the use of the PowerSchool Public Portal. If you have yet to register for this site, please contact the school office at 658-5359 for access details. At any time, if you have a question about an absence, please do not hesitate to contact your son's/daughter's teacher.

Students who are absent from class are expected to:

- Submit an excuse to their teacher so their attendance record can be updated;
- Students are not to leave the building during school hours without going to the office and signing out. Students are expected to sign in at the main office if they arrive after classes have begun.

Teachers will:

- After 1-5 classes missed (excused and unexcused) in any one period contact the home;
- After 6-10 classes missed (excused and unexcused) a referral is made to our Education Support Services Team (ESSTeam) by Guidance or by the Vice-Principal. There is a one-on-one contact with the home.
- After 11 plus classes missed administration involvement is activated and ongoing referral to the ESST is in place. At 15 absences (excused and unexcused) the student and parent will be invited to attend a meeting to discuss the continued absences and at that time the student will be placed on an attendance contract with the understanding that due to academic integrity, excessive absences exceeding 20 days in a subject, may result in a student being withdrawn from the subject class. The ASD-S Attendance Policy/Guidelines are designed to explore every avenue to ascertain that students stay in school and graduate high school.

### **Prearranged Absence**

It is the responsibility of the student to make arrangements to catch up on any incomplete work as a result of missing classroom instruction for a vacation, sporting event, camp/conference, or any extended absence. When planning to be away from class for an extended period of time a prearranged absence form needs to be completed. Obtain the form from the main office. A parent should be sure to have the form fully completed before signing it.

If possible, the student should make the request before the anticipated absence. If the absence is unforeseen the student must request work - in a timely manner - upon return to school; the teacher will then provide the student with missed assignments and allow the student to complete missed assessments. The teacher will not re-teach missed material. The student will be expected to learn missed material and complete assignments independently. Extra help is available from our AIM room at lunch. For lengthy absences it is advised that a student secure a private tutor to assist with understanding material that was taught during the absence.

## **STUDENT RECOGNITION PROGRAMS**

### **Renaissance Program**

Here at Harbour View we are committed to recognizing and reinforcing attitudes and actions which we value and respect. Our Renaissance program supports and rewards both students and staff for positive contributions to our school and community. We are focused on nurturing and enhancing the gifts and talents everyone possesses. Work hard and become a part of our A-Team with excellence in academics, attendance, attitude and involvement in school activities.

### **Activity Awards Program**

HVHS believes it is important that you be recognized for your involvement in extra-curricular activities. Your participation is valued and in order to reward you, we need you to record

what you do each year. Participation in any extracurricular activity is acknowledged and counts towards the HVHS school letter (V and Winged V) and our Award of Distinction, made available to those who have extensive involvement in the arts, sports and various other activities. Points are set for activities and students are encouraged to strive for top honours. These awards are presented annually at a year-end ceremony in early June. Note: STUDENTS MUST APPLY FOR AWARDS.

**EXTRA CURRICULAR OPPORTUNITIES INCLUDE:**

**Athletic**

Basketball	Swimming	Golf	Softball	Cross Country Biking
Field Hockey	Baseball	Football	Rugby	Soccer
Hockey	Badminton	Volleyball	Cheerleading	Rowing
Curling	Timer	Manager	Scorekeeper	Cross Country
Track and Field	Student Athletic Director			Ski/Snowboard Club

**Non Athletic**

Light Crew	Student Council	Choir	Harbour Views Newsletter
Drama Fest	Grad Class Executive	Musical	Breakfast Program
Stage Crew	Haunted Halloween	Yearbook	Sound Crew
Scenes	Photography	Band	Chess
Relay for Life	Open House	Envirothon	Renaissance
Best Buddies	Christian Fellowship	Key Leader Club	Library Reading Club
ME to WE	Oratorical	Orientation	Wellness
Free Thought	Gender Sexuality Alliance	The Write Stuff	Poetry/Spoken Word

**Undergraduate Awards**

Medals are awarded in recognition of academic success. Deserving graduates receive their medals during the graduation ceremony. Undergraduates receive their medals during the Undergraduate Award Ceremony held each fall.

The HVHS criterion for these medals is:

**Gold Medal – Academic Distinction** - An average of 95% or higher

**Silver Medal – Academic Excellence** - An average between 85%-94%

**Bronze Medal –Academic Achievement** - An average between 80% - 84%

In order to be considered for academic award, scholarship or other prizes a student must be following a full time schedule of ten credits.

## **FRENCH IMMERSION PROGRAM**

We are pleased to welcome you to the French Immersion Program at Harbour View High School. We want your parents to know that our objective is for you to achieve the highest possible level of excellence in French.

Our number one priority is to encourage your willingness and ability to speak only French in the classroom. Your readiness to comply will not only improve your skills more quickly, but allow you to progress in the study of French. Students who choose repeatedly to speak English in the FI classroom are jeopardizing the success and the intent of the program.

We strongly believe that the benefits to all students will be immediately evident and, as a result, we look forward to the highest possible level of excellence in the French Immersion Program at Harbour View High School. In order to reach our goals, we would recommend extra exposure to the French language including: speaking to relatives and friends; listening to French television, radio and music. Also, reading in the second language should be encouraged.

Students will be expected to speak only French during instructional time within the French Immersion classroom.

## **INSTRUMENTAL MUSIC PROGRAM**

The Harbour View Band Instrumental Music Program is an important part of the culture of our school and certainly one of the many elements that makes Harbour View so unique. We are the only school in ASD-S to offer a co-curricular music program. As a result we are able to achieve a very high level of musicianship and performance.

### **Mission**

The Harbour View High School band program is dedicated to providing outstanding musical experiences and opportunities to its students while helping them grow into responsible, mature adults. To make these experiences successful, we require discipline, organization and commitment to the program. Being a part of the band program is to be seen as an honour and students will be expected to help serve as role models for the school and other organizations within it. As a result of our high expectations, discipline, leadership, and social opportunities, students have the opportunity to develop valuable life skills such as a positive self-image, time management, confidence, poise, responsibility and loyalty, as well as the musical abilities needed to be a successful musician and ensemble member.

## Curricular Music Courses

### **-Instrumental Music 9**

This is a 45-hour course offered as an alternative to Grade 9 General Music. No previous experience with an instrument is required.

### **-Instrumental Music 10**

Pre-Requisite: Instrumental Music 9

### **-Instrumental Methods 110**

Pre-Requisite: Instrumental Music 10

### **-Instrumental Methods 120**

Pre-Requisite: Instrumental Methods 110

These are performance-based courses. There will be several performances throughout the semester, mostly evening performances. You will have plenty of notice and are expected to be in attendance for all performances. All students and parents will sign a performance contract at the beginning of the course. Any conflicts must be brought to the attention of Ms. Sanderson immediately. There are no “make-up” assignments for performances unless arranged with Ms. Sanderson well in advance.

## Extra-Curricular Ensembles

### **Grade 9 Band**

This band is for students who have completed Instrumental Music 9. We rehearse twice a week during 2<sup>nd</sup> semester at 8:00am.

### **Grade 10 Band**

This band is for students who have completed Instrumental Music 10. We rehearse twice a week during 2<sup>nd</sup> semester at 8:00am.

### **Senior Band**

This band is for students who have completed Instrumental Methods 10 and/or 110. We rehearse three times a week during 1<sup>st</sup> semester at 8:00am.

**Want more information about the Band Program? Please go [www.hvband.weebly.com](http://www.hvband.weebly.com)**

# Emergency Procedures

## **Evacuation (Fire Alarm/Bomb Threat)**

In the event of a temporary school evacuation due to a fire signal sounding an appropriate announcement, everyone must leave the building and stay in previously designated areas until the all clear signal is sounded.

The following procedures must be followed:

1. The classroom teacher will briefly review the Fire Escape Route Map.
2. Classroom teachers will ensure all windows are closed, lights are left on, and doors are closed after the last person leaves. S/he will guide pupils to the exit and the correct waiting zone on the school grounds.
3. If a student has mobility limitation and is unable to exit the building, the educational assistant (EA) will take the student to the nearest North or South stairwell on the 2<sup>nd</sup> or 3<sup>rd</sup> floor. The EA will inform any teacher passing by to relay their location to the outside monitor immediately upon exiting the building. If the student is in the gymnasium, the EA will remain with the student in staircase exit. The phys. ed. teacher will notify the outside monitor and he/she will report this information to a fireman.

Students are to proceed quickly in an orderly fashion outside and stand as a group away from the building so emergency vehicles can access all areas. If the alarm goes off between classes or at noon, students must exit by the nearest door and meet the homeroom teacher at the prearranged area. Students not assembling in designated areas will be assigned detention for failing to report during a safety exercise.

## **LOCKDOWN**

### **Containment (securing the building)**

Upon hearing the announcement of a lockdown, **anytime during the school day**, students will proceed, without hesitation, directly to the nearest safe classroom (one where the student is known to the teacher) inside the school. Students must move away from windows and doors and listen to their teachers for further instructions.

### **HVHS Lockdown Procedure**

In the event of an imminent threat within the building, it is important that we have a procedure in place to protect students and staff to the best of our ability. Our school's lockdown procedure is designed for the event that such a situation occurs. It is important that all students and staff members are aware of the signal which will be used to indicate that a lockdown is being undertaken as well as an understanding of how each of us is to respond in such cases.

A lockdown will commence when a staff member announces "We are now going into a lockdown" over the PA system.

Upon hearing this, students are to proceed to the nearest classroom as quickly as possible. If you have the choice between approaching a classroom where you are known by the teacher present and one where you might be unknown....please choose the classroom where you are recognized by the teacher. Teachers, likewise, are to report to the nearest classroom and make it available to students. Teachers and students already in classrooms are to stay where they are. As soon as the alarm has sounded teachers are to ensure doors are locked and classroom lights are turned off.

If a lockdown were to occur during a break or over lunch, students are again to find the nearest classroom where there is available space – and teachers are to ensure that as many rooms as possible are open for students. Please do not overcrowd one classroom....but make use of as many as possible.

Teachers should provide a small amount of time (30 seconds to 1 minute) to allow students to find an appropriate classroom and then will close and lock their classroom doors and will not open them to anyone until the 'all clear' is given. A quick look into the hallway to ensure it is clear prior to closing your door would be very helpful. Students must be aware that if they do not proceed quickly, but calmly, to a classroom they may have great difficulty finding an available room.

Once inside a classroom, students are to listen to the instructions of the teacher or teachers who are present. **They are to crouch to the ground or sit on the floor and position themselves in such a way so as not to be visible by anyone outside the classroom. It is very important that classrooms remain as quiet as possible both to avoid having attention drawn to you ... as well as to listen for future instructions. Teachers are asked to closely monitor cell phone use. Once the room is settled, students may send a message to parents/guardians to communicate they are safe – but phone use must be limited, and they must be in silent mode for the safety of everyone involved.**

The school administration, guidance team, resource teachers and office staff will supervise the building to ensure the procedure is carried out properly. The custodial staff will ensure all exterior doors are locked immediately and ensure security and fire alarms are properly armed.

When we have determined that the possible threat has been alleviated, an announcement from a member of the administration will let students and staff know that the lockdown has ended. The cooperation of all students and staff is necessary in order to ensure the safety of all involved.