



2331 Highway #2, Milford, NS B0N 1Y0

# **Student Handbook 2023-2024**

**Leanne Searle – Principal**

**Derek Dykstra – Vice Principal**

**Trudi Isenor – Vice Principal**

Main Office: (902) 758-4620

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[www.herh.ccrce.ca](http://www.herh.ccrce.ca)

## ADMINISTRATION

Leanne Searle - Principal	
Derek Dykstra – Vice Principal	Grades 9 & 11
Trudi Isenor – Vice Principal	Grades 10 & 12
Sherri Crowell – Admin Assistant	
Kari Blaikie – Admin Assistant	
Londa Farrell- Registrar/PowerSchool	
Kari Densmore - Registrar/PowerSchool	
Shawna Shiers – Counsellor	Grades 10 & 12
Caroline Shea – Counsellor	Grades 9 & 11

## EMERGENCY PROCEDURES

### FIRE ALARM SYSTEM

There are numerous fire alarm boxes located throughout the building which are to be used in emergency situations only. All of the fire alarm boxes are in working order, and students are NOT to tamper with them in any way. Any student found tampering with the fire alarm system may face a school suspension and legal proceedings.

**Code Red - Sounding of Fire Alarm** - all students/teachers are to evacuate the building immediately and proceed to their designated area at the front of the building. Teachers with last names A-G are on the lawn above the gazebo. Teachers with last names H-W are below the gazebo. Students on Free Block should go to the gazebo.

**Code Blue - School Lockdown** - all students are to either remain in their present classroom, or to proceed immediately to the nearest classroom, library, cafeteria or washroom.

**Code Green – Hold and Secure** - all students are to either remain in their present classroom, or to proceed immediately to the nearest classroom, library, cafeteria or washroom. Follow directions of principal or designate.

**Code Black - School Evacuation** - all students are to follow teachers and/or administrator's directions and procedures.

## REQUIREMENTS FOR HIGH SCHOOL GRADUATION DIPLOMA

A total of **EIGHTEEN** credits are required to obtain a High School Graduation Diploma. The following 13 compulsory credits from the following subject groupings must be taken and **passed** for students to be eligible for graduation:

### Language, Communication, and Expression

- 3 **English Language Arts**, one at each grade level
- 1 **Fine Arts** (Art, Dance, Drama, or Music)

### Science, Mathematics, and Technology

- 3 **Mathematics** (three different grade levels)
- 2 **Science** (ONE from Biology, Chemistry, Science 10, or Physics, **and** one additional approved science course)
- 1 **other** from Mathematics, Science, or Technology

Note: Dance 11 may count as a fine arts credit or a physical education credit, but not both.

### Personal Development and Society

- 1 **Physical Education High School Credit**
- 1 **Canadian History**: African Canadian Studies 11, Canadian History 11, and Mi'kmaw Studies 11 fulfill this requirement
- 1 **Global Studies** (from Global History, Global Geography, Global Economics, or Global Politics)

At least **Five** (5) credits **must** be at the Grade 12 level, and no more than **SEVEN** (7) may be at the Grade 10 level. *Students are eligible to take all three Global Studies courses, if desired.*

Please Note: The above are **minimum** requirements for graduation, and may not be sufficient to allow a student to meet the entrance requirements for all post-secondary educational institutions and Honors or Honors with Distinction.

## HERH - IMPORTANT DATES TO REMEMBER

### September 2023

- 6 - First Day of School
- 8 - Course changes begin
- 11 - School Photos
- 19 - Deadline to Add/Withdraw a course (and not show on report card)
- 23 - Inservice - no school
- 30 - Truth and Reconciliation Day

### October 2023

- 1 - Treaty Day
- 2 - Truth and Reconciliation Day Observance – no school
- 9 - Thanksgiving - no school
- 16 – Picture Retake
- 27 - Provincial Conference - no school

### November 2023

- 11 - Remembrance Day
- 13 - Remembrance Day Observance – no school
- 14-16 - Report cards go home
- 21-23 - Grad Photos
- 23 - Evening Parent Teacher
- 24 - No school - Parent Teacher 1-3pm

### December 2023

- 20 - Last day of school before Christmas break

### ACADEMIC AWARDS

Hants East recognizes and values outstanding academic achievement each year. The criteria for these awards are below:

#### Honours with Distinction Grades 10-12

Honours with Distinction are calculated based on the six highest academic or advanced courses. The student must have an average of 85 or greater with no mark below 80 in the courses used for this calculation. For their remaining courses, they will have no mark below 50.

#### Honours Grades 10-12

Honours are calculated based on the six highest courses. The student must have an average of 80 or greater with no mark below 75 in the courses used for this calculation. For their remaining courses, they will have no mark below 50.

**Please note:** For grade 12 students, Honors and Honors with Distinction will be calculated using the student's top six grade 12 courses taken during the student's grade 11 and 12 years.

#### Honours with Distinction Grade 9

Students must have an average of 85 or greater with no mark below 80

#### Honours Grade 9

Students must have an average of 80 or greater with no mark below 75

### January 2024

- 2 - Inservice - no school
- 3 - Classes resume
- 25-30 - Culminating Assessments
- 31 - Assessment and Evaluation - No School

### February 2024

- 1 - Second Semester Begins
- 3 - Course changes begin
- 14 - Deadline to Add/Withdraw a course
- 19 - Heritage Day - no school

### March 2024

- 11-15 - March Break
- 29 - Good Friday – no school

### April 2024

- 1 - Easter Monday - no school
- 15-18 - Report cards go home
- 18 - evening Parent Teacher
- 19 - No school - Parent Teacher 1-3pm

### May 2024

- 20 - Victoria Day - no school

### June 2024

- 19-24 - Culminating Assessments
- 26 - Assessment and Evaluation - No School
- 27 - Graduation
- 28 - Last day of school

## **ACADEMIC DISHONESTY**

All of the following examples are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- knowingly providing someone else with your work for them to copy and turn in as their own
- Using French/English translators

## **CHEATING on Exams, Tests, Quizzes and Other Assessments (including, but not limited to, projects, assignments, lab reports, research papers and essays)**

Cheating on assessments is a violation of student expectations. Students caught cheating on assessments will be dealt with by the teacher using their professional judgement, in consultation with administration.

## **ASSIGNMENTS**

Due dates for assessments are determined by the teacher. Students have the responsibility to adhere to these deadlines. Extensions for the submission of any assessments must be negotiated between the teacher and student and will only be granted for appropriate reasons. When an assignment is missing students will see INS in the PowerSchool Portal (this is to show that a piece of assessment is outstanding). If the student passes this in by the negotiated time it will be graded. This aligns with the Provincial Assessment Policy.

## **ATHLETICS**

School Sport Nova Scotia (SSNS) regulations require student athletes to be regular students in order to participate in SSNS competition; any student who is registered as a regular student shall be eligible to compete. A regular student is defined as one who is registered in a **minimum of three courses** in a semester at the school. Students enrolled in fewer than three courses are not considered full-time students and are ineligible for participation in SSNS sanctioned athletics.

## **ATHLETIC ELIGIBILITY**

The student-athlete must adhere to the following guidelines during the season of the sport in question:

- Any student with a mark below 40% will not be permitted to play, practice or attend games.
- Any student with a mark between 40 and 50% cannot play but is permitted to practice.
- A student must be enrolled in 3 courses in the semester of the season of the sport in question (SSNS Policy).
- Sport Specific fees must be paid in full before a student-athlete participates. In rare circumstances, alternate arrangements can be approved by the athletic director.
- Must adhere to the Tiger Policies. This includes having acceptable attendance.
- A student who is serving an ISS or an OSS will be ineligible for practice, games and travelling with the team until the suspension is served in full.

## **ATTENDANCE**

“This policy recognizes that regular attendance at school supports greater student success and achievement. Attendance supports student learning and promotes a sense of responsibility that students will need as they transition from the school system to post-secondary studies and/or the workforce. Promoting and supporting regular student attendance is a shared responsibility. All partners, including students, parents/guardians, teachers, principals, Regional Centres for Education (RCEs), the Conseil scolaire acadien provincial (CSAP), and community partners must work together “- Student Attendance and Engagement Policy

“In order to earn a course credit in high school, students are expected to be present for at least 80 per cent of class time. A teacher can recommend loss of credit when a student has missed 20 per cent of class time due to any absences, and strong efforts have been made to improve the student’s attendance, but no improvement has been demonstrated by the student.” - Student Attendance and Engagement Policy

We want our students to reach their full potential. To reach that potential, it’s important that you come to school regularly and on time.

Regular attendance is required by all students. If a student is absent, it is important for a parent or guardian to notify the school of this absence. All other absences will be considered unexcused. Parents or guardians can easily excuse students by calling and leaving a message at **902-758-4622** or by emailing [blaikiekl@ccrce.ca](mailto:blaikiekl@ccrce.ca) .

*\*\*Any student seen in the building or in a location other than where they are scheduled to be, whether excused by a parent or not, shall be deemed unexcused. \*\**

All Nova Scotia schools follow the Provincial Attendance Policy. Attendance is regularly tracked, and student absences are addressed with students, parents and/or guardians at 5%, 10%, 15% and 20% of each course. The Provincial Attendance Policy can be accessed online at <https://www.ednet.ns.ca/docs/provincialstudentattendanceandengagementpolicy.pdf>

## **BUSES**

In order to provide appropriate communication to parents in case of a bus emergency, no student will be permitted to change from their assigned bus unless permission has been given by the Administration/Head Driver. Students are required to present a note **signed by a parent** that verifies that the student has parental permission to **request** a bus change, and pass it in to the bus office in the basement at the beginning of the day or during the breaks ONLY. **A note requesting a bus change does not guarantee the request will be granted**, as many of the buses have a full load and space may not be available.

## **CANCELLATION OF SCHOOL**

When it becomes necessary to cancel school because of bad weather or other reasons, announcements will be made on local radio stations. It will also be posted to CCRCE’s webpage, Twitter feed and Facebook page.

## **CELL PHONE POLICY**

Specific rules regarding cell phone use are at the discretion of the classroom teachers. Generally, cell phones and electronic devices are to be **silent and out of sight** in the classroom. For educational purposes, teachers may incorporate the use of electronic devices (including cell phones) as needed for classroom activities.

Class/field trips are extensions of the classroom. It will be at the classroom teacher’s discretion when, or if, electronic devices are permitted during these trips.

Repeated violation of the class policy will result in an office referral.

### **Important things to remember**

- The gymnasium, AV room, labs and any other instructional areas are considered classrooms for the intention of this policy.
- Parents and guardians should not be contacting their students during class time. If it is an emergency or if they need to contact their student during class time, they can do so by calling the school at 902-758-4620.
- Phones and electronic devices are prohibited during assessments. Some electronic devices could be used for cheating and therefore could bring about the suspicion of academic dishonesty. If a student is found with a cell phone during an assessment, the student will be referred to school administration.
- Students are not to engage in activities with cell phones and electronic devices that could result in invasions of privacy and/or sexual harassment. No photos, no videos and no audio recordings will be taken of other students or staff members without their permission.
- Students will not engage in any form of harassment with cell phones or electronic devices.

### **CODE OF CONDUCT**

The Province of Nova Scotia provides all schools with a Code of Conduct, which provides advice for consequences when students act inappropriately. The complete document can be found on the Department of Education website at <https://www.ednet.ns.ca> at the top of the list of Quick Links on the bottom-right of the webpage.

Consequences range from discussions, detentions, short-term suspensions (In-School and Out of School) to long-term suspensions (greater than 10 days). Administration can suspend for up to 10 days and can recommend a longer suspension, which then must go to a Suspension Review Committee hearing where the student, parent/guardians and board committee meet.

### **COMPUTER & TABLET USE**

The following partial list represents what is not permitted on school computers and tablets:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, software or networks
- Violating copyright laws
- Using another user's password
- Accessing other user's work
- Intentionally wasting resources
- Using network for commercial purposes

Inappropriate use of the network may result in loss of access as well as other disciplinary or legal action.

### **COURSE CHANGES**

Every effort is made to ensure students are scheduled in the courses they requested; however sometimes scheduling conflicts prevent all requested courses from being scheduled. Course selections made in the spring for the next academic year are generally considered final. Course changes may not be made unless:

- 1) The scheduling process has resulted in an incomplete schedule
- 2) A course and its pre-requisite are in reverse order on a student's schedule
- 3) A course is scheduled for which a credit has already been granted

- 4) A student did not pass a required course
- 5) Student request was not granted due to a conflict with other courses
- 6) A potential graduate lacks a required course to complete graduation requirements
- 7) A student is scheduled in a course without the recommended pre-requisite course
- 8) A potential graduate is able to complete graduation requirements in a single semester
- 9) Student's post-secondary plans have changed

Course changes will not start until the third day of classes.

### **ADDING & DROPPING CLASSES**

All course changes (additions and withdrawals) are at the discretion of the school administrator, as per the NS Student Assessment Policy.

- Last day to add a course OR withdraw a course where the course will not appear on the report card is **September 19 and February 14** (Dates set by CCRCE)
- If the student changes or withdraws from a course within two weeks of the start of the course, the course will not appear on the student's report card or transcript.
- If the students withdraws from a course after the first two weeks and before the last day of class, the course will appear as a withdrawal on the student's report card but not on their transcript. The student's final grade will be recorded as a withdrawal.

Students must complete the Request to Drop or Withdraw from a Course Form and submit it to Student Services.

### **CLASS CAPS**

All high schools in Nova Scotia now have class caps of 32. Junior high classes are capped at 30.

### **COURSE LOAD**

It is required that all students in grade 10 enroll in a full course load of eight credits in order to earn as many credits as possible towards the eighteen required credits for graduation. Depending on the number of credits earned in previous years, students in grades 11 and 12 are recommended to enroll in 3 or 4 courses per semester.

There are a few courses that have a limitation on the number of students who can enroll. Due to these restrictions, students may have to make other selections. Students who may not be permitted to repeat these courses if they have already received credit for the course.

### **EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

HERH offers a variety of extra-curricular activities. We welcome the creation of additional activities if the student can find an advisor/coach. Before participating on a sports team or being involved in any activity club, students may be required to pay an additional fee.

Co-curricular activities (for example: concerts, sporting events) when held at Hants East, are subject to HERH rules and regulations. At home or away, students involved in co-curricular activities represent the school, and as such, are obligated to adhere to the policies and regulations of HERH.

### **FIELD TRIPS**

Field trips can be part of the school curriculum. All students must have their parents sign a field trip permission form for each trip and return it to the teacher before students can participate in a school trip.



### **FIRE ALARMS (Code Red)**

Fire drills will be held at irregular intervals during the year. All students should learn the exit and alternate exit for each room in which you have classes. Teachers will line up alphabetically with A's on the Milford side of the front lawn. Students will line up with their current teacher and if on lunch they will line up with the teacher they just had. Teachers with last names A-G are on the lawn above the gazebo. Teachers with last names H-W are below the gazebo. Students on Free Block should go to the gazebo.

When the alarm sounds, students will follow the directions stated below:

- Remain in your seats until your teacher instructs you to move.
- Leave all books and other bulky paraphernalia, and on instruction by the teacher, walk quickly and quietly to the appropriate exit. If the exit is not usable, the lead students shall turn and communicate this information to the other students. All students will then proceed to the alternate exit.
- Move away from the building to the front lawn area. Students will meet their current class teacher in their designated area on the front lawn. Teachers will line up in alphabetical order on the front lawn (A's at the Milford end and Z's at the Shubie end). The alternate assembly area will be the soccer field.
- Students on Free Block should assemble at the gazebo.
- Remain in position until instructed to return to your classroom.
- If Code Red occurs during 10-minute break or lunch, students are to line up with the teacher from the class they had just before the break or lunch (depending on when the alarm sounds).

Careful adherence to this procedure is mandatory; it may save a life. Failure to comply will be considered a serious offence.

FALSE SOUNDING OF THE FIRE ALARM WILL BE TREATED AS A SERIOUS OFFENSE WHICH INVOLVES THE RCMP.

### **FREE BLOCK**

Students must not roam the halls during free block. All students must be mindful that classes are in progress and there is an expectation of quiet hallways and common areas. Students may assemble in the cafeteria or library or walk the library/student lounge loop during their free block. Students are also welcome to go outside or leave property.

### **LATES**

Please arrive on time for class. Teachers will be recording late arrivals for students. Arriving late for any class is disruptive to the teaching and learning process. If a student arrives more than 30 minutes after the bell they will be marked absent.

### **Leaving Early:**

- If the student is called down by the office, the student may leave without checking into the office
- If the student leaves the class early without discussing it with the teacher, the student will be marked as absent and will receive an office referral.
- If a student lets the teacher know they need to leave early, they will be marked absent until parent or guardian calls in to excuse them from class

- Parents are encouraged to call Kari at 902-758-4622 upon arrival at the school to pick up their child. She will then call them out of class and have them meet you outside.
- Students (and their parents) should be discouraged from leaving before the end of last class in order to get out ahead of the buses.
- Other students are not permitted to leave with friends, or parents of friends, without prior permission from their own parents/guardian.
- Periodically the office will call home to confirm permission for the student to leave.

Note that if a student is absent from a class for more than 30 minutes without teacher permission, they will be marked absent and the appropriate grade level administrator will be notified.

### **LIAISON OFFICERS**

- **First Nations Student Support Worker** – Natalie Gloade
- **African Nova Scotia Student Support Worker**- Perry Colley
- **Security Officer** – Thomas Dickie monitors the video cameras which are located throughout the school. He also is a very visible presence, with the students, in the hallways and outside the building.
- **School Liaison Officers** – Cst. Nick Orman (potential for change)
- **Schools Plus** – Olivia Wiegert (Facilitator), Jarret Doyle & Katie Hobson (Outreach Worker), Nicole Blanchard (Clinical Therapist)
- **Future Works Liaison Officer**- Meagan Kuhn
- **Youth Health Center** – Nicole Gatto
- **Adolescent Outreach**- Melissa Mackereth

### **LUNCH**

Grade 9 – 12 lunch is 11:50 a.m. – 12:40 p.m. (50 minutes). Students can leave property during their lunch.

### **MISSED TEST/ASSESSMENT POLICY:**

- ⊄ “Assessment” can refer to a test, quiz, presentation, in class assignment, etc.
- ⊄ Students who miss an assessment while absent are expected to complete the assessment on the day agreed upon with the teacher

If the absence is excused for a school sport or school related activity:

- Student should inform their teacher before the assessment date (example - the day before a test)
- Students will write the assessment on the day agreed upon with the teacher

**Vacations:** Hants East Rural High encourages families to vacation on school breaks. When a student goes on vacation during regular school semesters, teachers will not provide work ahead of time. Students are expected to make up the work, which will be provided by the teacher, upon their return to school.

### **NOON HOUR SUPERVISORS**

We have noon supervisors who work during lunch. Each has a defined area both inside and outside the building. If ever a student has a worry or concern, they should approach one of the supervisors.

### **NO SCENT**

To provide a healthy environment at Hants East Rural High, our school strives to achieve a **scent-free** environment. Please do not wear perfumes, colognes, or scented products including essential oils.

### **PARKING**

The front of the building is reserved for school buses only. Please keep this area clear.

Students will park in student parking and must follow the rules of the road and must adhere to speed limits on school property. Students who are driving recklessly may receive school-based and/or legal consequences as a result of their actions. It is important to note that the speed limit on school property is **15 km/h**.

All vehicles enter our property using the Milford entrance and leave using the Shubenacadie exit.

### **POSTERS**

Before posters can be placed around the school, permission must be obtained from the principal or one of the vice-principals. Posters should not be displayed in stairwells or on windows/doors. Posters should be removed promptly once the associated event is over.

### **POST-SECONDARY ENTRANCE REQUIREMENTS**

Students must realize that requirements for universities/colleges and other educational institutions vary considerably and are subject to change. It is advisable to consult calendars frequently when making long-range plans. All universities require at least five Grade 12 Academic courses. Requirements for community college and other post-secondary institutions vary according to the institution. Students should check with Student Services on entrance requirements.

Averages required for entrance vary from 60% to 70%; however, students are advised that in many instances, achievement of minimum requirements in no way guarantees acceptance. This is particularly true for specialist diplomas such as Pharmacy, Engineering, Dental Hygiene, Nursing, etc. Be advised that Nova Scotia Community College accepts students as early as grade 11.

Most universities do not accept "Open" credit type courses. In addition, some Academic type credit courses are not acceptable. Acceptance of some courses vary from one educational institution to another, and students should consult institution calendars carefully before making final course choices. When in doubt, email the registrar of the university.

Choose courses according to your own abilities and need. Students and parents can book an appointment with Student Services during school hours. Appointments can be arranged by phoning 758-4622 or by booking an appointment with Kari Blaikie in student services.

**Credit Requirements:** Students are considered to be registered in grades as noted: **Grade 10** if they have fewer than 2 credits; in **Grade 11** if they have 2 credits, but fewer than 10 credits; and **Grade 12** if they have successfully completed 10 credits, **and are eligible to graduate** by achieving the 18 required courses by the end of their grade 12 year.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The SAC is a committee made up of parents, student leaders and school staff. Parents are asked to consider becoming members. Meetings are generally every month and last for about 1hr. This is a great way to get involved in your child's school. Contact Mrs. Leanne Searle ([searlelm@ccrce.ca](mailto:searlelm@ccrce.ca)) if you are interested in joining.

### **STUDENT LEADERSHIP - Tigers Around the Table**

HERH Leadership has Co-Presidents elected by students. Other student leaders are invited to participate in Tigers Around the Table. The meetings will have representatives from a variety of clubs, interests and activities within the student body. All attempts are made to have Tigers Around the Table reflect diversity within the school. Decisions made at the Tigers Around the Table meetings will guide and impact student life.

### **STUDENT INSURANCE POLICY**

All students must, as part of the Student Registration Form, supply the school with the telephone number(s) where parents and/or guardians can be reached in case of accident or illness. Any student involved in an accident at school must immediately report to the office. The office will make all necessary arrangements to convey students home or to a doctor. The school will act in accordance with CCRCE policy affecting conveyance of sick children at school, and procedures for ill or injured children at school. Information regarding SIP can be found on the school website.

### **STUDENT SERVICES, SCHOOLS PLUS AND THE YOUTH HEALTH CENTRE**

Students who want to meet with a School Counsellor (Caroline Shea for grades 9 & 11, Shawna Shiers for grades 10 & 12) must obtain an appointment slip from Kari (in the main office) and present it to the subject class teacher prior to the appointment. Students shall obtain their appointments prior to the start of classes, or at the lunch break. In urgent situations, an appointment is unnecessary.

Students wishing to book an appointment with the Youth Health Centre, Futureworx or any of the SchoolsPlus supports can come to the office to check availability or drop into those areas.

### **TEXTBOOKS**

Some courses may require the use of student textbooks. Textbooks will be signed out and distributed at the discretion of individual teachers. Any textbook borrowed by a student must be returned by the end of the course.

### **TIGER AWARDS**

HERH recognizes students whose contribution enriches the quality of life within our school. HERH will recognize those who have achieved standing at the Platinum, Gold, Silver, and Bronze levels. A student shall be presented with a "Tiger Award" relative to their standing. Participation points are awarded to students according to the following categories of school sponsored activities:

- Academic Activities
- Athletic Achievement/Activities
- Literary Arts Achievement/Activities
- Performing Arts Achievement/Activities
- Student Leadership Activities
- Visual Arts Achievement/Activities
- Other Extra-Curricular Activities

The student with the highest overall points receives the Pegasus Award.

### **TOBACCO, VAPING, ALCOHOL, CANNABIS AND ILLEGAL DRUGS POLICY**

No one shall use, be under the influence of, or be in possession of alcohol, cannabis or other illegal drugs on school property. Smoking of any substance, use of other tobacco products or vaping/e-cigarettes are also not allowed anywhere on school property.

### **VISITORS**

All visitors must report to the office immediately upon entering the building. Any person entering the building unlawfully will be dealt with by the RCMP.

### **WEBSITE/FACEBOOK**

The school's website and Facebook page are a valuable source of information with regard to all school activities. The daily announcements are available along with links to school clubs, teams, the musical, and staffing lists. [www.herh.ccrce.ca](http://www.herh.ccrce.ca)

**WORK PACKAGES**

Packages can only be requested through the Administration. Students must be absent (Excused or Exceptional Circumstances) at least three days to request a work package.