



**HALIBURTON HIGHLANDS
SECONDARY SCHOOL**

**STUDENT HANDBOOK
2020 - 2021**

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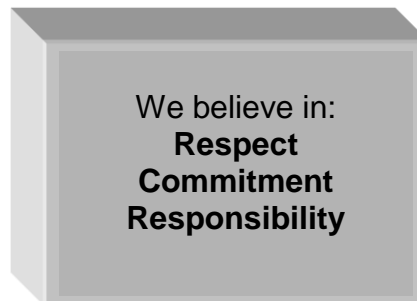


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MISSION STATEMENT

At Haliburton Highlands Secondary School, our goal is to help each individual reach their fullest potential and become productive and participatory citizens of our school and local and global communities. We promote the social, creative, moral, physical and intellectual development of all members of our school community. We aim to help our students acquire a variety of skills and knowledge, teach them to become critical and independent thinkers, and encourage the development of healthy lifestyle habits. We want our students to become active citizens who seek to have a positive impact on the social, cultural and natural environments and make educated and independent decisions tempered by values such as integrity, discipline and compassion.

Message from the Administration....

Welcome to **Haliburton Highlands Secondary School** and a special welcome if you are new to our school. We hope that your school year will be an interesting and successful one. We know it will be challenging, but filled with opportunities.

This planner has been designed to help you organize your school and social activities for the year. Keep it with you and use it **daily**.

Please take the time to read the entire planner carefully and share the information with your parents. The **CODE OF CONDUCT** is especially important. It is meant to foster a healthy and happy environment here at H.H.S.S. Knowledge of this code is necessary so you will know the types of behaviour that are acceptable.

H.H.S.S. is a full-credit semester school. You can earn up to four credits in each of the two semesters. Semester I begins in September and Semester II in February. Attendance is **EXTREMELY** important in this system. Be sure to keep pace with your class in each of your subjects. There are extra-curricular activities which take place at noon hour and after school. **GET INVOLVED** and make HHSS better because of your positive contributions!!

Be kind to one another, always!

If you need any assistance, simply ask.

Chris Boulay, Principal

Jennifer Mills, Vice Principal

2020 - 2021 SCHOOL CALENDAR

Students will attend school each day other than on days named "Professional Activity Day", "Statutory Holiday" or "Board Holiday."

September 1	Professional Activity Day
September 2	Professional Activity Day
September 3	Professional Activity Day
September 4	Board Holiday
September 7	Statutory Holiday
October 12	Statutory Holiday
November 20	Professional Activity Day
December 21-Jan. 1	Winter Break - Holidays
February 2	Professional Activity Day
February 3	Semester 2 Begins
February 15	Statutory Holiday
March 15-19 Inclusive	March Break
April 2	Statutory Holiday
April 5	Statutory Holiday
May 24	Statutory Holiday
June 28	Professional Activity Day
June 29	Professional Activity Day

AGENCIES/SERVICES IN HALIBURTON COUNTY

Access Centre	705-457-1600
Alternate Education and Training Centre	705-457-3745
Ambulance	911
C.H.A.C.E. Resource Centre	705-457-2989
Case Co-ordination Program	705-457-5345
Children's Aid Society	705-457-1661
Correspondence	800-387-5512
County Social Services	705-286-4085
Crime Stoppers	800-222-8477
Fire	911
Fleming College	705-457-1680
Fleming Crew Employment Centre	705-457-2020
Four County Addictions Services	705-457-1630
Haliburton County Mental Health Services	705-286-4575
Haliburton Home Support Services	705-457-2941
Haliburton Hospital	705-457-1392
Highlands Community Pregnancy Care Centre	705-457-4673
Infant Development Program	705-457-5345
Kawartha Health Unit	705-457-1391
Kawartha Lakes Bussing – Lindsay Office	705-324-8882
Kids Help Phone	1-800-668-6868
Medical Centre	705-457-1212
Ontario Works	705-286-4085
Point in Time (Counselling Services)	705-457-5345
Police	911
S.I.R.C.H. Community Services	705-457-1742
Vocational Rehabilitation	705-457-1316
Y.W.C.A. Women's Safety Network	705-286-1942

GLOSSARY

Bullying: Typically (but not limited to) a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Cyber Bullying: Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels (i.e. hate speech)

Harassment: word, conduct, or actions that is directed at an individual and serves no legitimate purpose and which is reasonably ought to be known will annoy, alarm, or cause that individual emotional stress.

Progressive Discipline: A series of increasingly serious steps that range from teacher intervention right up to parent/teacher administrative meetings, suspension and alternative education.

School Community: The School Community includes trustees, school board employees, students, parents, visitors, volunteers, contractors, community members on school premises, or any other person attending on Board property (including schools) for any reason while on Board property (including schools), while on school busses, at school-related events or activities, or in any other circumstances that could have an impact on the climate of a school.

School: refers to school buildings, property, school busses, field trips and all other in-school and out-of-school related activities for which the Board is responsible.

Standards of Behaviour

Respect, Commitment, and Responsibility

(Adapted from the Ontario Ministry of Education Code of Conduct)

All members of the school community must:

- **Respect** the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- **Respect** all members of the school community, especially persons in positions of authority;
- **Respect** differences in people, their ideas, and their opinions;
- treat one another with dignity and **respect** at all times, and especially when there is disagreement;
- **Respect** and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- demonstrate honesty and integrity;
- **Respect** the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.
- **Respect** and comply with all applicable federal, provincial, and municipal laws.

RIGHTS AND RESPONSIBILITIES

“Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.” - Ontario Ministry of Education

RIGHTS		
<p>Students to be treated with respect to have the opportunity to learn in a suitable environment to have freedom from physical and verbal harassment to select any school program to have access to information about progress in their studies</p>	<p>Teachers to be treated with respect to have students behave responsibly and respectfully while involved in all school activities, including trips to exclude students who are disruptive to the class, are habitually unprepared for class, or are persistently uncooperative to have freedom from physical and verbal harassment</p>	<p>Parents to be treated with respect to expect to have classes conducted in an orderly manner to have their child provided with a worthwhile program and competent instruction to receive communications, such as reports from the school to confer with the staff and administration of the school</p>

RESPONSIBILITIES		
<p>Students to respect the rights of all members of the school community to be prepared to fulfil the requirements of, and take an active part in all classes to work to the best of their abilities to promote and develop self-discipline by following the Code of Student Behaviour of H.H.S.S. to attend classes regularly and punctually</p>	<p>Teachers to plan and conduct an effective program and to assist students in learning to provide student evaluation, and to report student progress at regular intervals to ensure a learning environment by enforcing the rules of the school while recognizing the rights of all individuals to refer uncooperative students to the administration of the school</p>	<p>Parents to assist the student in following responsibilities described to provide co-operation between the home and school to enhance the academic and social growth of the student</p>

SCHOOL CODE OF CONDUCT

GUIDING PRINCIPLE: *“The goal of the Board’s Code of Conduct Policy is to support a safe learning, teaching and working environment in which every student can reach his or her full potential and in which all members of the school community will be treated respectfully.” ~TLDSB*

All MEMBERS OF OUR SCHOOL COMMUNITY must:

- Respect differences in people and their opinions;
- Treat each other with dignity and respect especially during disagreements;
- Respect and treat others fairly regardless of race, ancestry, gender, sexual orientation, age, religion, citizenship or disability;
- Respect the rights of others;
- Show honesty and integrity;
- Show proper care for school property and property of others;
- Take appropriate steps to help those in need;
- Seek help from school staff if necessary to resolve conflicts;
- Respect persons in positions of authority and all members of the school community;
- Respect the need for schools to be a safe and healthy place where learning and teaching can happen;
- Keep their language respectful – which includes not swearing at staff;
- Comply with all laws.

In addition, all STUDENTS must:

- Be respectful of others;
- Attend school;
- Be clean in person and habits;
- Dress appropriately ;
- Show self-discipline;
- Treat staff, fellow students and invited school visitors with courtesy and respect –in both actions and words;
- Follow school policies and routines;
- Show respect for school property;
- Return school property on time and in reasonable condition;
- Reimburse school for all or part of costs for replacing or repairing damaged or lost materials or those deliberately damaged;
- Behave appropriately and safely on school buses;
- Put effort into doing well academically by participating in class and completing assignments;
- Be present for tests and exams and complete honestly;
- Obey reasonable order by any school staff and all reasonable classroom policies by teachers. This includes supply teachers, educational assistants, secretaries or custodians.

All Students Must:

- Avoid public arguments with staff about perceived unfair treatment. Instead it is expected that student will seek to resolve by private talk with teacher or school counsellor or administrator;
- Accept discipline from staff and attempt to correct student behavioural mistakes;
- Obey the board policy on use of internet in schools;
- Be responsible for personal electronic devices in the event of loss, theft or damage;
- Turn off cell phone and electronic devices during class times and scheduled study periods;
- Ensure that the camera function of any electronic device is not used without staff or fellow students' permission;
- Be personally responsible for passwords and devices as well as any activity or content on devices including internet accessed by their passwords;
- Be accountable for content of any memory storage devices (i.e. USB memory sticks). Staff have the right to request to see the content;
- Alert a staff member if they know of harmful or harassment types of behaviours targeting any of their classmates via use of electronic devices or internet sites;
- Be accountable for off-school property use of internet sites or electronic devices which may have a negative impact on the school environment.
-

All MEMBERS OF OUR SCHOOL COMMUNITY must not:

- Use bullying;
- Commit sexual assault;
- Be in possession of any weapon – including firearms;
- Traffic weapons or illegal or restricted drugs;
- Have, be under the influence of, or give to others, alcohol or illegal or restricted drugs;
- Give alcohol to a minor;
- Commit robbery;
- Cause injury to anyone or encourage others to do so;
- Use a weapon to threaten or intimidate;
- Cause injury to another with an object of any sort;
- Promote hate propaganda or act in any way motivated by hate or bias;
- Vandalize causing extensive damage to school property or property located on school grounds;
- Cause a disturbance anywhere on school property which interrupts learning or school operations.

All STUDENTS must not:

- Use profane or improper language themselves or directed at anyone else;
- Use threatening words, gestures or physical assault against a person or their property;
- Use displays of affection that are inappropriate for school setting (kissing, fondling, embracing);
- Harass by any means (verbal, physical, electronic device/internet) any member of school community;
- Use drugs, alcohol or tobacco on school property or at school events;
- Smoke or use any other tobacco product on school property, busses or at school events;
- Have, use, sell or give alcohol, illegal drugs or restricted prescription drugs (sold illegally for non-medicinal purposes) on school buses, field trips, school property;
- Be on school property where the use of alcohol or illegal drugs is still detectable;
- Steal or vandalize the property of others;
- Use camera capable electronic devices in areas others expect to be private (washrooms, change rooms) or where there is a known objection to taking pictures;
- Connect PDA's with internet capabilities to TLDSB network;
- Use internet or electronic devices to threaten, harass or demean any other member of the school community especially when those actions interfere with that member's ability to function in the school;
- Access inappropriate websites.

Additional Expectations Related to the Pandemic (COVID-19):

All members of the school community, including school staff, students, parents/guardians, and visitors must:

- Respect the school entry and exit procedures in accordance with their role as outlined in the Return to School Plan 2020 for staff and for students/families;
- Adhere to required hygiene procedures (handwashing, cough/sneeze etiquette, not sharing food, washroom use, etc);
- Adhere to required distancing procedures (distancing, placement of personal items);
- Immediately report to a staff member if you are showing any signs of any illness or symptoms of COVID-19 during the school day;
- Not attend the school or any board building if you are showing any symptoms of COVID-19 (a self-assessment must have been completed by anyone entering a TLDSB building <https://covid-19.ontario.ca/self-assessment/>)
- Respect health unit protocols related to quarantine or self-isolation if you or a member of your household has been exposed to, or has been diagnosed with COVID-19

PROGRESSIVE DISCIPLINE

GUIDING PRINCIPLE: Haliburton Highlands Secondary School strives to provide the best possible education for the students in our care. Our staff is responsible for ensuring the safety of students as well as their academic performance

Progressive Discipline is a series of interventions that may include but are not limited to:

Teacher Engagement

When a student's behaviour is inappropriate, the teacher will implement the classroom discipline plan.

Referral to Vice-Principal

Student will be counselled by the Vice-Principal and a warning will be issued.

Restorative Practice

With student, parent, teacher, department head, Vice-Principal and/or Principal, Board Student Services Counsellor and may be formal or informal depending on the circumstances. The purpose may be to enlighten, educate, or warn the individual involved.

Making Amends

Students may perform work, pay costs for damages, and/or make an apology.

Controlled Supervision

Students may be required to serve detention or perform a duty.

Temporary/Permanent Loss of Privileges

Will involve temporary or permanent loss of services provided by the Board of Education. This may include bus riding privileges, computer use, field trip and extra-curricular activities.

Suspension

- i. In-school suspension
- ii. Formal suspension
- iii. Suspension Pending Expulsion

SUSPENSIONS

The infractions for which a suspension may be considered by the principal include:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol, non-medically prescribed cannabis or restricted drugs;
- being under the influence of alcohol or non-medically prescribed cannabis;
- selling or supplying tobacco, cannabis or alcohol
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- bullying;
- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
- any act considered by the principal to be contrary to the Board or School Code of Conduct.

Suspension pending Expulsion:

The infractions for which suspension pending expulsion must be considered by the Principal include:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons or illegal or restricted drugs.

Suspension pending Expulsion (cont'd):

- committing robbery;
- selling or supplying tobacco, cannabis or alcohol
- giving alcohol cannabis, or illegal or restricted drugs to a minor;
- an act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- a pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
- activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- the student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- any act considered by the principal to be a serious violation of the Board or School Code of Conduct; or
- the student has engaged in conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or to respect the rights or dignity of other members of the school community, despite having been given a reasonable opportunity to do so.

ACADEMIC INTERVENTION

GUIDING PRINCIPLE: Academic excellence is our number one goal. Through teacher, administration and parental support we will ensure that all students meet deadlines, hand in quality work and are successful in earning their credits.

Step 1

Students who neglect to complete their assignments will have home contacted by their teacher and will be directed to the Student Services/Student Success Department who will assist in helping the students complete their assignment.

Step 2

Teachers will contact home if a student is in danger of failing and record the date and particulars of the communication at any time during each semester.

Step 3

If a student has a failing mark below 50%, a Student Progress Report will be given to the Principal upon request. A meeting will take place with parents, teachers and Principal as deemed necessary.

Note:

If at any time during the semester a student does not meet the academic standards as required by a teacher, i.e. homework completion/assignment policy not met, the teacher can ask for a meeting with the Principal and parents.

ASSIGNMENT POLICY

GUIDING PRINCIPLE: Responsibility starts with you.

More than half of failed courses were the result of poor attendance and assignments either not handed in, or done well below the student's ability level.

ABSENCES ON TEST DAYS

Students who are absent on a test day without proper documentation will receive a zero. If students know in advance they will be absent, they must see their teacher well in advance to make alternative arrangements.

LATE ASSIGNMENTS

Teachers will hand out a copy of the LATE ASSIGNMENT POLICY.

ACADEMIC DISHONESTY: PLAGIARISM AND/OR CHEATING

Plagiarism is the use or close imitation of the language and thoughts of another without attribution in order to represent them as one's own original work. Plagiarism or cheating will not be tolerated. A first offense may result in a mark of zero or an opportunity to redo/resubmit the assignment, after consultation with the student, parent, teacher, department head and school administration. A second offense will result in a mark of zero, a call home and the student will be referred to the Principal. A third offense will result in a mark of zero and may result in an in-school suspension.

ATTENDANCE POLICY

GUIDING PRINCIPLE:

“If you don’t go... You don’t know!”

Regular attendance is directly related to achievement in school. Students are expected to attend every day.

What do I do if I am absent?

If you are absent from class(es), it is your responsibility to **provide the office with a note signed by your parent/guardian, or have your parent/guardian telephone the school, upon return to school by 9:00 a.m. Messages may be left at any time of the day on our attendance voice mail (705-457-2950, ext. 0). Students 18 or over must provide their own note.** Failure to provide a note or telephone call will result in the student receiving consequences.

Students may not be given a note or parental permission to excuse them to view school events. Students will be allowed to view school events when their teachers or administration permits the event to be an approved excuse, (i.e. a school buy-out or assembly). **During school buy-outs students are expected to attend the event.** If leaving the event, parents must pick up their child and sign them out at the main office.

If a **vacation or extended absence** (other than illness) of **six or more days** takes place, a letter of explanation must be written, signed by parent/guardian and returned to the school with a “Plan of Education”.

All students must be in attendance for the last 3 days of each semester in order to obtain their credit.

Students absent, **for any reason**, are still responsible for the work missed. It is the student’s responsibility to see their teachers and find out what work they have missed and make arrangements for catching up.

Students with irregular or frequent absenteeism will be referred to the Board’s Student Attendance Counsellor.

Students who have already graduated must be seen by administration to review attending classes responsibly.

REGULAR SCHEDULED SPARES

Only Grade 12 students will have regular scheduled spares in their timetable.

Students with regular scheduled spares will have two choices:

1. Go directly to the cafeteria or library at the beginning of spare.
2. Leave the school property at the beginning of your spare.

Administration will deal with any student loitering in the halls.

TRUANCY

EXPECTED BEHAVIOUR

All students will be expected to attend school every day and to be present at all classes while in school.

Each student is responsible for any work missed in class due to absence because of illness or extracurricular activities.

If a student is present in school, but does not attend class, they will be considered truant and receive consequences. *If a student misses a test due to truancy, a mark of zero may be awarded on the test.*

CONSEQUENCES OF BEHAVIOUR

Students truant from class will be seen by Administration.

Step 1

First Offence: Parents will be informed through SchoolMessenger. Student will receive two detentions.

Step 2

Second Offence: All students will receive additional detentions to be served during lunch break and parents will be informed.

Step 3

Third Offence: In-school or Formal Suspension will be considered.

Step 4

Fourth Offence: Further consequences will occur and a parent meeting may take place prior to re-entry.

EVALUATION POLICY

GUIDING PRINCIPLE: "Work not completed is not acceptable"

All students will be informed of their subject evaluation at the start of each semester by their teacher.

ACADEMICS

COURSE LOAD

All students in grades 9 to 11 will be required to take a full course load of four subjects per semester. Students in grade 12 will take the required course load for graduation.

DEPARTMENT EVALUATION POLICY

Department evaluation policy will be shared with every student during the first week of each semester.

FINAL MARK CALCULATION

Teacher Calculated: Teachers will formulate students' marks on a cumulative format as outlined in their department evaluation forms.

EXAMINATIONS

Formal examinations will be written at the end of each semester. Failure to write these examinations will result in the mark of 0% unless the prior permission of Administration is granted or a medical certificate is produced.

There will be no formal examinations in mid-semester. Departments may have a major test at mid-semester as part of their evaluation process.

PARENTS' NIGHT

During the fall and spring there will be a Parents' Night to provide the opportunity for discussion with individual teachers about school progress. Specific dates and times will be announced on our school website, on student Progress Reports and via a SchoolMessenger phone call home.

EXAMS

All students must attend exams in order to complete their course requirements or their credit may be denied.

ILLNESS DURING FORMAL EXAMINATIONS

- If a student is absent without documentation, the course will be considered incomplete. The Principal must see these students.
- If a student is ill, and brings a note from a **parent** supporting that fact, the teacher may award an estimated exam mark up to 60% of the value of an exam.
- If a student brings a **medical note**, the teacher may award any mark, up to the full unlimited aggregate value of the exam.

ILLNESS DURING IN-CLASS EXAMINATIONS

1. All students are to be in class for 75 minutes. Students are only allowed out for emergencies.
2. **Absenteeism**
In-class examinations are considered formal, final examinations. The same procedures apply, as would apply to formal exams.
 - If a student is absent without documentation, the course will be considered incomplete. The Principal must see these students.
 - If a student is ill, and brings a note from a **parent** supporting that fact, the teacher may award an estimated exam mark up to 60% of the value of an exam.
 - If a student brings a **medical note**, the teacher may award any mark, up to the full unlimited aggregate value of the exam.

VACATIONS

All students and their parents/guardians are asked not to plan vacations during the school year, especially during final summative or exam times. Exams are scheduled during the last two weeks of each semester. Please refer to your school calendar when planning vacations. If a vacation or extended absence (other than illness) from school takes place, a letter requesting excusal from school must be submitted with an Education Plan to the principal prior to the expected absence.

INTERNET AND COMPUTER USE POLICY

GUIDING PRINCIPLE:

Use of the Trillium Lakelands District School Board connections to the Internet shall be for the exchange of information in order to support the user's education, communication and research.

USE OF INTERNET AND ELECTRONIC DEVICES

(Taken from the Board Code of Conduct)

Technologies such as the internet, cell phones, digital cameras, pagers and personal recording units are emerging as valuable educational and communication tools. Some of these devices even enhance safety. These same devices can be used in negative ways which violate the Code of Conduct standards or impact negatively on safe, caring and orderly schools.

For example:

- use of text messaging and postings on internet sites can be used to harass others;
- cellular phones and other electronic signaling devices in classrooms can be disruptive. Even when incoming signals are silent, they can interfere with attention to both learning and teaching. Communication devices have the potential to be used for academic dishonesty;
- integrated digital cameras in cell phones and digital assistants (PDAs) can be used in a manner that violates the privacy and dignity of others;
- Standards for the use of internet and electronic devices attempt to reflect etiquette for use of these devices in society.

4.2.3.1 STUDENTS MUST:

- adhere to the TLDSB Information and Communication Technology - Acceptable Use Policy (BU-3035 and BU-3036);
- use cellular phones and electronic devices only during times and in locations as determined by school policy;
- turn off cell phones (including camera, MP3, or other accessories) or other personal hand held devices, and keep them appropriately stored during class times;

4.2.3.1 STUDENTS MUST (Continued...)

- be personally responsible for their own devices and any activity and content on those devices or the internet accessed by their passwords;
- be accountable for the content of any memory storage devices (i.e. USB memory sticks) and use them with the knowledge that staff has a right to request to see the content;
- alert a staff member if they have knowledge of harmful or harassment types of behaviours targeting any of their classmates via the use of electronic devices or internet sites;
- be accountable for off-school property behaviour using internet sites or electronic devices which have a negative impact on the school environment.

4.2.3.2 STUDENTS MUST NOT:

- use the camera capabilities of electronic devices in areas where there is an expectation of privacy (i.e. washrooms, change rooms) or any other situation where there is a known objection to taking pictures;
- connect PDA's with internet capabilities to the TLDSB network;
- use the internet or other technologies to threaten, harass or demean another member of the school community, especially when those actions interfere with that member's safety or ability to function in the school;
- access inappropriate websites.

Loss, Theft, and or Confiscation of Devices

The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.

Where a student violates any of the student responsibilities outlined in this document, the device may be temporarily confiscated by staff and returned to the student, parent or guardian (or adult pupil) after the instructional day, or as deemed appropriate by the school administration.

ROUTINES & PROCEDURES

GUIDING PRINCIPLE: The following routines and procedures have been established to provide a safe environment that respects the fundamental rights of each member of the school community to teach and learn.

CONSEQUENCES: A lack of compliance with the routines of this school will result in counselling by Administration and possibly a loss of privileges. Students who repeatedly neglect to follow routines and cooperate with staff will be subject to the progressive discipline procedure outlined on page 12.

AFFECTION: Embracing, kissing, fondling or other inappropriate displays of public affection are not to be expressed on school grounds.

AREAS OUT OF BOUNDS: The train, the woods, the rail trail and the park area across County Road 21 are out of bounds to all students.

ATVs: see VEHICLES

INCLEMENT WEATHER DAYS: Schools are open on inclement weather days although bus service may be cancelled. It is the parents/guardian decision whether to send the student to school on these days.

BUSSES: Students are expected to follow the Code of Conduct. Only safely secured articles may be transported on the bus. Consequences of misbehaviour include:

First and Second Offense: Warning sheet given to student to take to Administration; parental/guardian contact

Third Offense: Suspension of bussing privilege

Fourth Offense: Possible removal of bussing privilege

CAFETERIA: The cafeteria is open from 8:00 a.m. – 2:10 p.m. The cafeteria offers a full line of hot and cold beverages. It is also a place for working and studying for students on spares.

CAMERAS: In areas where cameras are permitted, permission from the person you are taking a picture of must be obtained first.

CARS: see VEHICLES

CELL PHONES: Cell phones and other communication devices may only be used **OUTSIDE** the classroom. If cell phones are to be used during class and for educational purposes, prior permission must be obtained from the teacher. Students who violate the rule will be asked for their cell phone/communication device with referral to administration for consequences. Parents/guardians can contact the school to have a message delivered to their child.

CHANGE OF STUDENT INFORMATION: Please inform the office immediately of a change in address, telephone number, guardian, or lock combination during the school year.

CHANGEROOMS IN ATHLETIC COMPLEX: Please leave all valuables in your locker for safekeeping. H.H.S.S. is not responsible for the loss of valuables left in change rooms. Please do not share locker combinations for any reason.

CLASSROOM RULES:

- Be on time for class
- Be prepared for class
- Do not bring your coat or backpack to class
- No food and drink in class, except for clear water

COATS AND BACKPACKS: Must be in your locker during class time.

DRESS CODE: Students are expected to wear clothing that is clean and in good repair. **“Dress for Success and Respect.”** Tops must provide adequate coverage of back, belly and chest. Bottoms must provide adequate coverage and no undergarments should be visible, including boxer shorts. Clothing which is suggestive, insulting or advertises drugs or alcohol is not permitted. Footwear must be worn at all times.

FIELD TRIPS: Positive student behaviour is a requirement prior to participation on a school field trip

FIRE ALARMS AND REGULATIONS: All students should be aware that it is a very serious offence to set off a false fire alarm or to tamper with any safety equipment. It is also against Fire Regulations to congregate between fire doors at the ends of the halls and in stairways. Posted in each room is the exit to use in case of fire. Learn the proper exit for each room. The alarm signal is a loud bell which signals everyone outside as quickly as possible, without running. Once outside, move well away from the exits.

FOOD AND DRINK: Only clear water is permitted in the classroom. No food or other drinks are allowed.

HALLWAYS: Mature behaviour is expected at all times. Running, pushing, shouting and sitting in the hallways is not permitted. Students should not be in hallways during class time.

HATS: Not to be worn in theatre during formal assemblies (.i.e. Remembrance Day, etc.).

ILLNESS: Students becoming ill during the day should report at once to the Main Office. Parents or guardians will be informed and asked to pick up their child. **NO MEDICATION WILL BE ADMINISTERED BY ANY STAFF MEMBER.** This includes headache medication. If a medical condition exists, the parents are asked to contact the Administration.

LASER POINTERS: Not allowed on school grounds.

LATES: Students who are late for class by fewer than 5 minutes report directly to their class. If students are late by more than 5 minutes, they must report to the main office for a late slip. If a student arrives to school on time but is late to class for no valid reason a consequence may be assigned. A student will be considered absent after 35 minutes of the class has passed. Any student who abuses the 35-minute late rule must be referred to the Vice-Principal.

LIBRARY BOOKS: Library materials must be returned on time or renewed. Fines will be levied for overdue materials.

LOCKERS: Each student is given the use of a locker, which must be kept locked with a combination lock. Lockers and combinations must NOT be shared. The lock may be purchased from the Office, and the combination will be recorded in the Office. The locker, both inside and out, is the responsibility of the student and must not be damaged or defaced in any way. All lockers must be emptied and your lock removed by June 24, 2020. If the locker is not emptied, the lock and contents will be removed and disposed of.

LOST AND FOUND: Items should be turned in to the Office and may be claimed there.

PHONES: An office phone is available for student use.

PROM: The PROM at HHSS is a senior event meant for graduating students and their dates. Guests are non-graduating HHSS students and non-students. All guests at the PROM must be approved by Administration.

SIGNING-OUT/SIGNING-IN: If leaving the school during school hours, a note must be presented to the Attendance Secretary before 8:50 a.m. Upon approval by Administration, you will be given an excuse slip to present to your classroom teacher. When returning to school on the same day, you must sign back in at the office. Students may not be given a parent/guardian note to excuse them from class to view school events.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, ETC.: Not to be used on school grounds.

SMOKING, VAPES & TOBACCO USE: Smoking, vapes and chewing tobacco is prohibited in the school building or anywhere on the school grounds outside of the designated smoking area. Users will be referred to the Office for disciplinary action, which may include in-school suspension, and/or Health Unit consequences.

- 1) **No one may smoke or use tobacco products within 20 metres of school property.** The minimum fine for doing so is \$305. This applies to everyone, in every place within a school zone, including vehicles on school parking lots. Anyone attending community events/meetings held on school properties must also abide by this law, 365 days a year.
- 2) **No one may sell, share or even give tobacco products to persons under the age of 19.** The minimum fine for doing so is \$490.

SNOWBALLS: Throwing snowballs is not permitted. Students will be sent to Administration and may be suspended.

SNOWMOBILES/ATVs: see VEHICLES

SPARES: Only grade 12 students will have regularly scheduled spares in their timetable. Students are to use the cafeteria or library on their spare or leave school property.

SWEARING: Profane language is not to be used anywhere on school grounds. Swearing will result in consequences. Swearing directed at any staff member or person of authority is grounds for suspension ('conduct injurious to moral tone'). **SPEAK CLEAN!**

TEXTBOOKS: All books that are purchased by the school are on loan to students and must be returned by the end of each semester in good repair directly to their classroom teacher. Failure to return textbooks is the responsibility of the student. Replacement arrangements will be made with the school by the student or parent/guardian.

VEHICLES: All Highway Traffic Act regulations will be followed and all vehicles, including snowmobiles and ATVs, must have a licence plate. Students may park only in the designated student parking area. No students are to sit in their vehicles anytime they are parked on Board of Education property. Students must register an application with the Administration in order to bring their snowmobile or ATV to school. Snowmobiles/ATVs may not be operated during school hours, including lunch hour. Students must drive safely to avoid losing their driving privileges.

VISITORS: All non-students must report to the office and wear a visitor's pass issued by Administration if they wish to remain on school property. Persistent offenders: school visitors who do not obey school rules will be given a warning and, on the second offence, will be subject to the Trespass Act. Students whose visitors fail to report to the Office will lose the privilege of having visitors on school property.

WASHROOMS: Loitering in the washrooms is not permitted. Students are expected to respect these facilities and keep them clean.

SCHOOL SERVICES

LIBRARY

Our collection contains approximately 12,000 books, magazines, vertical files, audio books and videos for student use. Students may reserve the library computers to work on assignments for research purposes. Board funded academic databases are available, some accessible from home on a 24-hour basis (e-library for example). They can be accessed from the Library Department on the school website. No game playing or chatting on-line is permitted on the library computers. Most library materials can be signed out for a two-week period with some available on an overnight loan basis.

Students will be charged for overdue library materials at 10 cents/day for two-week loans. Students are responsible for all materials that they borrow and may lose the privilege of using a computer if their fines/materials are not paid/returned within a reasonable period of time. Library hours will be posted.

TLDSB has launched an electronic library collection using the Overdrive platform. It is available to students by accessing the Overdrive icon on school desktops, but can also be downloaded as an APP for use outside of the school. It has a variety of selections for all grades, and will have titles added as the collection builds. There are some titles available as audio books as well as e-books for reading on any school computer or personal device.

GUIDANCE SERVICES

Through the Guidance Program, students are offered a number of services to help them define and meet their educational, personal and vocational aspirations. The services listed below are available to all students throughout their high school career with emphasis provided at appropriate grade levels.

- ∪ Academic Counselling
- ∪ Financial Assistance Information
- ∪ Post-Secondary Applications
- ∪ Community Hours
- ∪ Career Exploration
- ∪ Personal Counselling
- ∪ Post-Secondary Education
- ∪ Library

Students and their parents are encouraged to use Guidance resources. Students may make appointments through the Guidance Secretary.

Student Success Program / Learning Centre:

Students can receive support for social, emotional or academic issues from the staff in the Learning Centre (Room 6). Students are referred by staff or Administration to the Head of Guidance who then sets up the appropriate support by directing the student to the student success team.

STUDENT SERVICES ATTENDANCE COUNSELLOR (SSAC)

An SSAC is available to support attendance and mental health needs of students. This counsellor may also serve as liaison between the school and outside agencies.

HEALTH SERVICES

The school nurse, if assigned, will be available on a weekly basis (usually every Tuesday morning) at the Adolescent Health Clinic to provide education, counselling and referrals on health issues such as healthy sexuality, relationships, safer sex, birth control, nutrition, body image, eating disorders and smoking. Students may make appointments by dropping in to Guidance.

YOUTH MENTAL HEALTH SUPPORT SERVICES

Point in Time offers a drop-in center at Hal High three days a week (Monday, Wednesday and Thursday). This service is open to students, teachers and families in need of youth mental health support. A Mental Health and Addictions nurse is also available through a referral by the Student Services Attendance Counsellor.

SPECIAL EDUCATION

Resource Assistance: Students who are identified as exceptional in our School Board have the opportunity to get extra support as designated in their Individual Education Plan. Students who need organizational support or remedial help can attend the Learning Centre (Room 6) and the Resource Room to consult with the Special Education Department.

Special Provisions: A student who has an I.E.P. which suggests special provisions for tests and exams will be accommodated. This could include access to assistive technology, extra time, oral testing and scribing if necessary.

Special Programming – Students who need special programming or custom timetabling can get the necessary information from the Special Education Department.

PERFECT ATTENDANCE AWARDS

Regular attendance at school is a very important factor in academic success. As a means of drawing attention to this fact, Trillium Lakelands District School Board has instituted a system of Perfect Attendance Awards.

To be eligible for this award, a student must be in attendance at school every day of the school year, and faithfully attend **all** classes. Any absences, other than those outlined below, will not be accepted. It should be noted that students who are away from school or from scheduled classes because of other school activities, such as field trips or athletic events are not considered to be absent.

Students who achieve this distinction for each semester will be presented with a Certificate of Perfect Attendance at the Awards' Ceremony. Perfect Attendance means full attendance in every class.

Students who have Perfect Attendance for two years or more will be presented with a plaque bearing the school crest and engraved with the student's name and the years in which Perfect Attendance has been achieved.

Certain absences are considered to be an "excused absence"

These are a court appearance, a bus cancellation for inclement weather, and school activities.

Students returning from a court appearance must present documentation within three days of returning, or they will be considered absent.

GUIDELINES FOR STUDENT ATTENDANCE AT PROVINCIAL, NATIONAL AND INTERNATIONAL EVENTS

- Haliburton Highlands Secondary School supports the participation of students in provincial, national and international competitions and events. The school acknowledges that students will require time for practice and attendance at these events.
- Students should not be penalized if they complete their academic responsibilities, even if they have an exceptional number of absences. Students, parents/guardians and appropriate school personnel should mutually develop the specific adjustments to the regular program to meet the student's unique needs.
- Students must notify each of their teachers as well as the Office prior to being absent and make arrangements to complete all schoolwork that they will miss.
- Regarding attendance, students will be marked as attending a sports/music activity on their record card and this will be an excused absence.

SCHOOL ACTIVITIES

EXTRAMURAL SPORTS PROGRAM

The following extramural sports may be offered at various times during the school year. These may include, but are not limited to:

GIRLS	BOYS	CO-ED
Jr. & Sr. Field Hockey	Football	Track and Field
Jr. & Sr. Volleyball	Jr. & Sr. Soccer	Jr. & Sr. Badminton
Jr. & Sr. Soccer	Ice Hockey	Cross Country Running
Jr. & Sr. Basketball	Jr. & Sr. Basketball	Wrestling
Jr. & Sr. Rugby	Curling	Golf
Curling	Ice Hockey	

All students are encouraged to participate in our extramural sports programs. However, participation in these activities is a privilege and failure to comply with the school / board codes of conduct may result in losing the privilege to participate. Additionally, participation in extracurricular activities must be supported by good academic standing and attendance. Administration may revoke these privileges if students are not in good academic standing. A \$50.00 Athletic Fee is required to be involved in each sport. Financial aid is available by applying to the OFSAA Kid Sport Program and / or the Canadian Tire Jump Start Program. This must be done well in advance of the sport starting.

NOTE: Athletic fees must be paid before the athlete participates in any games / events.

Students may not participate in more than one team sport in the same season. A team sport is defined as a group of individuals that work together as a team and they play in a regular season schedule. A student is permitted to compete in an individual sport as well as a team sport providing that:

- 1) The coaches are satisfied with the attendance of the athlete at practices.
- 2) There is no conflict of competition dates. If there is a conflict, the team sport competition will take precedence. Students need to be aware of the dates.

INTRAMURAL SPORTS PROGRAM

All students are welcome to join the Intramural Sports Program during lunch break. Listen for announcements on how to get involved.

ATHLETIC AWARDS

In order to recognize participation and excellence in the athletic program of the school, awards are given in four stages. Athletic seals (gold and silver) are given to recognize participation in extra-curricular and intramural sports. Minor, major and excellence awards are given to athletes that accumulate the required number of seals. As well, awards are given to recognize outstanding contributions on teams, and to the male and female "Athlete of the Year". To better understand the criteria needed to gain these awards, see the trophy case display in the athletic complex. Go Hawks Go!!

LIST OF CLUBS / ORGANIZATIONS

The following clubs may be offered throughout the school year. These may include but are not limited to:

<ul style="list-style-type: none">• Youth Engagement• Lunch Buddies• G.S.A. (Gay Straight Alliance)• Improv	<ul style="list-style-type: none">• Music Bands• Model United Nations• Chess Club• Interact
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SCHOOL LETTER CRITERIA

Students who consistently exhibit achievement in and contributions toward **all aspects of school life** are recognized in their graduating year by receiving the H.H.S.S. School Letter. In order to earn this award, students must demonstrate proficiency in academics, co-curricular activities and leadership positions during their 4 years at HHSS.

In order to be considered for this prestigious award, students must complete an application form which summarizes all **school-based contributions** in academic, co-curricular and leadership categories. Award recipients will be determined using a point system. A minimum of 100 points must be earned with at least 35 academic points, 30 co-curricular points and 5 leadership points. The remaining 30 points may come from any of the categories.

To apply, students must complete the School Letter Tracking Charts and submit them to administration before the third Friday in June. All applications will be reviewed by the HHSS School

Letter Selection Committee. The Selection Committee retains discretionary authority to review point maxima and to review individual entries and point totals in order to determine and ensure the Letter has been earned in each application.

School Letters will be presented at the Graduation and Awards Ceremony at the end of the school year.

VALEDICTORIAN CRITERIA

The valedictorian is a student nominated and voted in by the graduating class, based on a selected list of candidates who fit the following criteria as determined by the committee:

1. graduating student – cannot be returning for upgrading or extra courses;
2. be in good academic standing;
3. involved in school life (sports, drama, music, student government, etc.) over the course of their school career;
4. embodies the spirit of the school credo: Respect, Commitment, Responsibility;
5. an effective speaker willing to work with a staff advisor in speech preparation.

HONOUR REGULATIONS

Grades 9 and 10

A student must successfully complete eight courses with an average of 80% or more.

Grade 11

A student must successfully complete seven courses with an average of 80% or more.

Grade 12

A student must have an average of 80% or more on the best six senior level courses taken in that year, which are not upgrades.

Honour Roll & Principal Roll

Recipients will be recognized at midterm and final of each semester

SCHOLARSHIP

The HHSS Scholarship Committee is made up of current and retired HHSS staff as well as interested community members. The Scholarship Fund is supported by yearly donations from business, current and former community and HHSS staff members as well as the HHSS Endowment Fund where yearly interest on investments bestowed previously to the fund are used to award our deserving students with established Awards, Scholarship and Bursaries, the total being in excess of \$40,000 per year!

In June, at Commencement, the merit awards are awarded to graduating students who have met the criteria for these awards. In July, Bursaries are granted to graduating students who have completed the application process and been selected to receive the Bursaries based on those applications. In October, students previously in grade 9 to 11 who have qualified for merit awards will be given the awards at a ceremony held during school hours.

To discover more about these awards, please go to the HHSS website at <http://hss.tdsb.on.ca/hhss-award-and-bursary-program>.

HHSS School Council

Phone: (705) 457-2950
Fax: (705) 457-4026

P.O. Box 390
Haliburton, Ontario K0M 1S0

Parent/Guardians: Contribute to your student's education; consider a role in the H.H.S.S. School Council as Partners for Learning

"When parents/guardians are involved, children do better in school, and they go to better schools." FULLAN 1991

The H.H.S.S. School Council currently holds meetings to be determined by the incoming council (excluding July and August) in the library of the high school at 7:00 p.m. These meetings are open to all members of the school community including parents/guardians.

Please call Chris Boulay, Principal at the high school 705-457-2950, ext. 34018, to relay your interest in becoming a part of your School Council. Elections will be held for new positions in September.

CURRENT ROLES AND RESPONSIBILITIES OF SCHOOL COUNCILS

The Haliburton Highlands Secondary School Council is an advisory body. The School Council will provide advice to the school principal and, where appropriate, to the school board on any of the matters listed below that the council has identified as priorities:

- ◆ Local school year calendar
- ◆ School code of student behaviour
- ◆ Curriculum and program goals and priorities
- ◆ The responses of the school or school board to achievement in provincial and board assessment programs
- ◆ Preparation of the school profile
- ◆ School budget priorities, including capital improvement plans
- ◆ School-community communication strategies
- ◆ Extracurricular activities in the school
- ◆ Methods of reporting to parents and the community
- ◆ School-based services and community partnerships related to social, health, recreational and nutrition programs
- ◆ HHSS school council keeps current on issues and acts as a resource for parents and the community
- ◆ Development, implementation and review of board policies at the local level

The Haliburton Highlands Secondary School Council is a collective association of parents, High School staff, students and community representatives which strives to offer advice and encouragement to the school principal and where appropriate the school board, in matters that will promote the well-being and effectiveness of the entire school community and thereby enhance student learning

Stay Connected To Your Health

Healthy Smiles

Halliburton, Kawartha, Pine Ridge District Health Unit
1-866-888-4577 or 705-324-3569 ext. 403
www.hkpr.on.ca

Ontario Dental Association (ODA):
www.oda.on.ca/teens.html

Financial Assistance for Dental Care:
www.health.gov.on.ca/en/public/programs/dental/

Drugs & Alcohol

FourCAST (Four Counties Addiction Services Team)
Halliburton County: 705-266-4077
City of Kawartha Lakes: 705-878-5547
www.fourcast.ca

Al-Anon or Alateen
Halliburton & City of Kawartha Lakes: 705-324-8900
www.al-anon.alateen.on.ca

Centre for Addiction and Mental Health (CAMH)
1-800-463-6273
www.camh.net

Not4Me (Youth Drug Prevention) - Health Canada
www.not4me.ca

Relationships

Kids Help Phone:
1-800-688-6868
www.KidsHelpPhone.ca

Assaulted Women's Help Line
1-800-661-2843

Community Mental Health Crisis Response Program
1-866-995-9933

Mind Your Mind
mindyourmind.ca

Sexual Health

Halliburton, Kawartha, Pine Ridge District Health Unit
705-324-3569 ext. 205 or 1-866-888-4577 ext. 205
www.hkpr.on.ca

The Society of Obstetricians & Gynaecologists of Canada
Education Website:
www.sexualityandyou.ca

Rainbow Youth Coalition/PARN
www.rainbowyouth.ca

Being Active

Local trails:
City of Kawartha Lakes: www.trailsforhealth.ca
Halliburton County: www.trailsandtours.com

Parks & Recreation Depts.
Halliburton County: 705-266-1936 www.mindenhills.ca/parks.html

City of Kawartha Lakes: 1-866-822-2225
www.city.kawarthalakes.on.ca/residents/parks-recreation-culture

Physical Activity Join In!
www.joininckl.ca

Boys & Girls Club Kawartha Lakes
705-324-4493
www.bgckl.com

Tobacco-Free Living

Smokers' Helpline:
1-877-513-5333
csc.stopsmokingcentre.net

Health Canada - Quit for Life Youth Cessation: www.quit4life.com

What's with Weed
www.whatswithweed.ca/weed/

Healthy Eating

EAT RIGHT ONTARIO
1-877-510-5102
www.eatrightontario.ca

Canada's Food Guide
www.canadasfoodguide.net

Halliburton, Kawartha, Pine Ridge District Health Unit
1-866-888-4577
www.hkpr.on.ca

Risk Taking

Kids Helpline 1-800-668-6868 www.KidsHelpPhone.ca

Canadian Cancer Society
www.cancer.ca/Ontario/Prevention/Use%20SunSense.aspx?sc_lang=en

Health Canada: Just for You-Youth
www.hc-sc.gc.ca/hl-vs/lv-spl/youth-leunes-eng.php

Body Image

Family and Youth Clinic, Peterborough Regional Health Centre
1-800-419-3111
www.rphc.on.ca

National Eating Disorder Information Centre
1-866-633-4220
www.nedic.ca

Body Positive
www.bodypositive.com



Not finding what you're looking for? Call your local health unit:



HKPR Halliburton, Kawartha, Pine Ridge District
Health Unit
toll free: 1-866-888-4577
www.hkpr.on.ca



simcoe
muskoka
DISTRICT HEALTH UNIT
toll free: 1-877-721-7520
www.thephakz.ca