



Haliburton Highlands Secondary School Student Handbook - 2023/24

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 successful and rewarding.

Please take time to read the following information carefully and share it with your families. The **CODE OF CONDUCT** is especially important. It is meant to foster a healthy and safe 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 in-person school, where the tasks and learning is designed to take place in the classroom. You can earn up to four credits in each of the two semesters. Semester 1 begins in September and Semester 2 in February. **Attendance** is **EXTREMELY** important in this system. Be sure to keep pace with your class in each of your subjects. We are here to support you. Students will not be successful if they don't attend. If at home learning is what you need, please contact our guidance department for alternative school options. There are extra-curricular activities which take place at lunch time and after school. You are encouraged to **GET INVOLVED** and make your HHSS experience the best it can be!

Parents/Guardians: Thank you for working with us to help your child navigate through their high school learning journey. If you have any questions or concerns, please contact us. We appreciate your support.

Students: We are here to help and guide you throughout your high school experience. Ask yourself often, "*Who do I want to be?*", and then work towards being that person - we are here to support you to reach your full potential!

If you need any assistance, please ask.

Jennifer Mills, Principal

Martin Gage / Andrea Borysiuk, Vice Principal

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2023- 2024 SCHOOL CALENDAR

Students will attend school each day other than on days named "Professional Activity Day", "Statutory Holiday" or "Board Holiday." [TLDSB 2023-24 Calendar](#)

August 31	Professional Development Day	February 2	Professional Development Day
September 1	Board Instructional Holiday	February 19	Statutory Holiday
September 4	Statutory Holiday	March 1	Professional Development Day
October 6	Professional Development Day	March 11 - 15	Spring Break - Holidays
October 9	Statutory Holiday	March 29	Statutory Holiday
November 17	Professional Development Day	April 1	Statutory Holiday
November 24	Board Instructional Holiday	May 20	Statutory Holiday
Dec 25 - Jan 5	Winter Break - Holidays	June 27-28	Professional Development Days

The calendar on our HHSS website (hss.tlidsb.on.ca) is updated regularly with important dates and events.

HHSS SCHOOL CODE OF CONDUCT

Respect ~ Commitment ~ Responsibility

Trillium Lakelands District School Board and Haliburton Highlands Secondary School, believe that a safe, caring and respectful working and learning environment is essential for all members of the school community to reach their full potential.

The code of conduct provides the guiding principles, standards of behaviour, preventative measures, and consequences related to generating and maintaining this inclusive environment.

**Adapted for HHSS From the TLDSB Code of Conduct*

STANDARDS OF BEHAVIOUR:

→ All Members of our School Community must:

- respect and comply with all applicable federal, provincial, and municipal laws
- demonstrate honesty and integrity
- 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, for example, , race, ethnic origin, religion, creed, disability, gender or gender identity, sexual orientation or harassment for any other reason marital status, family or status
- respect the rights of others
- show proper care and regard for school property and the property of others
- respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cellphones and other devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs
- use personal mobile devices in a manner that respects the privacy and dignity 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 the need of others to work in an environment that is conducive to learning and teaching

→ **All Members of our School Community must not:**

- engage in bullying behaviours, whether it is in person, or through technology such as email, social media or personal mobile devices
- commit sexual assault
- traffic weapons, illegal or restricted drugs, or persons
- swear at a teacher, support staff, or at another person in a position of authority
- commit robbery
- be in possession of any weapon, including firearms
- use any object to threaten or intimidate another person
- cause injury to any person with an object
- inflict or encourage others to inflict bodily harm on another person
- give alcohol or non-medically prescribed drugs to any member of the school community including a minor
- possess or be under the influence of alcohol, illegal drugs, or cannabis (unless the individual is a medical cannabis user)
- smoke or hold any lighted medical cannabis or lighted tobacco product, including e-cigarettes or vaporizers, on school property, school buses, or at school activities or events
- sell or supply drugs, cannabis, tobacco, e-cigarettes or vaping accessories on school property, school buses, or at school activities or events
- engage in hate propaganda and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes damage to the school property
- engage in any behaviour that would be considered as conduct injurious to the moral tone of the school and to the physical and mental wellbeing of others in the school
- create a disturbance in a school or on school property which interrupts or disquiets the proceedings of the school or class or otherwise disrupts the operation of a school or the learning environment
- use personal mobile devices during instructional time unless use is for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs

STUDENT BEHAVIOUR AND EXPECTATIONS

The following standards of behaviour and expectations apply specifically to students and are framed around respect, civility and responsible citizenship and apply whether students are on school property, in a virtual learning environment, on school busses, at school-related events or activities, in before and after school programs, or in other circumstances that have an impact on the school climate.

→ **Standards of Behaviour dictate that the student must:**

- show common courtesy towards all members of our school community
- be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled
- exercise self-discipline and respect for themselves
- accept such discipline as would be exercised by a kind, firm, and judicious parent/guardian
- attend classes regularly and on time
- take such tests and examinations as are required by teachers
- attend school unless they are ill or have a medical, dental, or legal appointment
 - In addition, a student may be excused by the principal from attendance at school temporarily at any time at the written request of a parent of the student or student where the student is an adult
- follow established school policies and expectations
- fulfil their academic obligations:
 - to complete all assigned work to the best of their ability. Refusing to do so or habitually failing to do so shall be considered to be “habitual neglect of duty”
 - be present for scheduled testing except where an absence falls within the stated exceptions found under the attendance section of this policy
 - demonstrate honesty and integrity in school work. Cheating on tests, examinations or

assignments shall be treated as a serious breach of this Code of Conduct

- obey authority:
 - obey any reasonable request by any school staff (teachers, supply staff, educational assistants, secretaries or custodians) or administrator
 - follow all reasonable classroom policies
 - avoid public arguments with staff about perceived unfair treatment. Instead, it is expected that the student will seek resolution by private talk with teacher or administrator if they feel they have been treated unfairly
 - accept discipline from staff and attempt to correct student behavioural mistakes;
- be responsible for loss or damage to school property:
 - return school property in reasonable condition, including technology devices and peripherals, textbooks, library books, and any other equipment at the designated time and place;
 - reimburse the school for all or part of the cost of replacement materials and labour that is not covered by existing insurance in the event of accidental damage to school property;
 - reimburse the school for all or a portion of the cost of replacement of property in the event of intentional or unintentional damage, or misuse of board property which includes vandalism, mischief, etc.
- be dressed appropriately for school and workplace setting
- turn off cell phones during class time
- ensure that the camera function of any electronic device is not used without staff or fellow students' permission;
- alert a staff member if they know of harmful or harassment types of behaviours targeting any of their classmates in person or via use of electronic devices or internet sites;
- behave appropriately and safely on school buses:

→ **Students must not:**

- use profane or improper language themselves or against/directed at anyone else;
- use threats, threatening gestures or physical assault against another student or against school personnel or their property
- displays affection that are inappropriate for school public setting (kissing, fondling, embracing...);
- engage in the harassment of others (any verbal, physical or electronic device/internet actions intended to inflict physical or psychological harm on targeted person(s)) including:
 - sexual harassment
 - bullying
 - intimidation or discrimination based on:
 - racial background
 - ethno-cultural background
 - religion
 - linguistic differences
 - gender differences
 - sexual orientation
 - disability or differing abilities
 - class/income level or occupation
- unacceptable behaviour, targeting any member of the school community
- provide others with alcohol, cannabis, illegal drugs or tobacco on school property or at school activities, on school busses, field trips or events
- possess or be under the influence of alcohol, illegal drugs, or cannabis (unless the pupil is a medical cannabis user), on school property or at school activities, on school busses, field trips or events
- smoke or hold any lighted medical cannabis or lighted tobacco product, including e-cigarettes or vaporizers, on school property, school buses, or at school activities or events
- use alcohol, non-medically prescribed cannabis or illegal drugs in another location and then be on school buses, field trips, or school property at any time while these substances are still detectable
- sell or supply drugs, cannabis, tobacco, e-cigarettes or vaping accessories on school property, school buses, or at school activities or events

- 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;
- 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.
- engage in any behaviour that would be considered as conduct injurious to the moral tone of the school and to the physical and mental wellbeing of others in the school;

PROGRESSIVE DISCIPLINE

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

- **Classroom Engagement:** When a student's behaviour is inappropriate, the teacher will implement their classroom discipline plan.
- **Class Recovery Time:** Students who have not used their full class time, or miss part or all of class without permission, will be required to attend CRT at lunch to complete the work they missed.
- **Referral to Administration:** Students will be counselled by the Vice-Principal and warning or consequence are discussed
- **Meeting** with parents/guardians, student and principal.
- **Restorative Practice & Support Circle:** with staff/student/admin and may be formal or informal depending on the circumstances. The purpose may be to enlighten, educate, and/or mediate circumstances with the individuals involved.
- **Making Amends:** Students may perform work, pay costs for damages, and/or make an apology.
- **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 trips and extra-curricular activities.
- **Suspension**
 - In-school suspension (students will remain in a set learning space at HHSS for the school day). They will be given school work to complete from their classroom teachers.
 - Formal suspension (student may not be on school property for the time allotted)
 - Suspension Pending Expulsion (student is suspended while the investigation continues and a recommendation is given to the Superintendents)

Suspension:

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.
- 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 they have not prospered by the instruction available to them and that they are persistently resistant to making changes in behaviour which would enable them 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.

ACADEMICS & INSTRUCTIONAL TIME

Being in class, participating, asking questions, meeting deadlines and completing all tasks is a very important part of students being successful and earning their credits. Staff are available to support students to meet our high expectations.

Being in class is one of the most important factors to a students success

ATTENDANCE

Students are expected to be in class for the entire 75 minutes and are encouraged to use the bathroom prior to coming to class (during break) and only leave if it is absolutely necessary.

- Students who leave class repeatedly for extended periods (without reason) will be referred to administration.

Students absent for any reason are still responsible for the work missed. It is the students' responsibility to see their teachers and find out what work they have missed and make arrangements for catching up (outside of regular class time).

- If a test is missed it will be written at lunch time the next day.
- Assignments should still be submitted via e-mail or google classroom (if possible) if students are away when they are due

All students should make every effort to be in attendance for the last 3 days of each semester in order to work on culminating assignments and complete in-class exams.

→ What do I do if I am absent?

- If you are absent from class(es), parent/guardian must inform the school
- Parents can call the school or leave a message in the general voice mailbox (705-457-2950, ext. 0). or email infohss@tldsbc.on.ca
- Failure to inform the school will result in the student receiving consequences

Students with irregular or frequent absenteeism will be referred to school administration.

All students should make every effort to be in attendance for the last 3 days of each semester in order to work on culminating assignments and complete in class exams.

→ **Signing Out**

If you have planned to pick your student up from school during the day, please send a written note with your student to bring to the office or send an email to infohss@tldsbc.on.ca in the morning, and the student will be provided with a slip to excuse them from class at the specified time. It is the student's responsibility to come to the office to get the slip in the morning. This will make picking your student up more efficient as we have fewer secretaries in the office in the afternoons and we are not always able to get to the telephone calls or messages right away.

Students may not be given a note or parental permission to excuse them from school and remain on school property (this includes to view school events)

- If a child is **signed out**, they must **leave school property**
- A school bus home (or late bus) is not provided for students who are signed out or not attending class

→ **Late for Class and Signing In**

- **Excused late:**
 - the parents/guardians must **call the school** or send a note to admit students
 - the student will then go to the office to **get a late slip** and then go directly to class
- **Unexplained late:** (no call or excuse)
 - the student will go **directly to class**
 - progressive discipline will take place for repeated lateness

→ **Truancy** (missing a class without permission)

- All students are expected to attend school every day and to be present at all classes while in school.
- Skipping a class is unacceptable.
- If a student is present in school, but does not attend class, they will be considered truant and receive consequences (assigned "Class Recovery Time" at lunch time).
 - Repeat offenders will receive loss of privileges, in-school suspensions or be suspended.
- ***If a student misses a test due to truancy, a mark of zero may be awarded on the test.***

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.

Students and their parents/guardians should try to avoid planning vacations during the final summative or exam times. Summatives and exams are scheduled during the last two weeks of each semester. Please refer to your school calendar when planning vacations.

REGULAR SCHEDULED SPARES

- Only Grade 12 students will have regular scheduled spares in their timetable.
- Students with regular scheduled spares will have two choices:
 - go directly to the cafeteria, library or learning hub at the beginning of your spare.
 - leave the school property at the beginning of your spare.
- Students are not to be wandering around halls or in areas that are not listed above

ASSIGNMENTS

Not Done is Not Acceptable!

- At HHSS, our Assessment and Evaluation procedures are guided by *Growing Success: Assessment, Evaluation and Reporting in Schools, Grades 1 - 12. 2010*.
- Students are responsible for providing evidence of their achievement (product, conversation, observation) of the overall expectations of the curriculum in a form approved by the teacher and within the timelines provided by the teacher.
- Students are expected to meet all deadlines and complete all assignments set out by the subject teacher (or make **prior** arrangements with your teacher). If you are absent on a due date, please make every effort to submit the task to the teacher by e-mail or google classroom (where possible).
- Failure to complete work will result in communication with parents/guardians and a referral to complete the work at lunch.
- If a student needs help or clarification with an assignment, ask your teacher before it is due. The Learning Hub is also open with staff available at lunch time to help students.
- Continued late or missing assignments can result in withdrawal from extracurricular activities to complete assessments and/or late penalties up to and including a zero on the assessment. A zero on an assessment will be determined in consultation with school administration.
- If a student misses a test, with an excused absence from their parent/guardian, they will write it on the day they return at lunch. If the date missed is not excused, a mark of zero will be assigned.
- We appreciate parent/guardian involvement in supporting students at home when they become aware of upcoming and/or missed assessment due dates.

ACADEMIC DISHONESTY

Academic Dishonesty is the use of others' ideas or materials to gain an academic advantage. Examples of academic dishonesty include but are not limited to:

- use of artificial intelligence (AI). Examples include but are not limited to ChatGBT, Snapchat AI, Playground AI
- cheating, using unauthorized notes, or copying others answers on assignments, tests, or exams,
- substituting or impersonating for another student
- paying or asking someone else to write an essay and submitting it as your own work
- obtaining information in whole/part of an unauthorized test or exam beforehand
- giving assignments, test or exam answers to other current and potential students
- use of a phone during an exam or test
- adding references to a bibliography/works cited/references page that are not used in the assignment
- exaggerating or fabricating data in reports etc.
- using another's work, words or ideas without giving proper credit
- using another's work, words or ideas for an assignment that requires original ideas

Plagiarism is a serious academic offense. As such, many education providers, including TLDSB, purchase online services that identify plagiarism in student work.

Progressive Discipline of Academic Dishonesty

Where a student has been found to have plagiarised material – whether a single sentence, a paragraph or an entire assignment, the following will apply:

At the start of each course, teachers will review academic dishonesty, including providing examples of the most often seen types of academic dishonesty in that specific course and provide instruction on how to avoid academic dishonesty. Following that review, these steps of progressive discipline will be cumulative for all courses and not seen as isolated incidents per course. This will be tracked by the admin in log notes.

- **First Incident:** The teacher will inform the student, their guardians and an administrator as to which parts of the assignment have been plagiarized. Students will be assigned a zero for the plagiarized questions and given an opportunity to resubmit those questions or at the teacher's

discretion, an alternative assignment. Marks will be awarded for any resubmitted questions or an alternative assignment. The student will be required to meet in a conference with the teacher to review the work and go over the expectations regarding academic dishonesty

- **Second Incident:** The teacher will inform the student, their guardians and an administrator as to which parts of the assignment have been plagiarized. The student will receive zero on the entire assignment. The students will be required to meet in a conference with the teacher and an administrator to review the work and go over the expectations regarding academic dishonesty.
- **Third Incident:** The teacher will inform the student, their guardians and an administrator as to which parts of the assignment have been plagiarized. Where a student has shown a pattern of plagiarism despite warnings, the consequence will be a zero on the assignment and may include a suspension. Students and guardians will be required to meet with the principal to discuss next steps.

REPORT CARDS & PROGRESS REPORTS

- Progress Reports: Sent home 6 weeks after the start of the semester. It includes learning skills, how the student is progressing and a brief comment.
- Mid-term Report Card: The report is sent home ½ way through the semester. It includes learning skills, a comment including strengths and next steps, as well as a mark up to that point in the year.
- Final Report Card: Will be sent home after the semester is complete. It includes learning skills, comments and the final grade.

PARENT/TEACHER 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 School Messenger.

EXAMS and FINAL SUMMATIVE TASKS

- Culminating tasks and in-class exams are occurring in the last week leading up to the exam period. Culminating tasks and exams are worth 30% of a student's final grade.
- Unless we have an excused absence, students must attend all classes during the last week, to be able to be assessed for this 30%.
- Unexplained absences could result in a grade of 0% for the culminating task and an incomplete in the course.
- All students must attend exams in order to complete their course requirements or their credit may be in jeopardy.
- In the event that a student is unable to write an examination for any reason (or attend class during a final summative task), the parent/guardian must contact the school and speak to the admin. Proper medical documentation to support an absence may be required.
- Failure to write an examination other than with the exception of a medically supported absence will mean the student has not completed the course.

LEARNING SKILLS

Learning skills (organisation, responsibility, independent work, collaboration, initiative and self-regulation) are taught, assessed and reported on. Staff are continuously working to help students develop their learning skills and work habits throughout their school career. The skills students are developing play a critical role in their achievement of the curriculum expectations and will be beneficial to them in their future successes. We work on these skills as they are an important part of becoming an effective lifelong learner. Families: If your child is struggling to reach their full potential we would encourage you to also work at home on these learning skills, if you want strategies please reach out to us.

INTERNET, COMPUTER USE, and TECHNOLOGY POLICY

Appropriate Use of Information/Communication Technology and Technology Services

**taken from TLDSB Code of Conduct OP-6021*

Use of internet and electronic devices must not violate the Code of Conduct standards or impact negatively on safe, caring, and orderly schools.

Students must:

- adhere to the TLDSB Appropriate Use of Information/Communication Technology and Technology Services Procedure
- use cellular phones and electronic devices only in times and locations as determined by school policy
- 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 (e.g. 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

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
- 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
- use personal mobile devices during instructional time *unless* used for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs

Confiscation of Personal Devices

- 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 parent or guardian (or adult student) after the instructional day, or as deemed appropriate by the school administration.

Loss or Theft of Devices

- The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.
- We recommend that personal devices stay at home.

SCHOOL 1-1 CHROMEBOOK USE

- Students must bring their assigned chromebook (charged) to school and into class everyday.
- In the event that a chromebook or charger is lost, students may purchase one from the library.
- If the Chromebook is not working properly, bring it to the librarian to be fixed. If available, a replacement will be provided while waiting for it to be returned.
 - In the event of misuse causing damage, the student/family is responsible to pay the cost of repairs or replacement.

OTHER ROUTINES, PROCEDURES & INFORMATION

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

BUSSES: Riding the bus is a privilege. Students are expected to follow the TLDSB/HHSS Code of Conduct on the bus. Consequences of misbehaviour may include:

- Warning by administration,
- Suspension of bussing privilege
- Possible removal of bussing privilege

If a student is suspended, they may not ride a bus to or from school for the day of the suspension. For student bus information (pick up/drop off locations & times) go to: mybustoschool.ca to log in.
*See “Late Bus” for info about our after school bus.

CAFETERIA: The cafeteria is open from 8:00 a.m.–2:00 p.m. The cafeteria offers a full line of hot and cold food and beverages. They take cash and debit. It is also a place for working and studying for students on spares. **CURRENTLY CLOSED (SEPT 2023)**

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

CELL PHONES: Cell phones and other communication devices may only be used during non-class time. 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. If parents/guardians need to contact their child, they 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.

CHANGE ROOMS IN ATHLETIC COMPLEX: These change rooms are only for students who are in a physical education class or participating in a sport. 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. If you would like a “gym locker” in the Athletic Complex, please see our secretary in the office.

CLASSROOM RULES:

- Be on time for class
- Be prepared for class
- Do not disrupt others’ learning
- Do not bring your coat or backpack to class
- No food and drink in class, except for clear water
- Other expectations as determined by classroom teacher

CLOTHING: Appropriate clothing for a workplace is to be worn at all times.

- Offensive language and/or graphics on clothing, backpacks, jewellery or on one’s body are not acceptable. (*For example: racial slurs, alcohol/drug promotion, sexual innuendos, gang or gang related paraphernalia, etc.*)
- Refrain from wearing or displaying clothing or other items that promote or perpetuate stereotypes, biases and/or false generalisations about individuals, cultures or traditions
- Undergarments should be worn under clothing

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

COMMUNICATION BETWEEN HOME AND SCHOOL: Open communication is very important to us. We make contact with home a number of ways and for a number of reasons:

- From the classroom: Teachers will make contact with families (by phone or email) throughout the semester to pass on information or if there is a concern. If you prefer to be contacted a certain way

(email or phone) please inform your child's teacher of this. If a student is receiving a grade below 50%, teachers will be making contact with parents before a report card is sent home. If you want more frequent updates on your child's progress please inform the teacher.

- **Report Cards:** see “*Report Card*” info under “*Academics*”
- **From the school:** Phone messages, emails and text messages are sent home on a regular basis to inform families of events, give reminders, or pass on information. If you are not receiving these messages or want to change the method by which you receive them (if you only want them to come to your email) you can go on **School Messenger:**
 - *It is a parent notification service that lets us communicate easily with you about the things that matter most. Things like school news and events, emergencies, and news from our board.*
 - *To manage your notification settings, download the SchoolMessenger App on Android Google Play or Apple iOS. From the SchoolMessenger App, you can alter your existing school-to-home communication settings. Contact numbers and email addresses must be updated through your school’s main office. Parents who do not have smart phones to download the app can also access the same system by going to go.schoolmessenger.com and creating an account.*
- **Online:** Our HHSS website (hss.tlidsb.on.ca) has lots of information including *School News*, *Calendar of Events*, and an updated staff list (with voicemail extensions).
- **Daily Morning Announcements:** These are read every morning to students after O Canada. A copy of the announcements for the current day are also on our HHSS website: [Today's Announcements](#).
- **Social Media:** We frequently post what’s happening at HHSS on our [Facebook](#) and [Instagram](#) Pages.
- **A student has an “Unexplained Absence”:** If a student has missed a class, an automated phone call goes home to inform families. If this absence should be an “explained absence” (because of illness, appointment, etc...), please follow the prompts to let our secretaries know to change it. In the event that it isn’t explained, your child has probably skipped the class, and the school administration will be following up. If you or your child think this “Unexplained Absence” is a mistake, please contact our school secretaries. Please note that there are occasions where a student was late and the teacher forgot to change the absence to late or we have missed changing the attendance for school events, however most of the time, if this call goes home (especially if it’s more than once) your child has probably skipped the class. Thank you for your help and support with this.

If you have any questions or concerns, please reach out to your child’s teacher, our secretaries or administration. We are here to help!

DANCES: School dances happen throughout the school year. Listen for announcements about when they are occurring. All school rules and expectations apply during dances. Bags will be searched upon students entering the dance and stored in a secure location. Students are not allowed to go to their locker or through the school during the dance. Once a student enters the dance, they may not leave and re-enter. Parents/guardians are responsible for making arrangements to pick up their child on time. The school staff is not responsible for the students when they leave the dance.

FIELD TRIPS: Positive student behaviour is a requirement prior to participation in 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 to go outside as quickly as possible, without running. Once outside, move well away from the exits and follow adults’ directions.

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 without permission.

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. If a medical condition exists, the parents are asked to contact the Administration.

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

LASER POINTERS: Not allowed on school grounds.

LATE BUS: HHSS, in partnership with The Youth Hub, provides a late bus on Tuesdays and Thursdays. It leaves at 5:20pm from the Athletic Complex and picks up students at The Youth Hub at 5:25pm. A late bus pass must be picked up from the HHSS office before noon. Students who have lost bus privileges or are suspended from school may not access the late bus.

→Routes:

- Tuesday: West Bus - to Carnarvon & Minden
- Thursday: West Bus - to Carnarvon & Minden AND East Bus - to Wilberforce & Cardiff

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 the last regular school day in June. If the locker is not emptied, the lock and contents will be removed and disposed of. Lock your locker! The school is not responsible for property inside your locker. If you would like a "**Gym locker**" in the Athletic Complex, please see our secretary in the office to request one.

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.

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

SMOKING, VAPES & TOBACCO USE: According to the Smoke-Free Ontario Act, smoking, vaping and chewing tobacco is prohibited in the school building, anywhere on the school grounds outside of the designated smoking area.

- If students are found to be violating this law they will be issued a ticket (fine) by the HKPR Tobacco Control Officer and will be suspended. If students are under 16 they could be issued a subpoena to attend court. Sharing products and/being with someone who is violating the Ontario Act, can also result in a fine and referral to administration for further consequences.
- Students are not allowed to have tobacco or vaping products visible on school property or they will be confiscated and referred to administration.
- Smoking or vaping is prohibited in the school building, on school grounds, or within 20 m of school property. This includes away from the train, plane and across the road at the park. There is a marked off area near the traffic lights where people may go if they need to vape or smoke.

- **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.
- **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 progressive discipline will be applied.

SNOWMOBILES/ATVs: see VEHICLES

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 (in front of the Athletic Complex).
- Students are to refrain from sitting in their vehicles anytime they are parked on school 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.
- At the end of the day, drivers must wait until buses are gone before they may leave school property.
- Vaping or smoking in a vehicle on school property is prohibited.

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. Examples of actions that are not permitted in the washrooms: sitting or lying on the floor, having more than 1 person in a stall, eating & drinking, leave belongings behind, standing around socialising, drawing or writing on surfaces, vaping or smoking, standing on toilets (except for a lockdown) and taking photos or videos.

SCHOOL SERVICES

LIBRARY

- The Library is open every day during class-time and at lunch.
- The Library should be used as a quiet place to work during class-time, for students who are on a spare or doing an online course.
- Students may sign out books in the library and are responsible for all materials that they borrow.
- If anything happens to your chromebook, take it to the library to get it fixed. A replacement chromebook will be provided while it's being repaired (if there is one available).

GUIDANCE SERVICES

Through the Guidance Office 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
- Career Exploration
- Financial Assistance Information
- Referral to outside support or our Mental Health Counselor
- Post-Secondary Applications & Post-Secondary Education
- Community Hours Info

*Students may make appointments through the Guidance Secretary to see our Guidance Teacher.

→ **Community Hours:** Students must complete 40 hours of community service to meet the graduation requirements. For more information and to submit hours go to:

<https://www.tlgsb.ca/community-involvement/>

THE LEARNING HUB (Student Success Support)

Students can receive **academic support** from our Student Success Teachers in the Learning Hub (Resource room by the library). Students can access the Learning Hub during class time when referred by their teacher, or at lunch time. Other services offered by the Learning Hub: snacks & food, binders, pencils, paper (basic school supplies), study tips.

MENTAL HEALTH COUNSELLOR (MHC)

Our TLGSB MHC is available daily to support the mental health needs of students. This counsellor may also serve as liaison between the school and outside agencies.

To access our Mental Health Counsellor you can make an appointment or get a referral by going to talk to a staff member in the guidance office, talk to Admin or see the Guidance teacher.

YOUTH MENTAL HEALTH SUPPORT SERVICES

Students can be referred to Point in Time Workers and be seen at HHSS. A Mental Health and Addictions nurse is also available through a referral by the MHC.

SPECIAL EDUCATION

In TLGSB and at HHSS, we recognize every student is unique and each student must have opportunities to achieve personal success according to interests, abilities, and goals. Our priority is to provide the best possible learning opportunities and support for all students. We are committed to ensuring high-quality programs and services are in place for all students with special education needs.

If students or families need support with special education needs, please reach out to Mrs. Backus, our Special Education and Resource Teacher (michelle.backus@tlgsb.on.ca),

There are also many resources and information on the TLGSB website (www.tlgsb.ca/special-education/).

EXTRACURRICULAR ACTIVITIES

We encourage all students to get involved in Extracurricular activities to enhance their HHSS experience. Our amazing staff members give their time to offer many opportunities for students to do things that are beyond everyday classroom activities.

CLUBS AND ACTIVITIES

The following clubs may be offered throughout the school year. Listen for announcements about when and where these are taking place. Our Clubs & Activities include but are not limited to:

- Drama Club
- Interact Club
- Chess Club
- J.E.D.I. Team /GSA
- Art Club
- Debate Team
- Wellness Warriors
- Choir
- Book Club/Battle of the Books
- Math/Homework Club
- Creative Cafe
- Hawks' Nest Fitness Club

SPORT TEAMS:

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

GIRLS:

Field Hockey
Volleyball
Soccer
Basketball

BOYS:

Soccer
Volleyball
Basketball

CO-ED:

Track and Field
Badminton
Cross Country Running
Nordic Skiing
Mountain Biking
Golf
Wrestling

An **athletic fee** is required to be involved in each sport..

- *All sports for the 2023/24 Season will be \$115/sport. This fee will include play during the Kawartha Sport Season. Any tournaments will be an additional cost.*
- Financial aid is available by applying to the [Canadian Tire Jump Start Program](#) or talking to the school administration.

NOTE: Athletic fees must be paid before the athlete participates in any games / events. If this is a problem please talk to Mrs. Mills (Principal)

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:

- The coaches are satisfied with the attendance of the athlete at practices.
- There is no conflict of competition dates. If there is a conflict, the team sport will take precedence.

INTRAMURAL SPORTS PROGRAM:

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

GOOD ACADEMIC STANDING: *You are a STUDENT FIRST!* All students are encouraged to participate in our extracurricular sports, activities, clubs and programs. However, participation in these activities is a privilege and failure to comply with the school and 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.

ATHLETIC AWARDS

Athletic awards recognize students who have made significant contributions to the Red Hawk Athletic Program. Student athletes are awarded points for their participation in extramural sports. Major and Excellence Awards are given to athletes who accumulate the required number of points in their graduating year. As well, awards are given to recognize outstanding contributions on teams and to our outstanding athletes of the year. Go Hawks Go!

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 summarises 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 deadline in June. All applications will be reviewed by the HHSS School Letter Selection Committee. The Selection Committee retains discretionary authority 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:

- Is currently graduating from HHSS
- Exemplifies our HHSS School Credo in & out of school (Respect, Commitment, & Responsibility),
- Has been involved in school life over the course of their school career
- Is in good academic standing
- An effective speaker willing to work with a staff advisor in speech preparation.
- Represents the entire graduating class

HONOUR REGULATIONS

Honours will be awarded to a student based on achieving an 80% average in courses under these conditions:

- **Grades 9 & 10:** successfully complete eight courses with an average of 80% or more.
- **Grade 11:** successfully complete seven courses with an average of 80% or more.
- **Grade 12:** must have an average of 80% or more on the best six senior level courses taken in that year, which are not upgrades.

SCHOLARSHIPS & BURSARIES

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 scholarships & bursary awards are awarded to graduating students who have met the criteria for these awards. To be eligible for a bursary, graduating students must fill out the application form before the deadline in May.

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 hss.tdsb.on.ca/hhss-award-and-bursary-program

HHSS SCHOOL COUNCIL

“When parents/guardians are involved, children do better in school.” FULLAN 1991

Parents/Guardians are invited to be a part of H.H.S.S. School Council as Partners for Learning.

The H.H.S.S. The 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 to find out more about what is happening at HHSS and be an important part of our school.

Please call or email Mrs. Mills, 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.

ADDITIONAL RESOURCES

Please see the updated [2023-2024 Parent/Guardian and Student Handbook](#) for Trillium Lakelands District School Board (TLDSB) families.

The TLDSB handbook provides parents/guardians and students with many important items to help make their journey through the school system positive and productive. Topics include:

- Safe and accepting schools
- Health and well-being managements in schools
- Privacy and release information
- Progressive discipline
- Emergency response in TLDSB schools
- Appropriate use of technology

- School bus safety
- School year calendar

AGENCIES/SERVICES IN HALIBURTON COUNTY

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