

# Dr. John Hugh Gillis Regional High School



## Student Handbook

**2021-2022**

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## **Dr. John Hugh Gillis Regional High School**

Dr. John Hugh Gillis Regional High School strives to serve the students of Antigonish and surrounding communities by focusing on the strengths and challenges of each individual student. Students are encouraged to demonstrate respect and sensitivity for others while pursuing academic success with a high level of participation in extracurricular programs. A dedicated staff will have open communication with parents/guardians and will work closely with students to assist them in reaching their goals.

It is our desire that the graduates of Dr. John Hugh Gillis Regional High School will have a feeling of self-worth, respect for all individuals and a commitment to life-long learning.

### **Mission Statement**

At Dr. John Hugh Gillis Regional High School, students are provided the opportunity to develop the knowledge, abilities, attitudes and skills needed so that they will become responsible and caring persons who are competent, confident thinkers who make a valued contribution to society.

### **Principal's Message**

Welcome to the 2021-2022 school year at Dr. John Hugh Gillis Regional High School. Administration and staff are looking forward to a successful year for our students despite the challenges COVID 19 may still present to us. We will continue to follow the advice of Public Health as necessary to keep our community safe.

It is the intention of the administration to work with all parties in order to provide a safe, positive learning environment for students, staff and visitors. We want to create an environment where all students can excel at Dr. John Hugh Gillis Regional High School.

Please read the information on the handbook pages thoroughly to ensure you have a good understanding of what is expected of students at the school.

Best of Luck in 2021-2022

Jack MacDonald

Principal

Dr. John Hugh Gillis Regional High School

## Advertisements and Ticket Sales

No person is permitted to sell tickets or advertise an event on school property without permission from the administration. Commercial sales or advertisement is strictly prohibited on school property.

## Athletic Codes

School Sport Nova Scotia is the governing body of high school athletics. Student participation in extra-curricular high school athletics must abide by expectations and the Code of Ethics set forth by School Sport Nova Scotia. We expect our student athletes at Dr. John Hugh Gillis Regional High School to respect and follow the guidelines established by School Sport Nova Scotia.

A student under suspension from School Sport Nova Scotia is ineligible to participate in any game, practice or sanctioned event associated with the high school athletic team.

Dr. John Hugh Gillis places emphasis on student academics first, athletics and extra-curricular activities secondary. We expect all students to follow the guidelines established in the Provincial School Code of Conduct. Unacceptable behaviour may result in a suspension and loss of privilege etc. Students under suspension are not permitted to participate in extracurricular activities including practices while the suspension is in effect. A student undergoing a loss of privilege due to a suspension will be ineligible for game play while the loss of privilege is in effect. However, the student will be eligible to continue practice with the team. When making decisions regarding suspension length and length of loss of privilege, administration refers to SRCE Provincial School Code of Conduct Operational Guidelines.

Student participation in School Sport Nova Scotia is a privilege for our high school students and we hold these student athletes accountable for respectful participation in extra-curricular activities.

## Allergies

The Strait Regional Centre for Education makes every effort to support students and staff with severe allergies and scent sensitivities through staff training, various accommodations, and information-sharing within our school communities.

As we begin a new school year, we are asking for your ongoing cooperation to foster a safe and healthy learning environment for all students and staff.

Throughout schools in the Strait Region, there are a number of students and staff who have severe and life-threatening allergies to food and scents. At our school, there are allergies to peanuts, tree nuts, shellfish, and scent sensitivities to perfumes. Therefore, we are asking that you avoid sending peanuts, tree nuts, shellfish to school and avoid using scented products including perfumed laundry detergent, fabric softener, deodorant, perfumes/aftershaves, to name a few.

**Avoiding the allergen is key to preventing an allergic reaction.** Therefore, the best way to provide a safe environment is to enlist the support of our students, staff and parents/guardians. There are a number of measures that you and your child/children can take to ensure the safety of all members of our school community:

Wash hands with soap and water before eating, and wash hands and rinse mouth after eating (including breakfast and snacks);

Read food labels and learn how to identify allergen ingredients. If you are unsure about a product, choose something else. For information on the many common names that identify allergen ingredients on food labels, refer to the Health

Canada Fact Sheets at: <https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/food-allergies-intolerances/food-allergies.html> In addition, please refer to the Food Allergy Canada (formerly Anaphylaxis Canada) website at <http://foodallergycanada.ca/>;

- Teach your child not to share food, drink or utensils with classmates;
- Encourage your child to help clean their eating area after meals and snacks;
- Allergies are serious! Never play tricks or dare friends with allergies to try foods;
- Avoid products that have a scent/odour. For more information and resources, please visit the Canadians for a Safe Learning Environment website at <http://www.casle.ca>; and
- Get help, if your friend with an allergy or scent sensitivity doesn't feel well.

We recognize that creating and maintaining an allergy-aware and scent-aware school takes effort and diligence on everyone's part. Thank you for your cooperation and assistance as we work together to make Dr. John Hugh Gillis Regional High School a safe, healthy and welcoming learning environment for all students, staff and families.

If you have any questions, please feel free to contact the school.

## Attendance Procedures

All students are expected to attend their classes and to be punctual. In cases where a student is consistently late, they may be kept from entering the scheduled class to prevent disruption to the learning environment. The student will be marked absent for the entire period and may face further disciplinary action. Students who are late will be assigned to work in the cafeteria.

Parents/guardians will have access to the Parent Portal, which will allow for greater knowledge of their child's attendance. Parents may contact the school for information on how to subscribe to the Parent Portal. The Portal can be accessed through the SRCE and DJHG website.

Promoting and achieving regular student attendance remains a collaborative partnership and responsibility of the student, parents/guardians and school.

**Parent Communication:** Parents/guardians of students who are absent from school are asked to email [leisa.brow@srce.ca](mailto:leisa.brow@srce.ca) or phone the school (902 863-1620) between 8:15 and 9:15 a.m. indicating when and why a student will be absent.

**Missed Assignments:** Students are responsible for making up all work missed during an absence.

**Missed Assessments (including tests, projects, and presentations):** Parents/guardians are required to contact school administration or the teacher if a scheduled assessment is going to be missed by their child to reschedule the assessment. Students must assume responsibility for missed assessments. It will be at the teacher's discretion as to whether the missed work will be rescheduled during class time or an alternate time.

Daily attendance records are recorded in Power School and are accessible on the Parent Portal.

**Extra-Curricular Absences:** Student absences due to school sanctioned events such as field trips, extra-curricular events or special in school events will not constitute a class absence. The teacher coordinator of such activities will forward a list of students involved to teachers, secretarial staff and the administration so that the attendance can be coded accordingly.

**Skipped classes:** Students who skip class or leave the school grounds without permission will have this behaviour addressed by an administrator.

**Late Students:** Students who are late for a class must sign in at the office. They will need to obtain an admit slip to gain access to class. Students who are consistently late for class will be denied admittance to class and be marked absent for the entire period. Students who are late will be assigned to work in the cafeteria.

**Appointments during the School Day:** Parents/Guardians are asked to ensure that students miss minimal school time due to appointments. At times, it may be necessary for a student to leave school during the day for medical appointments, special business or personal reasons. It is very important that these departures from the school are made known to teachers and administration. Parents/guardians are asked to email [leisa.brow@srce.ca](mailto:leisa.brow@srce.ca) or phone the school (902 863-1620) prior to the student leaving for an appointment.

Students **must sign out** in the main office when they leave the school and report back to sign in when they return.

Text notifications for unexcused absences are automatically sent at 4:00 P.M. daily.

## **Attire**

Students are expected to wear neat and clean clothing appropriate for an educational setting.

## **Assessment and Evaluation**

(There is a new provincial assessment policy pending.)

### **Examinations:**

- Examinations will be held twice yearly: January and June.
- Semester 1 includes material covered from September to January. A major testing period will be scheduled for late October with final exams for semestered courses being written in late January.
- Semester 2 includes material covered from February to June. A major testing period will be scheduled for mid April with final exams for semestered courses being written in June.
- Mid year examinations for full year courses will be written in January/February with final exams being written in June.
- Exams are not to exceed 30% of the term mark.
- Progress reports will be made available to parents/guardians in November, February, April and June.
- Students who are caught cheating on an exam or test will receive a mark of zero. Similar action will be taken for assignments that are copied and do not represent the students own work.
- Students who miss an exam or test without prior authorization from the administration will require their parents/guardians to contact administration to reschedule a new writing time.
- Please note that it has been a tradition that students leave the school property after their day's exam is completed. A study hall is provided for students who choose to remain in the school. Grade 9 and 10 students require written permission to leave school property after exams.

### **Reporting:**

Four report cards will be issued during the school year - November, February, April, and the final one in June.

A coding system is included to indicate the child's performance in various areas. Attendance records will appear on the report cards.

Less formal reporting to parents/guardians and students is encouraged and may take place through interim reports, progress reports, phone calls, meetings, notes, and other appropriate communication.

Parents/guardians will also have immediate access to the Parent Portal web site.

(Please contact the main office for access codes.)

## **Bell Schedule**

8:25 A.M. Warning Bell

8:30 A.M. Class Bell

9:30 A.M. Class Bell

10:30 A.M. Class Bell

11:10 A.M. Class Bell/First Lunch

11:50 A.M. Class Bell/Second Lunch

12:30 P.M. Class Bell

1:30 P.M. Class Bell

2:28 P.M. Walkers and Drivers Dismissal

2:29 P.M. First Bus Run Dismissal

2:30 P.M. Second Bus Run Dismissal

## **Books and Materials**

Students are responsible for coming to class on time, prepared with the necessary materials, e.g., notebooks, textbooks, paper, pens, and pencils. It is especially important to have your own materials during the COVID 19 Pandemic.

Textbooks are the property of the school. They need to be returned at the end of the semester/year in much the same condition in which they were received. Textbooks that are lost or damaged have a replacement fee.

## **Bus Passes**

Bus passes will not be issued until further notice.

## **Code of Conduct**

Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning.

Dr. John Hugh Gillis staff strongly encourages behaviours which increase the potential for the student to achieve in school: i.e., positive work habits, use of effective learning skills, preparedness.

Dr. John Hugh Gillis staff strongly encourages behaviours which promote good will, co-operation, peace, harmony among members of our school: i.e., tolerance, acceptance, respect, fairness.

Dr. John Hugh Gillis staff promotes student responsibility and civic involvement i.e., extra-curricular, intramural, student government and co-curricular activities.

Teachers have the authority and the responsibility to maintain student order in the classrooms and school. Teachers will deal directly with minor unacceptable behaviours. More serious unacceptable behaviours will be dealt with following the **Provincial School Code of Conduct**. The following unacceptable behaviours will be referred to the administration. The administration will respond by administering consequences and assisting with other required supports.

### **Unacceptable behaviours**

- Bullying
- Cyber bullying
- Discriminatory behaviour
- Illegal activity
- Insubordination
- Misuse of network or online resources
- Physical violence
- Racist behaviour
- Use of tobacco or e-cigarettes
- Sexual assault
- Sexual harassment
- Sexual misconduct
- Significant disruption to school operations
- Use or possession of
  - Alcohol
  - Drug-related paraphernalia
  - Illegal drugs
  - Weapons
- Vandalism
- Verbal abuse

### **Possible responses**

- Conferencing with student or parent
- Creating a plan for restitution
- Coaching to develop new behaviours
- Restorative approaches

- Mediation
- Detention
- Referral to school guidance counsellor
- Referral to the Program Planning Team
- Referral to RCH Advisor
- Referral to assessment and counselling
- Referral to student support worker
- Referral for behavioural support
- Referral to Schools Plus
- In-school suspension
- Involvement of outside agencies such as police
- Mental health services and child welfare
- Out-of-school suspension (up to 10 days)
- Loss of privilege

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## **Communication Plan**

Teachers will share a communication plan with students and parents/guardians at the beginning of each semester. The plan will provide an overview of the course and inform on the variety of ways the students will be assessed and evaluated. The methods in which communication can be initiated will be included in the communication plan.

Parents and teachers are to keep the lines of communication open so that any issues and concerns can be addressed promptly.

## **Course Changes**

Any student requesting a course change must do so as soon as possible and prior to September 13 for semester one and prior to February 7 for semester two. A course change will be made only after parent approval, it is determined that space is available within the requested class and both guidance and principal approval is given. The course change process will be done electronically as well as in person through the Guidance Department.

## **Daily Routine**

A warning bell sounds at 8:25 A.M. Students are to report promptly to their first class by 8:30 A.M. Students who are late are to report to the main office. In cases where the student is consistently late, they may be kept from entering the scheduled class to prevent disruption to the learning environment and thus marked absent for the entire period.

Students must attend each assigned class unless excused by their subject teacher or a school administrator.



Students who encounter a problem that prevents them from reporting to class, are required to get permission from the teacher or office as soon as possible. Their attendance must be reported to the secretary in order for the proper attendance code to be recorded.

### **Routine Changes Due to COVID 19 Pandemic:**

#### **1. COVID 19 Mitigation Strategies**

- Respiratory Hygiene – Wear masks in hallways and in all common areas. Masks can be removed in classrooms if physically distanced by 2 metres. Masks can be removed when eating. Practice safe sneezing and coughing etiquette.
- Ventilation - Windows will be open in addition to regular ventilation by unit.
- Physically distance where possible (even when wearing a mask),
- Hand Hygiene – Clean In. Clean Out. Frequent cleaning is required when entering and leaving the building; when entering a room; before touching a mask; before eating; Do not touch eyes, nose or mouth.
- Enhanced surface cleaning -Shared equipment/materials is to be cleaned before another person uses it. Additional staff will be on hand to clean surfaces during the day. Be prepared by bringing your own supplies such as pencils and pens.
- Stay Home If You Have Symptoms.

### **Dances/Extracurricular Activities**

Dances may be held during the school year. They will be restricted to students of Dr. John Hugh Gillis Regional High School. Approved guests will be permitted to attend the Semi-Formal and Prom. Students who have lost privileges are not able to attend dances. Students must have a passing grade in all their courses to attend dances.

Grade nine students are not permitted to attend the Semi-Formal dance or the Graduation Prom. Guest passes issued for these events must be approved through the administration and students are responsible for the behaviour of their guest.

Students are not to wear outdoor clothing into the dance area. A coat-check will be provided for jackets and bags.

Once students leave the school building, they will not be readmitted to a dance. The doors will close thirty minutes after the start of the dance and special arrangements need to be made with school administration to be permitted to enter after that time.

Being in possession of or using drugs including alcohol is strictly prohibited at all school functions. Administration only needs to have good reason to believe that a student is under the influence of alcohol or drugs to take action. Students who violate this regulation will lose the privilege of attending future dances.

### **Electronic Devices**

All students will be distributed a Chromebook for academic use. Students must put other electronic devices away prior to class time unless directed by the teacher. Students may use their cell phones at lunch time and prior to the beginning of the school day. Infractions of this policy will result in the device being confiscated. Repeat offenders may be dealt with under the Provincial School Code of Conduct.

### **Extra Curricular Event**

Students are expected to conduct themselves in an appropriate and responsible manner while on excursion or participating in extracurricular events. The Provincial School Code of Conduct, all SRCE and school policies/procedures

will apply when participating in school sponsored events. We expect all students to follow the guidelines established in the Provincial School Code of Conduct while taking part in all school related activities. Unacceptable behaviour may result in a suspension and loss of privilege etc. Students under suspension are not permitted to participate in extracurricular activities while the suspension is in effect. A student undergoing a loss of privilege due to a suspension will be ineligible for extracurricular events while the loss of privilege is in effect. However, the student will be eligible to continue to attend group practices and attend meetings. When making decisions regarding suspension length and length of loss of privilege, administration refers to SRCE Provincial School Code of Conduct Operational Guidelines.

Students with unexcused absences on the day of an extra- curricular event will be ineligible to participate in the extracurricular event.

## **Graduation Requirements**

Students entering grade 10 will require 18 credits to graduate. The specifics to these requirements can be found on our school web page under the quick links located on the left-hand side of the page.

### **Graduation Plan**

Listed below are the Nova Scotia High School Graduation Requirements. As students prepare to graduate from Dr. J.H. Gillis, they should make a plan regarding their course selections. Each year students should write down what credits they have obtained and what the course plan is for the following year. It is a student's responsibility to ensure that they have all the courses necessary to graduate. They also need to ensure they have met the requirements to the program they would like to pursue after high school. Courses listed below are offered at Dr. John Hugh Gillis Regional High School and the Nova Scotia Virtual High School. It may be necessary to enroll in the NS Virtual School courses to meet requirements.

### **Nova Scotia High School Graduation Requirements**

#### **3 English/Language Arts**

One at Each Grade Level

English 10, English/Com 11, English 11, English/Com 12, English 12, IB English (counts for grades 11 and 12)

#### **3 Math credits**

Math Ess 10, Math at Work 10, Math 10, Math Ess 11, Math at Work 11, Math 11, Extended Math 11, Pre-Cal 11, Math Ess 12, Math at Work 12, Math 12, Pre-Cal 12, Calculus 12 and IB Math

#### **2 Sciences**

Science 10 and One Other

(Science 10, Sciences 10 (Imm), Oceans 11, Biology 11, Biology 12, IB Biology, Chemistry 11, Chemistry 12, IB Chemistry

Physics 11, Physics 12, IB Physics, Agriculture 11, Chimie 11 (Imm), Chimie 12 (Imm), Food Science 12 and Geology 12)

#### **1 Canadian History**

Canadian History 11, Histoire du Canada 11 (Imm), Gaelic Studies 11, African Canadian Studies 11

## **1 Global Studies**

Global Hist 12, Global Geog 12, Geographie Planetaire 12 and IB History (Imm)

## **1 Physical Education**

Phys Ed 10, Phys 11, Phys Ed 12, Phys Ed 11 (girls only), Phys Ed 12 (girls only), Fitness Leadership 11 and Yoga 11

## **2 Other Credits from Technology, Mathematics or Science**

Construction Technology 10, Exploring Technology 10, Business Technology 11, Communications Technology 11, Production Technology 11, Film and Video Production 12, and Communications Technology 12

## **1 Fine Arts Credit**

Drama 10, Drama 11 or Drama 12, Visual Arts 10, Visual Arts 11, Visual Arts 12, IB Visual Arts, Music 10, Music 11, Music 12, IB Music

Students enrolled in O2, Immersion, PIB and IB must consult with Guidance as choices and requirements differ.

No more than 7 of the 18 credits may be from courses coded as Grade 10 and at least 5 must be from courses coded as Grade 12.

Only one credit will be given for a course in the same subject at the same grade level; both will show on the student transcript. For example, if a student completes English Communications 12 and English 12, it will only count as one credit toward the 18 credits required for graduation.

## **Lockers and Locks**

Lockers and locks are the property of Dr. J. H. Gillis Regional High School.

Students will be assigned lockers at the beginning of the year by the homeroom teacher. Students must keep the locker assigned to them. Students are not to share lockers. Materials displayed within lockers are subject to school approval. A school combination lock must be used on the locker. The serial number of the lock and the combination must be recorded in the office. Personal locks are not permitted. For your protection, do not give your combination to anyone else.

Students should keep locker visits to a minimum. They should use lockers before and after school, and during lunch periods. All necessary materials for morning classes must be removed from the locker prior to first class. Likewise, all afternoon class materials must be taken during lunch break.

Students who lose their lock must pay an \$8.00 replacement fee.

## **Lost and Found**

Any articles found should be brought to the main office where they will be stored appropriately. While electronic items will remain within the main office, all other found items will be stored in an alternate area. On a regular basis, articles that are not claimed will be sent to a charitable organization. The school is not responsible for items lost by students on school property.

## **Lunch Break**

There are two lunch breaks each day, one for Grade 9 & 11 and the other for Grades 10 & 12.

During each lunch period, students will have access to the cafeteria and designated eating areas. It is expected that they will display proper behaviour and manners. The school cafeteria provides sandwiches, soup, beverages, fruit and a daily special at reasonable prices. Students may bring or purchase their lunch. The cafeteria and other eating areas must be kept clean and tidy. Students are not permitted in the instructional areas during the lunch periods.

The parking lot is out of bounds for grade 9 and 10 students. Food or drink is not to be taken on the turf field.

Students in Grades 11 and 12 who wish to leave school grounds during the lunch period must have their parent/guardian complete a permission form and return it to their homeroom teacher by the end of the first cycle. This document can be found in the Student Demographics Package provided to students on the first day of school.

This permission form allows students to leave school grounds for the duration of the lunch break. If students have permission to leave school grounds, there will be no loitering around the fringes of the school property (Student Parking Lot, Braemore Avenue, Xavier Drive, etc...) Students who leave at lunch time are expected to be punctual when returning.

## **Media Coverage of School Events**

### **Parent/Guardian Permission**

As part of our efforts to celebrate the achievements of our students and to promote the various educational, sports and cultural events that our students participate in, media partners are invited to the school throughout the year to cover these activities so that our good news and success stories can be shared with our school communities in local papers. As such, there is a very good possibility that your child may be identified either by name or in a photograph. Students will receive a form in September for parents to sign who **do not** consent to their child having their picture published. Only forms that do not agree with the publishing of their child's picture will be filed and kept on record.

There are other times when one of our media partners may contact the school to profile a specific student, program or event that may involve a student(s) being interviewed, photographed, video recorded and/or audio recorded. In these types of instances, it is our practice to request parent/guardian written permission prior to granting the media request.

Please also note that our school does not condone the uploading of audio or video files recorded at school and/or school-sponsored events to on-line social networking sites, such as Facebook and YouTube.

All media requests, and subsequent contact with our students, are carefully considered before being approved. We do our best to ensure that the personal privacy of students is protected and respected. If you have questions related to the above information, please do not hesitate to contact the school.

## **Medical Plans**

Contact the school if a medical plan is required for serious medical concerns. Current medical plans are sent home at the beginning of the year to be updated.

## **Medication**

Medication cannot be dispensed to students unless the student has an Emergency Medical Plan filed in the office. Contact the administration if medication is required during the school day.

## Prerequisites for Courses and Programs

Certain courses (such as Mathematics or Chemistry) may require successful completion of the previous year's courses or the requirement of a minimum mark before the next year's work begins. Guidance and school administration will provide advice if there are concerns towards specific programming.

## Parent/Student Portal

Access codes for the Parent Portal will be provided once parents/guardians call our main office at 902-863-1620.

- Link can be found on Dr.JHG website.
- Once you are on this website, go below the "sign in", and create an account. The information below will assist you through the process.
- It is very important that you create a user login before you begin, without this login the student information will not work.

Example: John Mills - Web access 00001 Web password XXXXX

Quick reference guides - How to Sign Up for the Student-Parent Portal and How to Use the Student-Parent Portal - are available to help get you started. You can view an online demo video of the Student-Parent Portal.

## Parking

Any student who brings a vehicle to school must leave the vehicle upon arrival and return to it only when leaving the school grounds. Parking space is a privilege not a right and students will be denied access to parking by the administration in cases of inappropriate driving or failure to follow the parking policy. Students are to leave their vehicles promptly when they arrive at the school.

## Presentations and Events

Throughout the school year a variety of whole school or grade level presentations and events from outside agencies occur. Information on these events will be emailed via alerts and posted on the school calendar. If you choose for your child to not attend a scheduled presentation, you are responsible for contacting the school with this information and an alternative plan will be made for your child during the presentation time

## Returning Graduates

Students who have already graduated and are returning to grade 12 for upgrading will be required to enter a written contract and educational plan with the Principal regarding attendance and academic performance in all courses. Acceptance will depend on the availability of courses.

Returning graduates are not eligible for any Academic Awards upon their return to grade 12 for upgrading.

## School Insurance Program

School Insurance Program

Telephone: 902.480.2170 Toll-free: 855.480.2170 Fax: 902.480.2179 E-mail: mail@sip.ca

Business Hours: Monday to Friday, 8:30 a.m. - 4:30 p.m.

## Smoke/Vape Free Environment

Smoking/vaping by any person is not permitted at any time in the school or on the school property. This prohibition applies to staff, students, visitors, and community users of the school facilities. Infractions by students are dealt with under the Provincial School Code of Conduct.

## Student Services

The Student Services personnel assist students in career planning, course selection, and personal guidance. It is expected that students in the high school setting act as advocates for their future after graduation; however, our staff are equipped with the training necessary for program direction and clarification.

Schools **Plus** is part of Nova Scotia's child and youth strategy, *Our Kids Are Worth It*. The vision for Schools **Plus** is that schools become a convenient place for government and other services to be delivered to families. This approach will make it easier for professionals to collaborate with each other on behalf of children, youth, and families. Families are served in a welcoming, accessible place that they are already familiar with—a school in their community.

Schools **Plus** is currently set up at Dr. John Hugh Gillis Regional High School. Schools **Plus** has a facilitator and a community outreach worker. The facilitator is the liaison between the school and the community. Their job is to advocate, co-ordinate, and expand services for students and families. They help families navigate the system and get the services they need. Schools **Plus** serves all children, youth, and families, particularly those who require additional support and services.

## Additional Counselling Services

Strait Regional Centre for Education	902-625-2191
Drug and Alcohol Self-Help and Counselling Services	902-863-3808
North Shore Drug Dependency	902-863-5393
Counselling Services for Families, Parents and Teens	902-863-2358
Kids Help Phone	1-800-668-6868
St. Martha's Department of Psychiatry	902-863-4511
Legal Aid	902-863-3350
Social Services - Antigonish Office	902-863-3213
Police - Antigonish	902-863-6500
Recreating Services and Volunteer Work:	
Antigonish Department of Recreation	902-863-3686
Municipality of County of Antigonish	902-863-1141
Sexual Assault Information and Counselling Services:	
Naomi Society	902-863-3807
Antigonish Women's Resource Center	902-863-6221

## Health Services

- Students who are ill during the school day must contact their parents/guardians to be picked up. They will wait in the room adjacent to the main office.
- In a medical emergency, students will be transported by ambulance to the hospital and every effort will be made to contact parents/guardians immediately. Ambulance fees are the responsibility of the family.
- School personnel are not permitted to dispense medication (e.g., aspirin) unless a written request with explanation has been received by the school (A form can be obtained at the school office.).
- If any student confides in a school official that he/she is a victim of abuse, then Community Services will be contacted.
- The Youth Health Centre is available for students to make appointments throughout the day.

## Visitors to the School

All visitors **must** use the intercom system to contact the main office and be screened by office personnel before entry. Approved visitors are to report directly to the main office when entering the school.

## Washrooms

There is ample time to use washrooms before and after class. Washroom use during instructional time should be limited. Students should sign out with permission indicating time. Washrooms are for the use of all students and staff. Students should not hang out in the washroom. It can be intimidating for others wanting to use the washroom if there is a group standing there. Adults do check the washrooms.