

Dr. John Hugh Gillis Regional High School



Student Handbook 2018-2019

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Centre for Education Website: <https://srce.ca>

Student Name: _____

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 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 2018-2019 school year at Dr. John Hugh Gillis Regional High School. Administration and staff are looking forward to another successful year for our students. 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.

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.

Best of Luck in 2018-2019

Jack MacDonald
Principal
Dr. John Hugh Gillis Regional High School



**First Semester School Calendar
2018-2019**

Tuesday	September 4	School Orientation Day (No Classes)
Wednesday	September 5	Regional In-service Day (No Classes)
Thursday	September 6	First Day of School for Students
Thursday	September 13	Stand Up Against Bullying Day
Thursday	September 13	School Photo Day
Friday	September 14	School Photo Day
Thursday	September 20	Programs Presentation Evening (6:00– 7:30 p.m.)
Friday	September 28	School Based In-service (No Classes)
Wednesday	October 3	Regional In-service (No Classes)
Monday	October 8	Thanksgiving Day (No Classes)
Monday – Thursday	October 15 - 18	Mid-Semester Testing Period
Friday	October 26	Provincial Conference Day (No Classes)
Monday	November 12	Remembrance Day (No Classes)
Tuesday	November 13	Quarter 2 Begins for Grade 9
Friday	November 16	AARAO tour
Thursday	November 22	Report Cards Distributed
Thursday	November 29	Parent/Teacher Meetings 1:00 – 3:00 (Regular Classes A.M. No Classes P.M)
Thursday	November 29	Parent Teacher Meetings (6:00-8:00 p.m.)
Friday	December 21	Last Day of School before Break

Thursday	January 3	Classes Resume
Thursday	January 24	NSVS Examinations
Friday	January 25	School Examinations Begin
Monday	January 28	NS Examinations – English 10, English 10 Plus
Wednesday	January 30	School Examination Schedule Ends

**Second Semester School Calendar
2018-2019**

Thursday	January 31	Administration Day (No Classes)
Friday	February 1	Second Semester Begins Third Quarter Begins for Grade 9
Thursday	February 14	Semester One Report Cards Distributed
Monday	February 18	Heritage Day (No Classes)
Friday	March 15	Last Day before March Break
Monday	March 25	Classes Resume
Friday	April 5	Regional In-service day (No Classes)
Friday	April 19	Good Friday (No Classes)
Monday	April 22	Easter Monday (No Classes)
Tuesday-Friday	April 9-12	Mid-Semester Testing Period
Tuesday	April 23	Quarter 4 Begins for Grade 9
Thursday	April 25	Report Cards Distributed
Tuesday	April 30	Parent/Teacher Meetings 1:00 – 3:00 (Regular Classes A.M. No Classes P.M)
Tuesday	April 30	Parent Teacher Meetings (6:00-8:00 p.m.)
Monday	May 20	Victoria Day (No Classes)
Monday	June 17	NSVS Examinations
Tuesday	June 18	NS Examinations – English 10 Plus
Wednesday	June 19	NS Examinations – English 10
Wednesday	June 19	School Examinations Begin

Thursday	June 20	NS Examinations – Mathematics 10, Mathematiques 10
Tuesday	June 25	School Examination Schedule Ends
Wednesday	June 26	Graduation
Wednesday	June 26	Administration Day (No Classes)
Thursday	June 27	Administration Day (No Classes)
Friday	June 28	Grades 9 – 11 Closing Ceremonies (Dismissal at 10:00 a.m.)

Grade 12 Graduation Activities 2018-2019

Friday	June 21	Student Barbeque (1:00 p.m.)
Sunday	June 23	All Faiths Service (1:30 p.m.)
Monday	June 24	Graduation Prom (8:00 p.m.)
Wednesday	June 26	Graduation Dinner (5:00 pm)
Wednesday	June 26	Graduation (8:00 p.m.)

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.

Allergies

There are several students attending **Dr. John Hugh Gillis Regional High School**, each with a severe allergy that can cause an *anaphylactic reaction*. Included allergens are peanuts and nuts.

Avoiding the allergen is the best way to prevent an anaphylactic reaction.

Therefore, the best way to provide a safe environment is to enlist the support of the other students, staff and parents to make sure the allergens do not enter the school. There are a number of measures that you and your child/children can take to ensure the safety of all members of the school community. A **peanut safe** environment is promoted.

- Please do not send food containing **peanuts, tree nuts and nut products**. Products labeled “May Contain” can be dangerous and should not be sent.
- When preparing lunches, ensure that food being sent has not come in contact with peanuts, tree nuts and nut products.
- Please ensure that your child does not eat **peanuts, tree nuts and nut products** one hour prior to attending school.
- Please contact your child’s teacher prior to sending any food to the school for a celebration.
- Encourage your child to wash their hands with soap and water before eating, and wash their hands and rinse their 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:
http://www.hc-sc.gc.ca/fn-an/securit/allerg/fa-aa/index_e.html
- Teach your child not to share his/her food, drink or utensils with classmates.
- Encourage your child to help clean his/her eating area before and after meals and snacks.

Attendance Procedures

All students are expected to attend their classes and to be punctual. In cases where a student is consistently late, he/she 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 will face further disciplinary action. Students who are late will be assigned to work in the cafeteria.

The Provincial Attendance Policy is referred to when dealing with attendance issues.

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.

<https://sisrsb.ednet.ns.ca/public/>

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 phone 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 Assessment Events (including tests, projects, and presentations): Parents/guardians are required to contact school administration or the teacher if a scheduled assessment event is going to be missed by their child to reschedule the assessment event. Failure to do so may result in a mark of zero. Students must assume responsibility for missed assessment events. It will be at the teacher's discretion if the missed work will be rescheduled during class time or after school. Daily attendance records will be recorded in the office and records of daily class attendance shall be maintained by subject teachers. Both sets of data will be accessible daily 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 co-ordinator of such activities will forward a list of students involved to teachers, secretarial staff and the administration. Student absences due to weather conditions and/or certain buses not operating will not constitute a class absence.

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

Entry Slips: Students who are late for a class must receive an admit slip from an administration or secretary before entering the class. Students who are consistently late for class will be denied admittance to class and be marked absent for the entire period.

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.
Students leaving the school for appointments are to submit written permission from a parent or guardian to an administrator or the school secretary before 8:35 a.m.

Students **must sign out** in the main office when they leave the school and report back 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. Hats are not to be worn in classrooms.

Assessment and Evaluation

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. If you wish for your son or

daughter to stay and school and study instead of leaving school property,
please contact the school at 902 863-1620 or email
jack.macdonald@srce.ca

Report Cards:

- 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:

<https://sisrsb.ednet.ns.ca/public/>

(Please contact the main office for access codes.)

Parent/Teacher Meetings:

There shall be two formal parent-teacher visitations in each school year following the November, and April reporting periods. These meetings provide an opportunity for parents/guardians to meet the teachers and focus on academic progress. If parents/guardians require more than five minutes with a teacher, they should contact the school to schedule an appointment.

Bell Schedule

Period 1	8:35 A.M. – 9:35 A.M.
Period 2	9:35 A.M. – 10:35 A.M.
Recess	10:35 A.M. – 10:45 A.M.
Period 3	10:45 A.M. – 11:20 A.M.
Period 4 First Lunch	11:20 A.M. – 11:55 A.M.
Period 5 Second Lunch	11:55 A.M. – 12:30 P.M.
Period 6	12:30 P.M. – 1:30 P.M.
Period 7	1:30 P.M. – 2:30 P.M.

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.

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

Students wishing to travel on a school bus to a destination other than their regular stop, must obtain a **bus pass** at the main office. A written request from parents/guardians is required. The written request must include the date, the student's name, the civic address of the stop for which the student will be exiting the bus, the bus driver's name, and the parent/guardian's signature. This information must be presented in a note, fax or email to the school's administrative assistants. Bus passes will be issued depending on availability of seats on the bus.

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 Academy 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)

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 prior to September 16 for semester one and prior to February 13 for semester two. A course change will be made only after a letter from the parent/guardian is received, administration has determined that space is available within the requested class and both guidance and principal approval is given.

Daily Routine

Students will have access to their lockers to collect books and other materials at 8:15 A.M. and then during both morning recess and noon breaks. The schedule does not allow time to return to lockers or washrooms between classes.

Students are to report promptly to their first class by 8:35 A.M.. Students who are late are to report to the office. In cases where the student is consistently late, he/she 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.

Dances/Extracurricular Activities

Dances held during the school year 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.

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 alcohol or drugs 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 be denied access to all future school dances for 5 months for a first

offense in addition to other consequences including suspension.

While representing the Dr. John Hugh Gillis Regional High School, students must conduct themselves in an appropriate and responsible manner. All board policies, school rules and expectations will apply when participating in school sponsored events.

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

Electronic Devices

All students must put electronic devices away prior to class time unless directed by the teacher. Students may use their cell phones at recess time, 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.

Internet and E-mail Acceptable Use Policy

Dr. John Hugh Gillis Regional High School and the Strait Regional Centre for Education support the provision of opportunities for students to access educational information resources through various media technologies, including the *Internet*. The Centre for Education recognizes, however, that students need guidance in their exploration of the Internet environment, so that these experiences will be healthy, safe and educationally relevant.

Guidelines

1. Student privileges

1.1 With the guidance and instruction of teachers, students may communicate, receive and access electronic information via databases, bulletin boards, electronic mail, list serve, news groups and World Wide Web sites to pursue the student learning outcomes of the Public School Program of Nova Scotia.

1.2 Students must be alerted to the dangers inherent in world-wide electronic information systems, including the risks that are involved in making personally identifying information available over the Internet. Students must also be made aware of the behaviour that is expected of them in the use of communications technologies, as well as the consequences of inappropriate behaviour.

2. Expectations of teachers

2.1 Teachers will fulfill the curriculum outcome expectations of the Public School Program and direct students to preview, recommended and evaluated Internet resources for use in the instructional program.

2.2 Teachers will establish and monitor standards for the use of computer facilities, including the Internet.

More specifically, teachers are expected to:

2.2.1 Clearly communicate to students and parents the purposes, benefits, responsibilities and risks associated with the use of Internet resources;

2.2.2 Inform students that communications on networked computer systems are often public in nature and that privacy is rarely available;

2.2.3 Review with students, when giving assignments which involve the access of networked information and the rules of acceptable use of the Internet in relation to the assignment;

2.2.4 Establish clear restrictions to the access of harassing, pornographic, obscene, racist, sexually explicit or threatening material, imagery or language. If such material is inadvertently accessed, establish expectations for reporting these incidents and provide age-appropriate counseling to minimize the impact of such material on the students.

2.2.5 Ensure that the *Permission Form for Student Access to the School's Computer System and Internet Connection* is signed before access to the school's computerized information system is granted.

3. Expectations of students:

3.1 Students will obtain teacher permission before using school-provided Internet resources.

3.2 Students will follow the school's established guidelines for going on-line.

3.3 Students will respect the work of other individuals or organizations.

3.4 Students will not access, manipulate, alter or attempt to damage, disable or destroy technological equipment, computer files residing on the local server, data disks, hard drive, or any accessible Internet Service.

3.5 Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit or threatening material, imagery or language.

3.6 Students will use school-provided Internet resources for legal purposes only.

4. Consequences of unacceptable use

4.1 Disciplinary action which is consistent with the provisions of the Provincial School Code of Conduct, will apply to students who are found to be in violation of the expectations of students in the use of the school's computerized information systems. Consequences of inappropriate use include:

- Students may lose access to electronic resources.
- Students (and their parents/guardians) will be held responsible for any unauthorized financial transactions undertaken through the school Internet account.
- Students (and their parents/guardians) will be held responsible for the costs resulting from willful damage to computer hardware and related resources.

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:

<http://drjhg.srce.ca/>

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)

2 Math credits for students in grade 12

3 Math credits for students in grades 10 and 11 each course at a

different grade Level

(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), and Gaelic 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.

Leaving School Grounds at Lunch

Students in grades 9 and 10 cannot leave school property during recess or the lunch period.

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 end of the first cycle. This document can 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.

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, recess and during lunch periods. All necessary materials for morning classes must be removed from the locker prior to first class or at recess time. 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 & 10 and the other for Grades 11 & 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.

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 son/daughter 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 863 1620.
- Website location: <https://sissrsb.ednet.ns.ca/public/>
- 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. You will find the video demonstration is very helpful.

Simply go to the "STUDENT-PARENT PORTAL" section of inschool.ednet.ns.ca to access these materials or enter <http://inschool.ednet.ns.ca/portal> into your browser.

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.

Personal Appearance and General Behaviour

- Every student is responsible for exhibiting good manners and for using language which is appropriate in a school setting.
- Students are encouraged to dress appropriately as befitting an educational institution with the focus on learning. Clothing with distasteful or illegal messages and/or pictures must not be worn to school. Hats are not to be worn in class.
- Students must be considerate, respectful and courteous to all personnel including peers, bus drivers, custodians, librarians, teacher assistants, office staff, teachers, visitors and substitute teachers.
- When moving from class to class, students are expected to conduct themselves in an orderly manner. Running, rough-housing, cursing and yelling are to be avoided; consideration of classes in progress is expected.
- As part of the Strategic Plan, the board is encouraging students and teachers to use personal technology for educational purposes within the school settings as part of the "Bring your own device" to class initiative. As such, teachers are encouraged to consider avenues in which personal devices can be used to enhance the learning experiences of students. Inappropriate use of devices can result in the withdrawal of the privilege or confiscation of the device. Students are not to take pictures, videos or audio clips of another person without the permission of the person.
- Outdoor clothing should not be worn to class.

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 Free Environment

Smoking 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 Fees

Student fees:

Grade 9 – 12 students	\$30.00
Family of 2 students	\$55.00
Grad fees (to be paid by graduates)	to be determined in May (depends on costs of graduation events)

Student Fees cover the cost of items such as student identification card, locker, and special projects and presentations for the students. This fee is to be paid by the end of September.

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	625-2191
Drug and Alcohol Self-Help and Counselling Services	863-3808
North Short Drug Dependency	863-5393
Counselling Services for Families, Parents and Teens	863-2358
Kids Help Phone	1-800-668-6868
St. Martha's Department of Psychiatry	863-4511
Legal Aid	863-3350
Social Services - Antigonish Office	863-3213
Police - Antigonish	863-6500
Pregnant and Parenting Teens:	
St. Martha's Hospital	863-2830
Birth-Right Pregnancy Services	Zenith-27350 Dial 0
Recreating Services and Volunteer Work:	
Antigonish Department of Recreation	863-3686
Municipality of County of Antigonish	863-1141
Sexual Assault Information and Counselling Services:	
Naomi Society	863-3807
Suicide:	
St. Martha's Department of Psychiatry	863-4511
Antigonish Women's Resource Center	863-6221
Dr. J. H. Gillis Teen Wellness Center	863-7492

Health Services

- Students who are ill during the school day may contact their parents/guardians.
- 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 service will be contacted.
- The school Health Centre is available to the students throughout the day.

Visitors to the School

All visitors **must** report directly to the main office when entering the school. They will be required to sign the visitors log and will be issued a visitors pass when approved to be in the building.



