

HEBBVILLE ACADEMY
6-9 Student Handbook
2016 - 2017



Home of the Patriots

Principal: Steve Johnson
Vice Principals: Janet Dornan (P-5)
Jeff Sylvester (6-9)

16147 Hwy #3 (6-9 Bldg)
16161 Hwy #3 (P-5 Bldg)
Hebbville, NS B4V 6Y1

P-5 Building phone: (902) 541-8284
6-9 Building phone: (902) 541-8280
School e-mail: ha@ssrsb.ca
School website: <http://hebbville.ednet.ns.ca>
Board website: <http://southshore.ednet.ns.ca>

Student Name: _____

Homeroom: _____

Homeroom Teacher: _____

Grade 6-9 School Day

Bell	8:50
Period #1	9:03 - 9:50
Period #2	9:50 - 10:35
Recess	10:35 - 10:50
Period #3	10:50 - 11:35
Period #4	11:35 - 12:20
Period #5/1 st Lunch	12:20 - 1:00
Period #6/2 nd Lunch	1:00 - 1:40
Period #7	1:40 - 2:20
Period #8	2:20 - 3:00

TIMETABLE

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
Time/ Period						
_____ 1						
_____ 2						
RECESS						
_____ 3						
_____ 4						
_____ 5						
_____ 6						
_____ 7						
_____ 8						

GENERAL INFORMATION

TEXTBOOKS

Textbooks are loaned to students. It is expected that they will be returned at the end of the year in a reasonable condition. If not, or if a book is lost, students must pay for the text.

Textbooks are numbered and only the student assigned a particular copy will be given credit for its return. This makes it much easier to identify lost books and hasten their return.

Students are advised that they are responsible for their text books and the choice to leave them in their desk or elsewhere is done at their own risk. Stolen or damaged textbooks remain the responsibility of the student assigned the book.

Each student is loaned close to \$200.00 worth of books, and parents are ultimately financially responsible for them.

VISITATION REGULATIONS

Parents/guardians are welcome to visit the school at any time during the day.

Students' boyfriends, girlfriends or other persons not students at the school will not be permitted to visit at the school during the regular school day.

All visitors and volunteers must report to the office upon entering the school and receive a visitor's/volunteer's pass.

Volunteers are welcome and needed at all grade levels. Some of the areas include: safe arrival, library, reading tutors, Breakfast for Learning, field trips and special events. Persons wishing to volunteer must complete RCMP and child abuse registry documentation. Please contact the office for further information.

VIDEO SURVEILLANCE

Hebbsville Academy is equipped with a video surveillance system to aid in the safety and security of students, staff and visitors, and as a deterrent to vandalism, criminal or other illegal activities. Cameras may be placed inside the school or on the grounds. The South Shore Regional School Board authorizes the use of video surveillance as part of an overall plan to create a safe learning and working environment for everyone. Signage is posted around the school property to alert people of the video surveillance.

All information obtained by video surveillance is confidential. While video surveillance does not replace staff supervision, records can, and will, be used in school investigations and subsequent discipline. Records will only be provided to law enforcement or the courts when criminal or other illegal acts are suspected. All video recorded material will be destroyed within 5 days of being recorded unless it is used as part of an investigation.

All information is managed in accordance with the Provincial Freedom of Information and Protection of Privacy *Act* (FOIPOP *Act*).

For more information, please contact the Principal at 541-8280.

STUDENT ABSENCE

Students must bring a written excuse, signed by a parent or guardian, for every day they are absent from school. The note is to include the date or dates on which the student was absent and it must explain the reason for the absences.

STUDENT ILLNESS

If a student becomes ill during school hours, the student is to telephone home from the office to have a parent pick him/her up at the school. At no time will the student be permitted to walk home.

If a student is injured seriously enough to require medical attention, that student will be taken to the outpatients department of the SSRH immediately and parents contacted to meet him/her there.

Staff members are not permitted to dispense any medications (prescription or non prescription) without proper documentation completed by parents. Please contact the office for further information.

SAFE ARRIVAL

The P-5 building has a "Safe Arrival Program" in place, where a phone call is made to the homes of all absent students each day. Calls could be prevented if parents would phone the school before 8:30 am if their child is going to be absent. This allows us to know the status of all of our students each day.

REQUEST TO LEAVE THE SCHOOL GROUNDS

A student wishing to leave school prior to normal dismissal may do so only with written parental approval or if the parent comes to the school office for the student. Students must sign out if they leave before normal leaving time. (P-5 students sign out from their classroom. 6-9 students sign out at the office.) Students must have parental permission to leave with anyone other than their parent/guardian. Arrangements to leave should be made prior to arrival for the da

OUT OF BOUNDS

The following areas are out of bounds: woods surrounding the school, ditches beside highway and woods, all parking areas and driveways. Other specific areas will be reviewed with students in September.

LEAVING SCHOOL GROUNDS

1. The woods area behind the school is out of bounds to all students at all times during the day unless they are accompanied by a teacher or participating in a teacher directed activity.
2. Students may not leave the school grounds at noon unless they are picked up at the office by their parents or unless they do not travel by bus regularly.
3. Students who walk to school may go home at noon for lunch. They may not leave the school grounds at recess without permission from the principal.

USE OF BUSES

The school and the School Board are responsible for the safe transportation of bus students.

Students must travel on their own bus and get on and off at their own stop unless they have written permission from their parents/guardians and approval from the school. For Grade 6-9 students, written permission is to be left at the office before recess and picked up at lunch. If buses are full, permission to travel on a different bus will be refused. Students should have an alternate plan in case travel is refused. Students are not to walk home or leave in a car without clear written instructions from their parents.

Bus notes are to be placed in the office by the end of morning recess. (Gr. 6-9) Students should not phone for bus notes during the day.

STUDENT ARRIVAL TIMES

6-9 students are not to be at school before 8:30 am, unless a special arrangement is made or a student activity is being held.

SCHOOL CLOSING FOR INCLEMENT WEATHER

All school cancellation announcements will be aired on CKBW and CBC between 6:45 am and 7:30 am. Should CKBW be off the air, any school cancellation announcements will be aired on CBC Radio. If school is being closed early during the day due to a storm, furnace problems, etc., an announcement will be made over CKBW and CBC.

LOCKERS

School lockers will be provided to Grade 6-9 students. A fee will be paid by students for the use of the lock. The locker is school property and may be searched at the discretion of the school administration with or without notification to students. Inappropriate use or vandalism of a locker will result in the loss of the use of the locker. Damaged, loss or stolen locks will result in a replacement fee of \$7.00.

DIGITAL CAMERAS & PERSONAL COMMUNICATION DEVICES (ie. Cell Phones)

Cell phones, iPods, netbooks and digital cameras are now being used more and more as educational devices in school. Students can use these devices in class, under teacher direction.

SKATEBOARDS, ROLLER BLADES, ETC.

Due to safety and liability issues, skateboards and roller blades are not permitted on school property. They are also not permitted on school buses, unless they are bringing items like skateboards for the exploratory programs.

Bicycles are to be stored in the bike racks provided upon arrival at school. They are to remain in the racks until the end of the day.

SCHOOL FEES

A minimal student fee will be charged to each student in September. The grade 6- 9 student fee will be \$17.00, to cover the cost of a student handbook, lock rental, cultural events and an exploratory program.

COUNSELLING PROGRAM

The school counsellor's role is to help ensure that students are happy and productive during their time at Hebbville. Issues related to careers, personal decisions, getting along better with parents, making friends, dating, smoking, alcohol, drugs and sexuality may be on an adolescent's mind. The counsellor can assist the student in the decision making process.

Other Counselling Services include small group counselling on topics such as overcoming shyness, understanding divorce, sexual harassment, how to make better grades, resisting peer pressure, etc.

STUDENT SERVICES

SCENT FREE SCHOOL

In recognition of and respect for the variety of health and environment concerns that affect our students, staff, visitors and bus drivers, Hebbville Academy has a scent free environment. We ask everyone in the school whether student, staff or visitor to refrain from wearing colognes, perfumes, aftershave, scented hairspray, etc. or using them at school.

STUDENT ALLERGY ALERT

There are students at Hebbville Academy who have severe life-threatening allergies which include allergies to peanuts and tree nuts such as walnuts, cashews, and hazelnuts and all shell fish products etc. Exposure to even a very small amount of these food substances could cause anaphylactic shock and without immediate emergency medical assistance, loss of consciousness and death. **Therefore, we are requesting that parents/guardians and students do not bring nuts, nut products, or food containing nuts or oils from nuts to school. To avoid exposure, we ask that students and parents employ good hand washing before entering the school building.**

If your child(ren) has severe allergies requiring medication be kept on site at the school or special instructions be given to school staff, please ask the school for an Allergy Alert Form. Please fill it out and return it to the school at your earliest possible convenience.

PEER MEDIATION PROGRAM

Mediation is a conflict resolution approach where disputants have a chance to sit face to face and talk uninterrupted, so each side of the dispute is heard. The purpose of the peer mediation program is to teach young people that they are capable of solving their day to day conflicts peacefully. The most common conflicts include name-calling, rumours, threats and friendships gone amiss. After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed.

Peer mediators are chosen by students and then trained in how to conduct a successful mediation. Students may refer themselves or are referred by staff. The mediation program encourages a peaceful school climate, and also teaches communication skills, problem solving and critical thinking.

YEARBOOK

A yearbook which records the events of the year is produced each year. Grades 6-9 students are included in the yearbook. More information will be distributed as the year progresses.

HOME & SCHOOL

The Hebbville Academy Home & School is vital to our school's health. The Home & School organization promotes school programs and the school in general, and raises needed funds to enhance programs. The 2012-2013 President is Melissa Bush. She can be contacted by phone at 530-5479.

SCHOOL ADVISORY COMMITTEE (SAC)

The School Advisory Council (SAC) is a group of parents, teachers, school, support staff, students and a community member, who provide advice to the principal. Parent elections take place at the "Meet the Teacher" evening in September.

ACADEMIC PROGRAM

COURSE OFFERINGS

Students in Grade 6-8 take the following courses:

English	Mathematics	Science
Social Studies	Health	Physical Education
French	Computer Studies	Family Studies/Tech Ed/Visual Arts

Instrumental Music is optional,

Students in Grade 9 take the following courses:

English	Mathematics	Science
Social Studies	Physical Education	
French		

Instrumental Music is optional,

FRENCH IMMERSION

Hebbville Academy offers "late French Immersion". This Department of Education approved program accepts students entering grade seven at Hebbville Academy. This is a three year program, being offered in grades seven, eight and nine. Registration for this program will be conducted as per South Shore District School Board Policy #335.

Students who register and are placed on the waiting list may be accepted into the program up to September 30 of the respective school year. As of September 30 of each year, the list will be terminated and no students will be added after this date.

Students transferring into Hebbville throughout the school year may be registered in a grade seven, eight or nine French Immersion class if class size allows, and the student is coming from an Immersion Program or equivalent.

Grade seven students may withdraw from a French Immersion class and be placed in a regular program if the principal is advised in a written request from the parent prior to September 30 of the school year. Students entering grade eight French Immersion and nine French Immersion may withdraw only at the end of the school year. A written withdrawal request from the parent must be received by the principal by June 15.

PROMOTIONAL REQUIREMENTS

In order to be promoted to the next grade a student must have a final mark of 50% or greater in each of the following courses:

Grade 7 and 8: English, French, Mathematics, Science, Social Studies, PDR, Physical Education or Family Studies/Tech Ed or Instrumental Music or CRS.

Grade 9: English, French, Mathematics, Science, Social Studies, PDR, Physical Education, five Grade 9 Modules, or Instrumental Music or CRS.

STUDENTS AT RISK

Parents/Guardians of students who are at risk academically will be contacted regarding their son or daughter's progress. Formal contact will take place at the end of each reporting period.

PHYSICAL EDUCATION

Physical Education is a compulsory subject in junior high schools through-out this province. Medical reasons are acceptable for non-participation, but exemptions from the program may require a medical certificate from the student's doctor.

Students are required to wear a T-shirt or sweatshirt, gym shorts or sweat pants, socks and sneakers.

INSTRUMENTAL MUSIC PROGRAM (Grades 6-9)

The instrumental program gives students an opportunity to learn to play a woodwind, brass or percussion instrument. No prior musical experience is necessary. Students who first join the band play in the beginner band. This is followed by senior band and some students may also join the jazz band. Students realize very quickly that making music is fun but at the same time it involves hard work and commitment. Attendance is taken at every rehearsal.

Some instruments can be rented for the year at a cost of \$75.00 and \$10.00 for the summer. In addition, there will be a \$10 charge incurred for students who own their own instruments, to cover incidents and sheet music. However, parents are encouraged to purchase the instruments, if possible. Family rental rates are available.

INCLUSIVE EDUCATION

Hebbsville Academy believes in the concept of inclusion. This means that all students will do as much of their work as possible in the regular classroom. Those students who need additional assistance and who have been identified as students with high needs will be referred to the Program Planning Team. This team meets regularly to review students' program plans.

ADAPTATIONS (D.A.)

An D.A. is designed for students who are able to function in a regular classroom but may find difficulty in tasks such as lengthy written projects, tests, examinations, etc.

While modifications to the course work and evaluation may be made, the integrity of the program is not changed.

INDIVIDUAL PROGRAM PLAN (I.P.P.)

An I.P.P. is developed by the Program Planning Team for a student whose programming outcomes cannot maintain the integrity of those prescribed outcomes at his/her grade level. The I.P.P. will include information about the student's strengths and needs, yearly individualized goals, specific objectives, recommended services, area or responsibility, review dates and signatures.

REPORT CARDS

Report Cards are sent home three times a year.

STUDENT AWARDS - Grade 6-9

Sue Smith Female Athlete of the Year Award

Presented to the female athlete of the year

Male Athlete of the Year Award

Presented to the male athlete of the year

John Jollimore Memorial Art Award

Presented in memory of John Jollimore, to a Grade 6 student who has best demonstrated artistic ability.

Music Award

Presented to a student for excellent participation, high quality of work and a very positive attitude in music.

Speech Festival Awards

Presented to two students for participation in Lunenburg County Speech Festival.

Band Camp Award

Presented to a Grade 6 student who demonstrates a high quality of work, positive attitude toward music, excellent participation in music program, a member of the choir and enrolled in band camp.

Barry Sarty Sportsmanship Award

Presented to a Grade 6 student for his/her participation in sports and class activities. For leadership qualities along with satisfactory academic achievement. The emphasis is on "good sport" rather than good athlete. These qualities were evident not just this year but during the years in which the student has been in school.

French Awards

Presented to one student per grade for outstanding performance in French Class.

Physical Education Award

Presented to four students who are dedicated, give their best and always come to the gym with a good attitude.

Academic Achievement Awards

Presented to a student in each class who has demonstrated outstanding academic achievement in Grades 6-8.

Home and School Citizenship Awards

Presented to one student per class who possesses the qualities of a good citizen. Some of these characteristics include a kind, caring and positive attitude, helpful, pleasant, patient, dependable, responsible, fair, a peace keeper.

Principal's Recognition Award

Presented to a grade 9 student or students who best demonstrate perseverance, courage and determination.

Dhalla Award

Presented to a grade 9 student who best combines desire and ability.

Lawrence Himmelman Citizenship Award

Presented to a grade 9 student who demonstrates respect for others, who participates positively in class and school activities and volunteers to help and take on responsibility.

John Whitehouse Humanitarian Award Presented to a grade 9 student who demonstrates those human qualities of caring and giving to their peers and our school community.

Danny MacDonald Mathematics Award

Presented to a grade 9 student who has excelled in Mathematics during his/her junior high years.

Excellence in Mathematics Award

Presented to the student in each grade level 6-8, who has excelled in Mathematics during the year.

South Shore Regional School Board Student Community Service Award

Presented to the student who has improved the quality of life in their school or community (Gr. 6 and 9).

Earle Langille Award

Presented to students who are undertaking Student Leadership Training.

Excellence in French Immersion Award

Presented to the student in each grade level 7-9, who has excelled in French Immersion during the year.

Senior Concert Band Award of Excellence

Presented to a student in grade 9 who has demonstrated a high degree of ability and leadership as a member of the Senior Concert Band.

Student Affairs Plaque

Presented to the students who have displayed leadership in student affairs during their junior high years.

Yearbook Award

Presented to the most valuable yearbook staff member.

Student Council President Award

Presented to the president of the Student Council.

Jason Sarty Memorial Award

Presented to a student who excelled in Track and Field.

Gordon Harvey Patriot Rookie Award

Presented to a grade 7 male and female athlete who has best shown the qualities of pride, hustle and desire.

Rod Mailman Memorial

Presented to the most improved grade 9 male and female athlete.

Cameron Smith Memorial Award

Presented to both a male and female grade 9 athlete who have been deemed the best sportsman and sportswoman.

Silver “H” Award

- a) Presented to the grade 9 male and female athletes of the year.
- b) Presented at the grade 9 level, to both the male and female student who have attained the highest academic average for the year.

NSSAF Good Sport Award

Presented to a male and female grade 8 student who has displayed the characteristics of good sportsmanship both on and off the athletic field.

NSBA Student Recognition Award

Presented to one band student who displays ability, respect and responsibility in all facets of the School Band program.

Ginny Verge Award

Presented to a student or students who have shown qualities of kindness and helping others before oneself.

Alan Grant Award

Presented to a student or students who have shown considerable growth and ability in the French Core program during their junior high years at Hebbville Academy.

SCHOOL ACTIVITIES

STUDENT COUNCIL

There is a Student Council for Grades 6-9. A staff advisor coordinates each council. A president, vice president, secretary, class representatives & alternates may be selected by the student body and staff. The councils represent students in all facets of school life and have direct communication with school administration.

EXTRA-CURRICULAR ACTIVITIES

Some activities that may be offered are:

In-School

Yearbook	Math Club	Band	Office WorkersG Go
Go Club	Softball	Dances	Video club
Inter-School	Winter Carnival	Intramural Sports	Wood Working Club
Badminton	Public Speaking	Band	Soccer
Basketball	Table Tennis	Cross Country	Track and Field
Hockey	Curling	Volleyball	Golf
Lego Robotics			

DANCE & ACTIVITY NIGHT REGULATIONS

Several dances are held through the year for grades 7-9, and several activity nights will be held throughout the year for grades 5-7. As these are school functions, school rules apply. The following regulations are also in effect.

1. Dances are from 7:00-10:00 pm and activity nights are from 6:30-9:00 pm. The entrance doors are locked from 8:30-9:30 pm during dances and from 7:30 -8:30 during activity nights. Students must be picked up by their parents as early as possible after these events.
2. Only the cafeteria or gym, crush hall and washroom areas will be open during these activities.
3. A student who leaves the building once the dance has started may not return, and must leave the school property.
4. Students not attending these activities are not permitted on the grounds during the evening of the activity.
5. Students who have been suspended from school since the previous dance or activity night, or who have had bus privileges suspended, or who have, in the view of the administration, created undue difficulties around the school, will not be permitted to attend the activity.
6. Students who invite guests must register them in their homeroom two days prior to the activity. Guests for dances must be grade 7 to 10 students, guests for activity nights must be grade 5-7 students. Any student signing a guest in is required to attend the activity with their student.
7. Guests must be approved by the administration. A list will be posted the day of the activity. The privilege of inviting guests is at the discretion of the administration.
8. Any student who has consumed or brings alcoholic beverages or illicit drugs to any dance and/or activity night will be barred from all dances and/or activity nights for the duration of the school year.
9. School dress code applies to all activities held at school.



6-9 PATRIOT PRIDE



	Be Respectful	Be Responsible	Be Safe
Classroom	Respect all opinions Respect school property	Understand and follow posted classroom rules	Keep aisles clear Respect others' personal space
Assemblies and Concerts	Appreciate presentation Respond appropriately	Follow directions Ask appropriate questions Follow assembly rules	Enter and exit assembly in an orderly fashion Leave personal belongings in classroom/locker
Hallways/ Cafeteria	Keep area clean/tidy Cooperate with supervisory staff Talk quietly	Pick up after yourself Push chairs in Keep lockers clean Recycle properly	Bookbags in classroom or locker Report any spills/unsafe conditions Walk
Washrooms	Be respectful of school's and others property Respect other's privacy	Flush toilet Use good personal hygiene habits Report when supplies are needed	Reminder: scent-free schools Wash hands Use facility appropriately Report any messes
Playground	Fair play Sportsmanship at all times	Bring in equipment Treat equipment with care	Report injuries Use your WITS Stay within the boundaries
All Settings class trips, special events, sporting events	Be considerate of others Be polite and courteous Show school pride Use appropriate language Follow school dress code	Be accountable for your actions Care for equipment Understand the appropriate rules Use positive conflict resolutions Recycle properly	Stay within assigned boundaries Use your WITS Scent-free school Respect our nut-free/egg free policy

PEBS

PEBS



W.I.T.S. is our peaceful problem-solving strategy... Walk Away...Ignore...Talk It Out...Seek

STUDENT BEHAVIOUR

DISCIPLINE CODE

A discipline code is a process that helps individuals show self-control and the ability to cooperate with others. The school's discipline code clearly lists the rules and expected consequences for infractions.

Note: Probable Consequences - This column offers a variety of consequences. The consequences chosen will depend on the inappropriate behaviour displayed and the frequency of the behaviours.

THE RULE	EXAMPLES OF EXPECTED BEHAVIOR	EXAMPLES OF INAPPROPRIATE BEHAVIOR	PROBABLE* CONSEQUENCES
Students are to be in regular attendance.	<p>Being on time for school.</p> <p>Being on time for classes.</p> <p>Regularly attending school.</p>	<p>Coming to school late</p> <p>Arriving late for school classes. Wasting time in the halls.</p> <p>Missing days without reasonable and valid excuse.</p> <p>Skipping classes</p> <p>Leaving the property without the authorization of the school administration. (skipping)</p>	<ul style="list-style-type: none"> - warning - referral to office - make up time - detention/peace room - contact parents - referral to administration - warning -enforcement of attendance
Students are responsible for their learning, thus meeting course expectations.	<p>arriving on time for classes</p> <p>staying in class for the duration of class</p> <p>completing assigned class work/homework</p> <p>coming to school with necessary materials -eg.pencil, pen, books, etc.</p> <p>writing all tests, quizzes on scheduled date</p> <p>taking responsibility for completing missed work.</p> <p>displaying a positive attitude</p> <p>keeping the homework notebook current</p>	<p>cheating</p> <p>copying work/plagiarism</p> <p>giving excuses for non-completion of work</p> <p>being disorganized</p> <p>inability to find books</p> <p>scribblers, pencils, rulers, etc.</p> <p>not completing work or assignments as required</p> <p>pencils, rulers, etc.</p>	<ul style="list-style-type: none"> - enforcement of attendance policies - work to be completed at a designated time- eg. recess, noon - loss of privileges - detention(s)/peace room - notification of parents - referral to administration - referral to school counsellor - referral to peer helper - implementation of lack of academic effort policy - suspension

THE RULE	EXAMPLES OF EXPECTED BEHAVIOR	EXAMPLES OF INAPPROPRIATE BEHAVIOR	PROBABLE* CONSEQUENCES
<p>Students are to show respect for the personal space & safety of others by displaying appropriate behavior.</p> <p>Harassment of all kinds and fighting are not permitted.</p>	<p>Speaking to others in a friendly or appropriate manner.</p> <p>Complying with the rules of the individual classrooms.</p> <p>Being attentive & working hard in the classroom.</p> <p>Showing appreciation & tolerance of groups & individuals.</p> <p>Showing courteous behavior to all staff, visitors & fellow students.</p> <p>Talking in a reasonable voice volume. Refraining from use of scented products-- respect for allergies.</p>	<p>making rude comments to classmates or staff members.</p> <p>-name calling</p> <p>-put downs</p> <p>-using profane language</p> <p>-making objectionable noises/gestures</p> <p>-giving dirty looks</p> <p>-gathering in large groups</p> <p>-issuing threats</p> <p>-inciting others</p> <p>-bullying, biting</p> <p>pushing, kicking, tripping, shoving, spitting, fighting, etc.</p> <p>-throwing snowballs, rocks</p> <p>-being loud in the halls</p> <p>-destroying or taking property of others</p> <p>-using dangerous materials</p>	<p>Discussion & possible reprimand.</p> <p>Removal of privileges.</p> <p>Detention/peace room</p> <p>Referral to school counsellor.</p> <p>Referral to peer mediators.</p> <p>Referral to administration.</p> <p>Warning letter.</p> <p>Suspension</p> <p>Implementation of school & school board policies.</p>
<p>Students are to show respect for property</p> <p>-school property</p> <p>-student's belongings</p> <p>-staff's property</p>	<p>Students are expected to treat all school property with care:</p> <p>a)textbooks</p> <p>b)library books</p> <p>c)classroom materials</p> <p>d)furniture, building, etc.</p> <p>e)playground equipment</p> <p>f)grounds-litter free</p> <p>Students are expected to respect their own belongs & the belongings of others.</p> <p>Students are responsible for taking care of their own belongings.</p> <p>g)lockers</p>	<p>-Writing, marking, tearing pages (damaging) textbooks, library books,etc.</p> <p>-Losing or taking (stealing) textbooks, library books, classroom books, school property, etc.</p> <p>-Defacing school property</p> <p>-All forms of vandalism:</p> <p>-Writing on desks</p> <p>-Writing on walls (bathroom)</p> <p>-Littering on playground</p> <p>-Stealing student's belongings</p>	<p>-Pick up litter</p> <p>-Clean, repair or replace damaged article</p> <p>-Notification of parent</p> <p>-Pay for repair or replacement of textbooks, library books</p> <p>-Referral to administration</p> <p>-Referral to school counsellor</p> <p>-Suspension</p> <p>-Possible police involvement (see school policy re stealing)</p>

THE RULE	EXAMPLES OF EXPECTED BEHAVIOR	EXAMPLES OF INAPPROPRIATE BEHAVIOR	PROBABLE* CONSEQUENCES
Students are to wear clothing appropriate for school or school related activities.	<p>Removing headwear inside the school building.</p> <p>Wearing gym clothes during physical education classes.</p> <p>Removing jackets in class, wearing tops that cover the midriff & do not have spaghetti straps.</p> <p>Undergarments not showing.</p>	<p>Wearing T shirts with inappropriate slogans</p> <p>Being unprepared for gym class.</p> <p>Wearing clothes that are too tight, too short, too revealing, etc. eg. tank tops, muscle shirts, belly shirts, etc. (3 finger rule)</p>	<p>Discussion.</p> <p>Reminder of appropriate clothing.</p> <p>Warning.</p> <p>Notification of parents.</p> <p>Referral to administration.</p>
Students are to respect the school rules (policies) and the school board policies.	<ul style="list-style-type: none"> -attend school regularly -meet course requirements -display appropriate behaviour -treat others with respect -remove hats when entering the building 	<ul style="list-style-type: none"> - defiance of authority - skipping school/class - disrupting the operation of the school - involvement in illegal activity - gathering in group[s] or gangs - smoking on school property - using force or physical violence - vandalism - verbal abuse - using or possessing a weapon - inciting others to be involved in severely disruptive behaviours - using materials in a dangerous manner - using, possessing or trafficking illegal substances (drugs) 	<p>Discussion plus probable reprimand.</p> <p>Removal of privileges.</p> <p>Detention/peace room</p> <p>Referral to counsellor.</p> <p>Referral to administration</p> <p>Implementation of school policies and school board policies.</p> <p>Suspension.</p> <p>Police Involvement.</p>

SEVERELY DISRUPTIVE BEHAVIOUR (Modified from Discipline Handbook for Nova Scotia Schools, Dept. of Ed.)		
INAPPROPRIATE BEHAVIOR	CONSEQUENCES	
	COMPULSORY	OPTIONAL
Drug and/or Alcohol Use and/or Possession	Suspension from school, may be for the duration of school year	*Police action *Conference with parent/guardian student and principal *Referral to program to address problem
Intimidation, Verbal Abuse	Conference with Student, suspension school, may be for the duration of school year	*Police action *Suspension from school
Physical Aggression and Violence	Suspension from school, may be for the duration of school year	*Police action *inform parents of victims of their options to press charges where appropriate. *Conference with parent/guardian, student and principal
Racial, Cultural Religious, Gender Ethnic Harassment	Suspension from school, may be for the duration of school year	*Police action *Conference with parent/guardian student and principal *Counselling
Sexual Harassment Sexual Assault Sexual Misconduct or abuse	Suspension from school, may be for the duration of school year	*Police action *Conference with parent/guardian student and principal *Counselling
Theft, Illegal Activity	Suspension from school, may be for the duration of school year	*Police action *Conference with parent/guardian student and principal *Replacement of stolen item(s)
Vandalism	Conference with student, may be for the duration of school year	*Police action *Suspension from school *Payment of costs to repair damages
Verbal Assault on Staff	Suspension from school, suspension from school, may be for the duration of school year	*Conference with student, parent/guardian, and principal *Counselling
Weapons Use or Possession	Suspension from school, may be for the duration of school year	*Police action *Conference with parent/guardian, student and principal

THE FOLLOWING SHOULD BE NOTED FOR SPECIAL ATTENTION

INAPPROPRIATE PHYSICAL CONTACT

Kissing and inappropriate touching are not permitted. Discussion with parents leading to possible suspension will result for repeat offenses.

MOTORIZED VEHICLES

Such as mini bikes, dirt bikes, three and four wheelers are not permitted on school property at any time.

FIGHTING

Occasionally during the school year, students' disagreements end up with physical violence. Although we attempt to judge each incident on its own merit, we generally find there is little reason for fighting on the bus, on the school grounds or in school. We expect students to avoid fighting and even if not the aggressor, there is a measure of guilt on each party if the fight was avoidable and was not avoided. The usual penalty for fighting is suspension for any students involved.

DETENTIONS/PEACE ROOM

Teachers may assign detentions to be served in their room. The school administration may also assign detentions. P-5 students may be assigned to the Peace Room.

SUSPENSIONS

Occasionally as a disciplinary procedure, a student is suspended from school or from the school bus. **When this happens, the student loses their next dance privilege (including the prom).** The principal or vice principal may suspend up to ten school days at a time. A recommendation for a longer suspension must be confirmed by the Discipline Committee of the School Advisory Council.

VANDALISM

Vandalism will not be tolerated and will generally result in restitution and/or suspension from school.

SMOKING

No person, student or adult, may smoke in the school building, on school property or in vehicles on school property. The ruling is in effect at all after school and week-end activities, as well as during the regular school day. It also applies to all visitors to the school.

Smoking will not be tolerated and that anyone caught will be dealt with appropriately. We do intend to administer these rules in a way that will not take an undue amount of our time and effort. To that end, we have defined smoking as either:

- 1) actually holding a lit cigarette or other tobacco product or
- 2) being in possession of a cigarette, other tobacco product or the means to light them (matches or lighter) or
- 3) being in a group where cigarettes or other tobacco products are smoked or being used.

We request all parents to view this matter seriously and to help end smoking on school property and at school activities. Consequences for smoking will be as per SSRSB policy: first offense - 1 day suspension; second offense - 3 day suspension; third offense - 5 day suspension. Additional offenses may include recommendation for suspension for duration of the school year.

DRUG DISTRIBUTION

Students who distribute illegal drugs or prescription drugs to other students may be recommended for suspension for the duration of the school year.

DANGEROUS ITEMS

Students are not to have lighters, knives, rifle ammunition, laser pointers or any dangerous materials in their possession while travelling on the school bus or at school. School Board policies will be followed. Suspension is the usual consequence.

SNOWBALLS AND RELATED ACTIVITIES

Throwing snowballs on the school property is not permitted. The consequence for throwing snowballs may include a one day suspension from school.

CAFETERIA

Students are expected to show proper behaviours as posted in the cafeteria. Cafeteria use is a privilege and could be suspended or cleanup duties assigned for inappropriate behaviour. Menu and ordering information is provided in weekly and monthly newsletters.

HARASSMENT

In a continuing commitment to address school safety and improve the general school climate, Hebbville Academy will be focusing on the School Board's Race Relations, Cross Cultural Understanding and Human Rights Policy (R.C.H. Policy). The policy states that "our goals of education will be most effectively pursued within an environment that promotes the dignity and self-worth of every person". During the school year, staff and students will be using a common language. The terms harassment, sexual harassment, bullying, discrimination and stereotyping will be emphasized. Students will be taught what harassment means, how to identify when it is happening to the student and possible consequences for the harasser. This education boils down to the following procedure:

If a student is being harassed, they should, if possible, tell the person to stop verbally or through a written statement. The statement should include what behaviour needs to stop and that it is harassment. For example: "I want you to stop calling me a loser and stupid. It's harassment". If the behaviour continues, it should be reported to a staff member.

Sexual harassment should be reported immediately.

Upon receipt of a complaint a protocol is in place for resolving the issue. Parents are encouraged to assist staff by addressing this issue. You can do this by supporting your child in saying no to harassment by following the school guidelines for dealing with this behaviour.

Parents and students should be aware that when sexual harassment is the issue, if the behaviour meets certain criteria Family and Children's Services must be contacted. The agency will in turn determine if the matter will be investigated and by whom.

SAFETY AND TECHNOLOGY ISSUES

The well being and safety of all students and staff is of utmost importance. The school conducts regular fire drills and intruder alert drills. Students who commit deeds which needlessly endanger or disrupt normal school operations will be dealt with swiftly and with serious consequences. Tampering with safety equipment will involve suspensions and possible legal action.

Important Safety Related Numbers

Child Help Line: 1-800-420-TEEN
Parents Help Line: 1-888-603-9100
Parents Help Line web site: www.parentsinfo.sympatico.ca
Bullying web site: www.stopbully.com

Fire Related Equipment - tampering with fire extinguishers, sprinklers, strobe lights and fire alarms results in a suspension and fire department recommendations.
False Fire Alarms - suspension and fire department recommendations.

Deliberate False Emergency Alarm from Classrooms - possible suspension.

Dialing 911 - possible suspension and police recommendation.

There are many devices within the school of a technical nature that cannot be tampered with by unauthorized persons. Disruptions or serious malfunctions cannot be tolerated.

Unauthorized Use of Computers - Loss of computer privileges, detentions and suspensions if unauthorized use continues.

Unauthorized Use of Internet - Loss of computer privileges, detentions and suspensions if unauthorized use continues.

Possessing Remote Control Devices - Loss of remote device.

Using Remote Control Devices to Control School Equipment - Loss of device and suspension.

There is a danger of serious malfunction or damage to school equipment if unmatched transmitting devices are used. Keep these devices at home.

STUDENT TRANSPORTATION DISCIPLINE

SCHOOL BUS RULES OF CONDUCT

Student/Passenger Responsibilities:

In the interest of Safety, students/passengers shall be required to obey the following:

- the bus driver is in full charge of the bus: therefore, obey the driver's instructions
- do not talk to the bus driver unless necessary
- keep the seat assigned to you by the driver
- do not stand or move about while the bus is in motion
- do not put hands, arms, or head out the bus windows
- when leaving the bus at a scheduled stop on or near a highway, go to the shoulder of the road well ahead of the bus and in full view of the driver
- when necessary to cross the road after leaving the bus stop, look and listen, then cross at least 10 feet in front of the stopped school bus when it is safe to do so
- always look carefully in both directions before crossing the road
- walk well over on the left side of the road when coming to meet the bus
- never stand or play on the road while waiting for the bus
- be on time: the bus cannot wait
- no smoking on the bus
- keep the aisle of the bus clear at all times
- profane language, loud talking, rude gestures or teasing will not be permitted
- pushing, shoving or fighting will not be permitted
- littering, writing on or damaging the bus in any way will not be permitted
- personal carry-on equipment will be limited to that which can be safely held on your lap or suitably stored to the bus driver's satisfaction
- throwing objects of any nature on the bus is not permitted
- items brought to school for special functions ie. skates, must be properly stored in a sealed "equipment type" bag. Please check with individual bus drivers before transporting such items.

The suspension of a student's privilege to use the school bus may be considered for the following reasons:

- a) refusing to comply with rules or regulations of school board
- b) refusing to comply with direction given by the bus driver
- c) endangering safety of others using the bus.

First Offense

- bus discipline report by driver
- warning letter to parents

Second Offense

- bus discipline report by driver
- suspension of bus privileges for up to five school days
- letter to parents

Third Offense

- bus discipline report by driver
- suspension of bus privileges for up to five school days
- letter to parents

A recommendation for a further suspension period may be recommended for the third offense. There is a flat \$50 fee for any damage done to a school bus.

SERIOUS MISCONDUCT

- A) A report of a serious misconduct shall be reviewed by the principal, supervisor of conveyance or designate, and the school bus driver to determine the nature and seriousness of the misconduct and to determine whether a recommendation will be made to revoke the student's privilege of travelling on a school bus.
- B) A serious misconduct, whether a first or second offense, may be of such a nature that a student may be deprived of the privilege of travelling on a school bus until such time as the matter is reviewed.

I have read and reviewed the student handbook with my child.

Parent/Guardian Signature

Date

Student Signature