

LIVERPOOL REGIONAL HIGH SCHOOL 2015-2016



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TIMETABLE/BELL SCHEULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:59– 9:16	A	B	C	D	A	B	C	D
9:19–10:36	B	C	D	A	B	C	D	A
RECESS								
10:47-12:05	C	D	A	B	C	D	A	B
LUNCH								
12:42-1:55	D	A	B	C	D	A	B	C

Semestered high school courses are taught daily in the same letter block

Year-long high school courses are taught every other day in the same letter block

Grade 9 courses do not rotate on the same basis so refer to your individual schedule

CLT DAY TIMETABLE/BELL SCHEULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
7:59- 8:57	A	B	C	D	A	B	C	D
9:00-9:58	B	C	D	A	B	C	D	A
RECESS								
10:06-10:59	C	D	A	B	C	D	A	B
LUNCH								
11:33-12:30	D	A	B	C	D	A	B	C

Dates for CLT Days 2015-16

September 30
October 21
November 4
November 18
December 2
January 13
February 3

February 24
March 9
March 30
April 13
May 4
May 18
June 1

School Calendar

Tuesday, September 1, 2015	- Orientation day (first day for teachers)
Wednesday, September 2, 2015	- School Based In-service Day
Thursday, September 3, 2015	- First day for students
Monday, September 7, 2015	- Labor Day
Thursday, September 10, 2015	- Dance
Wednesday, September 16, 2015	- Grade 12 Parent Meeting – 6:30 pm
Thursday, September 17, 2015	- Meet the Teacher – 6:00 – 7:30
Wednesday, September 23, 2015	- School Pictures
Friday, September 25, 2015	- School-Based In-service Day (no school for students)
Wednesday, September 30, 2015	- CLT Day (students dismissed at 12:30)
Monday, October 12, 2015	- Thanksgiving Day (Holiday)
Wednesday, October 21, 2015	- CLT Day (students dismissed at 12:30)
Friday, October 23, 2015	- NSTU Provincial Conference Day (no school for students)
Thursday, October 29, 2015	- Dance
Wednesday, November 4, 2015	- CLT Day (students dismissed at 12:30)
Friday, November 6, 2015	- End of Mid-semester 1
Wednesday, November 11, 2015	- Remembrance Day (Holiday)
Monday, November 16, 2015	- Report Cards sent home
Wednesday, November 18, 2015	- CLT Day (students dismissed at 12:30)
Thursday, November 26, 2015	- Parent Teacher Day 12:00- 2:00 pm & 6:00- 8:00 pm (students dismissed at 11:00)
Friday, November 27, 2015	- Regional In-service Day (No School for Students)
Wednesday, December 2, 2015	- CLT Day (students dismissed at 12:30)
Thursday, December 17, 2015	- Dance
Friday, December 18, 2015	- Last day before Holiday Break
Monday, January 4, 2016	- Return to school following Holiday Break
Wednesday, January 13, 2016	- CLT Day (students dismissed at 12:30)
Monday, January 25, 2016	- Semester 1 Exams begin (Prov. Eng 10 – Jan. 25/ Prov Math at Work 10 – Jan. 26)
Friday, January 29, 2016	-End of first semester
Wednesday, February 3, 2016	- CLT Day (students dismissed at 12:30)
Monday, February 8, 2016	- Report Cards sent home
Wednesday, February 24, 2016	- CLT Day (students dismissed at 12:30)
Wednesday, March 9, 2016	- CLT Day (students dismissed at 12:30)
Friday, March 11, 2016	- Last day before March Break
Thursday, May 12, 2016	- Dance
Monday, March 21, 2016	- Return to school following March Break
Friday, March 25, 2016	- Good Friday (Holiday)
Monday, March 28, 2016	- Easter Monday (Holiday)
Wednesday, March 30, 2016	- CLT Day (students dismissed at 12:30)
Friday, April 1, 2016	- End of term 1, second semester
Thursday, April 7, 2016	- Regional Parent/Teacher Day(12:00 – 2:00 & 6:00 – 8:00)
Wednesday, April 13, 2016	- CLT Day (students dismissed at 12:30)
Thursday, April 14, 2016	- Parent Teacher Day12:00- 2:00 pm & 6:00- 8:00 pm (students dismissed at 11:00)
Friday, April 29, 2016	- School Based In-service Day (No School for students)
Wednesday, May 4, 2016	- CLT Day (students dismissed at 12:30)
Wednesday, May 18, 2016	- CLT Day (students dismissed at 12:30)
Monday, May 23, 2016	- Victoria Day (Holiday)
Wednesday, June 1, 2016	- CLT Day (students dismissed at 12:30)
Friday, June 17, 2016	- Semester 2 Exams begin (Prov. Eng. 10 – June 17/Prov. Math & Math at Work 10 – June 20)
Thursday, June 23, 2016	- Prom (tentative)
Tuesday, June 28, 2016	- Graduation (tentative)
Wednesday, June 29, 2016	- Last day of school

Staff

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Ms. C. Wentzell	PSA	
Ms. M. Porter	PSA	
Ms. P. Baker	PSA	
Ms. A. Gallant	APSEA	
Ms. S. Metcalfe	Admin. Assistant	
Ms. M. Richards	Admin. Assistant	
Ms. S. Westlake	Cafeteria	
Ms. H. Whynot	Cafeteria	
Ms. S. Murphy	Cafeteria	
Mr. G. Balcom	Head Custodian	
Mr. M. Winfield	Custodian	
Mr. M. Smith	Custodian	

PROVINCIAL CODE OF CONDUCT

Liverpool Regional High School is committed to following the Nova Scotia Provincial School Code of Conduct Policy. We are committed to establishing a safe and inclusive learning environment.

Clearly established standards of behaviours and expectations include:

- Unacceptable behaviours will be responded to immediately.
- Schools will use proactive and preventative approaches to reduce the occurrence of unacceptable behaviours.
- When responding to unacceptable behaviour schools will:
 - give first consideration to the safety and security of students, staff and others
 - assist students with developing new behaviours and strategies to reduce unacceptable behaviours
 - address consequences in a fair manner
- Use restorative strategies when appropriate
- Consider the impact that consequences may have on students adversely affected by unacceptable behaviour
- Remove students from class only after acceptable strategies have been implemented to support a change in behaviour or as necessary to maintain a safe learning environment
- Provide academic support when a student is removed from class or suspected from school for up to 10 days. In school suspensions may be utilized provided a teacher or administration is present to supervise the students.

Liverpool Regional High School is Responsible to:

- Implement the Provincial School Code of Conduct Policy
- Communicate the Provincial School Code to students, parents and others
- Record and track incidents of unacceptable behaviour through the provincial on line Incident Tracking Form. All records of incidents of unacceptable behaviour will identify:
 - The student's name and school number
 - Whether the student is receiving additional behaviour supports through the Program Planning Process
 - The date, time, and location of the incident
 - The category of the behaviour
 - The factors contributing to the behaviour
 - A description of the incident
 - A description of related incidents
 - Prohibited articles involved in the incident
 - The target of the incident
 - Actions and consequences taken in response to the behaviour
 - Administration comments
 - Monitoring incidents of unacceptable behaviour of all students to identify areas requiring more supports

All students and members of a school community will feel and be safe in their school. Each person will contribute to a safe and inclusive learning environment.

Unless immediate action is necessary to maintain a safe learning environment, schools will support and promote positive student behaviour through programs of prevention and intervention.

Acceptable Standards of Behaviour

All students and school members will

- Show respect for the rights, property, and safety of themselves and others
- Accept personal responsibility for their behaviour
- Demonstrate socially appropriate behaviour
- Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
- Treat school property and the property of others with a reasonable standard of respect
- Attend regularly and punctually as required under section 24 of the Education Act
- Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
- Demonstrate respect for the learning environment of the school and the classroom and school activities and events
- Demonstrate and promote positive behaviour through the avoidance of all types of violence
- Use information and communications technology, including the internet, digital resources, and e-communication, and all forms of social media in a responsible and acceptable manner consistent with the Nova Scotia Public School Network Access and Use Policy and the Cyber-safety Act (2013)
- Refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination
- Refrain from the possession of any weapons
- Refrain from the use of items as weapons intended to harm another person or themselves
- Refrain from the possession of, or being under the influence of alcohol, drugs, and all other forms of intoxicants on school property

Promoting Acceptable Behaviours

Some behaviours- such as failure to follow directions, shoving and pushing, profanity that is not directed at another person, disrespectful behaviour that shows disregard for a teacher's or other supervising adult's position – will be addressed by teachers and administrators in the course of their daily work in classrooms and supervision of students in other areas of the school. Responses to these behaviours may include student and/or parent conference, creating a plan for restitution, coaching students to help them learn new behaviours, restorative approaches, and/or detention as a time to reflect.

Responding to Unacceptable Behaviours

Unacceptable behaviours (defined in Appendix A) endanger the well-being of others, result in damages to property, and/or significantly disrupt learning environments. Unacceptable behaviours are referred to the office through the provincial online Incident Referral Form and where appropriate, will be addressed in a progressive manner (see Appendix B) through consequences that may include in-school or out-of school suspensions.

Responses to unacceptable behaviour will

- Be appropriate for the student's age and stage of development and consider a student's special needs where the behaviour is determined to be unintentional
- Be consistent with standards established in the provincial Special Education Policy, when supporting students with special needs programming to behaviour
- Reflect the severity of the behaviour
- Take into account the frequency and duration of the behaviour
- Be chosen primarily for their educational value
- Occur in a timely fashion
- Reflect an individualized approach to discipline
- Be fair and equitable and respect the dignity of all involved

A principal may consider suspending a student for up to 10 school days, if the principal believes a student has engaged in any of the following activities while on school property, on property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program, at a school bus stop or on a school bus, or off school grounds if any of these behaviours (listed alphabetically below) disrupt the learning climate of the school:

- Bullying
- Cyberbullying
- Discriminatory behaviour
- Illegal activity
- Insubordination
- Misuse of network or online resources
- Physical violence
- Racist behaviour
- Repeated use of tobacco or e-cigarettes
- Sexual assault
- Sexual harassment
- Sexual misconduct
- Significant disruption to school operations

Category	Definition	APPENDIX A
Bullying	Bullying means behaviour, typically repeated, that is intended to cause or should be known to cause fear, intimidation, humiliation, exclusion, distress or other harm to another person's body, feelings, self-esteem, reputation or property, and can be direct or indirect, and includes assisting or encouraging the behaviour in any way.	
Cyberbullying	Cyberbullying means any electronic communication through the use of technology including, without limiting the generality of the foregoing, computers, other electronic devices, social networks, text messaging, instant messaging, websites and electronic mail, typically repeated or with continuing effect, that is intended or ought reasonably be expected to cause fear, intimidation, humiliation, distress, or other damage or harm to another person's health, emotional well-being, self-esteem, or reputation, and includes assisting or encouraging such communication in any way.	
Discriminatory behaviour	Discriminatory behaviour includes any discrimination based on race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance.	
Illegal activity	Committing any act, or inciting others to commit any act, involving a serious civil wrong or crime such as, but not limited to, stealing and possessing or selling stolen property.	
Insubordination	Behaviour that conveys a deliberate disregard for a person's authority and position (e.g., teacher, principal, parent, adult in charge of student activities.)	
Misuse of networks or online resources	Unauthorized access or misuse of networks, online resources, and or e-communications in accordance with the Nova Scotia Public School Programs Internet Access and Use Policy	
Physical violence	Using force, gesturing, or inciting others to use force to injure a member of the school community.	
Racist behaviour	Racist behaviour includes using racial/cultural slurs, engaging in racial/ethnic name-calling, or actions, or inciting others to use racist language or engage in racist behaviours.	
Repeated tobacco or e-cigarette use	Smoking of tobacco, e-cigarettes, or other forms of tobacco use, inside any school building, facility, or vehicle, or on any school property, including school related activities.	10

Category	Definition	APPENDIX A (continued)
Sexual assault	Sexual assault is any sexual touching or contact without consent as defined by the Criminal Code of Canada.	
Sexual harassment	Sexual harassment is any objectionable, coercive, or irritating comment, communication, action, or attention of a sexual nature that is directed to a person or persons by someone who knows, or ought reasonably to know, that such actions are unwelcome; action or communication with a sexual connotation or component that creates an intimidating, demeaning, or offensive work or school environment, even if it is directed to no person in particular.	
Significant disruption to school operations	Committing acts or inciting others to commit acts that are seriously disruptive to the learning environment or create a safety hazard to students or staff.	
Use or possession of alcohol	Use or possession of alcohol or being under the influence of alcohol inside any school building, facility, or vehicle, on any school property, including school-related activities.	
Use or possession of drug-related paraphernalia	Use or possession of paraphernalia intended for use with illegal drugs.	
Vandalism	Committing or inciting others to commit damage to the personal property of a member of the school community, damage to property owned or operated by the school board, damage to any property while attending a school-related activity, vandalizing, damaging, or disabling the work of another individual or organization through the use of technology.	
Verbal abuse	Using, or inciting others to use, language that is demeaning, threatening, or intimidating to another person.	
Weapons possession	Possessing or inciting others to possess or use a weapon (anything used, designed to be used or intended to use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon, while on school property or while attending a school-related activity.	
Weapons use	Use or pretense of using a weapon (anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person) or instrument as a weapon while on school property or while attending a school-related activity.	

Appendix B: Responding to Unacceptable Behaviour

<p>Unacceptable behaviours</p>	<ul style="list-style-type: none"> • bullying • cyberbullying • discriminatory behaviour • illegal activity • insubordination • misuse of network or online resources • physical violence • racist behaviour • repeated use of tobacco or e-cigarettes • sexual assault • sexual harassment • sexual misconduct • significant disruption to school operations • use or possession of <ul style="list-style-type: none"> - alcohol - drug-related paraphernalia - illegal drugs - weapons • vandalism • verbal abuse
<p>Possible responses</p>	<ul style="list-style-type: none"> • 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 SchoolsPlus • in-school suspension • involvement of outside agencies such as police, mental health services, and child welfare • referral to CyberSCAN Investigation Unit • out-of-school suspension (up to 10 days)

Discipline Code

Part I: Statement of School Philosophy

Every member of the school community should have the opportunity for the greatest possible personal growth through positive academic experiences and a variety of extracurricular activities.

Students will develop the judgement to make wise choices in all areas of public and private concern, and learn to maintain the dignity of the individual within the necessary discipline of citizenship responsibilities.

Part II: Educational Objectives

The challenge of education for Liverpool Regional High School is to offer a school experience that will provide students with opportunities to develop those understandings, skills, and attitudes necessary to develop into lifelong learners capable of identifying and solving problems and dealing with change. The program of study at Liverpool Regional High School will focus on six areas of learning:

- aesthetic expression
- citizenship
- communication
- personal development
- problem solving
- technological competence

Students also need well-developed organizational and interpersonal skills, which include working collaboratively with others and developing leadership roles. Students need to be able to communicate clearly, competently and confidently from a broad knowledge base in order to make thoughtful and responsible decisions. Achieving these educational goals will provide the means for students to make connections between what they learn and how they live.

Part III: The Classroom Code

Each teacher in the school is responsible for developing a code of behaviour and consequences for inappropriate behaviour. The classroom code must be consistent with the Provincial School Code of Conduct.

Part IV: The Teacher's Responsibility for Behaviour Management

Many student behavioral concerns and issues are most often the sole responsibility of the classroom teacher. The underlying causes of these behaviours are varied and complex and will require specific classroom procedures which are consistently applied by all staff. Behaviours most often the responsibility of the classroom teacher may include the following:

- late arrival for class
- failure to bring required books, materials, and assignments to class
- minor class disruptions (unnecessary talking, joking, minor disturbances, etc.)
- sarcastic, angry, or inappropriate remarks
- use of inappropriate language
- lack of responsiveness, apathy
- pushing and shoving at the doors, etc.
- truancy
- minor defacement of school property
- obscenity, in oral, written or pictorial forms

It should be noted that certain consequences for misbehaviour are forbidden according to School Board Policy. Such consequences forbidden include:

- corporal punishment
- use of collective responsibility (group punishments) in disciplinary procedures
- use of academic work as a disciplinary procedure (ie. assigning extra academic work to punish misbehaviour)
- use of evaluation procedures as a disciplinary procedure (ie. arbitrarily assigning a test to an individual or class that is behaving inappropriately)

Part V: Guidelines

(A) Course Changing Guidelines

The number of courses offered at Liverpool Regional High School is determined by the students through the registration process. Students who wish to change courses for academic reasons may request a course change within 2 complete cycles or 8 classes. Such a course request requires the signature of the student's parent or guardian. Course changes will be granted only if:

- The student can provide academic reasons for requesting the change
- The student has the pre-requisite skills for the requested course
- **Space is available in the requested course**

Students who have requested a change are to attend the course in which they are registered until they have been informed that the change is possible and they have submitted a completed change of course form. Once approval is granted for the student to register in a new course, the student is responsible for all work missed. Failure to complete missed work in a reasonable amount of time, as determined by the teacher, will result in zeroes for the work incomplete.

(B) Course Dropping Guidelines

Course selection and registration is the result of a process involving the student, parent or guardian, staff and guidance personnel. Normally, students will remain in courses they select for the duration of the semester or school year.

School administration will, however consider a request by a student to drop a course if the following criteria are met:

- The student has demonstrated academic difficulties in the course
- The student has the support of the teacher, guidance counsellor, parent or guardian to drop the course
- The decision to drop does not have a negative impact upon the student's graduation requirements
- The "Request to Drop a Course" form has been completed with all required signatures

If the above requirements are met and the student is permitted to drop a course, the following results will occur:

- Course is dropped after one week after Mid-term Report:
 - 1) The student cannot receive Honours standing in that year
 - 2) If the student is in Grade 12, the student will not be ranked

(C) Scent Free School Guideline

In an attempt to respect the health and comfort of others, L.R.H.S. adheres to a Scent Free Policy at school. Students, staff members, parents, and visitors are asked to refrain from using scented products while at school.

(D) Cell Phone Guideline

Students are expected to turn off personal communication devices during instructional time. Teachers are empowered by policy to take such devices from students who utilize them during class time. The teacher is expected to return the communication device to the student at the end of class. Persistent violations will be referred to school administration for further action.

(E) Locker Guidelines

Lockers are available for student use. Students may use a locker for the year so long as they treat it with respect and do not abuse the locker privilege. To have a locker, the student must purchase a combination lock from the school at a cost of \$5.00. The student will own the lock and keep it for the balance of their high school career.

Lockers are and will remain the property of the school. The school retains the right to open any locker at any time if there is reason to believe that the locker is being misused or used for an illegal purpose. The school administration may request the assistance of the R.C.M.P. when searching lockers. Any lock other than a school issued lock will be removed by the school at the expense of the owner of the lock.

To avoid congestion and noise, students may use lockers only before the first bell in the morning, at noon break and after school. Failure to adhere to these times could result in losing the locker.

Each locker is the total responsibility of the student to whom it is assigned. Damage done to a locker is that student's responsibility and any damage must be reported to the Main Office as it is noticed. Students will be required to pay for any damage done to a locker.

(F) Required Courses Guidelines

1. We encourage all Grade 10 students to register for eight (8) courses per year.
2. All Grade 11 students are expected to take a minimum of seven (7) courses per year.
3. All Grade 12 students are encouraged to take at least one (1) course over and above what they require for graduation. However, with parental consent, Grade 12 students may enroll only in the exact number of courses which they require for graduation purposes. Grade 12 students may certainly enroll in as many courses as they wish for upgrading purposes. It should be noted that the number of courses a student is enrolled in will affect his/her classification as either a part-time student or a full-time student.

(G) Full/Part-Time Status Guidelines

Full-Time Student Status: Students who are taking a minimum of two (2) courses in a semester are classified as full-time students. A full-time student has the normal rights and privileges and the school has standard expectations for their behaviour.

Part-Time Student Status: Students who are taking one course in a semester are classified as part-time students. The school will only permit a student to take fewer than two (2) courses in a semester if the student and his/her parents are prepared to acknowledge the student's maturity and increased ability to handle responsibility. Part-time students must adhere to the following expectations:

1. Part-time students are not permitted to participate on the school varsity sports teams.
2. Part-time students are not permitted to hold executive positions in the Student Representative Committee.
3. Part-time students are not permitted to be in the school during their study periods unless official arrangements have been made with a teacher or the school administration.
4. Part-time students are welcome to participate in all the regular activities at school (dances, intramurals, assemblies, winter carnival, etc.)

(H) Sign-In/Sign-Out/Late Guidelines

1. **Sign-outs and Sign-ins:** All students who are not present for an early morning class must sign in at the office upon arrival at school. All students who leave school during the day and as a result are not present for a class must sign out at the office before leaving the school. Any student who has been absent for any part of the day and has not signed in or signed out shall not have a valid reason for being absent. All sign-ins and sign-outs must be approved by the administration. Authorization must be received by way of note or phone call to grant permission to leave the property.
2. **Late Arrival/Tardiness:** Students at Liverpool Regional High School are expected to arrive to school and to class on time. Late arrivals disrupt the instructional process. Teachers and school administration monitor late arrivals closely. If the student arrives at school more than 35 minutes into a class, administration will contact the teacher to determine suitability of entry for that period.

All students who arrive late are required to report to the administration area to sign in for the day. No student will be permitted into a class if they arrive late unless they have a Late Pass signed by office personnel.

Students with a legitimate reason for being late must arrive at school with a note from home explaining the lateness, signed by a parent/guardian or a phone call from a parent.

Lateness will be monitored by staff and administration closely. If you are noted as being late more than 3 times in a semester you will be considered as being chronic in your lateness.

Chronic lateness will be addressed in the following manner:

- After 3 Late Arrivals - Warning
- After 6 Late Arrivals - After school detention
- After 7 Late Arrivals - After school detention
- After 8 Late Arrivals - Inschool Suspension
- 9 or more Late Arrivals - Suspensions from school may result with Incremental Increases

(I) Student Activities and Dances Guidelines

Students of L.R.H.S. are encouraged to get involved in the school's extracurricular clubs, sport teams, and special events. Inclusion in such activities is contingent upon committed effort in the academic program and appropriate school behaviour. If a student's academic marks are suffering because of a lack of effort, then that student may lose the privilege of participation in extracurricular activities.

Five dances will be scheduled. We believe that the students should have an opportunity to attend well-chaperoned and supervised social events. There are teacher chaperones, but offers from interested parents or adults to chaperone are always welcome. The guidelines for dances are simple and based on the idea that we each should have respect for ourselves and others.

1. All students are allowed to attend dances, except when their privileges have been suspended for some specified reason. This will include suspensions and significant misbehavior.
2. When guests are permitted, they must be signed in before the dance. The student is responsible for his/her guest. Students in Grades 7 and 8 are not eligible to attend dances or the Spring Prom at L.R.H.S.
3. Smoking on school board property is prohibited.
4. The use of drugs or alcohol before or during a dance is prohibited (and illegal).
5. Students may not re-enter a dance if they leave the building without permission.
6. Dances will run from 7:00 - 10:00.
7. There will be no admission after 9 pm without prior notification and approval from administration.
8. Most dances will be on Thursdays except prom.
9. An age restriction of 20 is in place for all dances. Exceptions may be made for the Prom.

(J) Athletic Participation

With the privilege of participating comes a level of responsibility. As an athlete of Liverpool Regional High School you represent yourself, your family, your community and your school. The responsibilities and expectations placed upon you by other students, teachers, and administration are significant. Therefore you are asked to represent Liverpool Regional High School to the best of your ability.

Athlete's Duties - As an athlete at Liverpool Regional High School you have many duties, some of which are:

- Treat visiting teams and officials with respect
- Show respect for athletic equipment and facilities
- Dress in an appropriate manner for home and away games
- Be responsible for uniform neatness and management
- Advise your coach if you are unable to attend practice or game
- Become involved in student council fundraising efforts

Academic Eligibility - Student athletes must meet academic expectations:

- In a semester you must take not less than two courses and a total of five courses for the year.
- You must be under the age of 19 effective September 30th of the current school year.
- Course and school attendance must be satisfactory.
- Students are expected to maintain a 60% plus average. Coaches will have the power to address special exceptions to the expectations if it is felt the student is working to potential.
- School rules must be followed.

Athletic Probation Guidelines - A committee has been established to deal with issues between teachers and athletes regarding academic eligibility. Issues to be dealt with include poor attendance, inappropriate behavior, and lack of academic effort.

The guidelines for athletic probation proceedings are as follows:

- 1) After the teacher has made every reasonable attempt to deal with the issue in the classroom, a referral form will be completed.
- 2) The teacher will bring the issues to a meeting of at least four members of the committee and a hearing date will be set at a time when both the student and the teacher can attend.
- 3) The hearing committee will consist of the teacher, one of the student's coaches and two members of the committee. An administrator will be present as moderator for the meeting.
- 4) The teacher and the student will be given a chance to speak, as well as anyone else who wishes to contribute constructively to the discussion.
- 5) Following the discussion, anyone who is not a part of the hearing committee will leave the room and the committee will decide whether the student is to be placed on athletic probation. Three out of four votes are required to place the student on probation.

- 6) If probation is deemed necessary, the committee and the student will negotiate a probation contract with the aim of addressing the issue(s) within the two week probation period.
- 7) At the end of the probation period, the committee will reconvene to decide whether the student will be removed from probation, have his or her probation extended, or be suspended from school sports for the rest of the semester. Three out of four votes are required to end probation or to suspend the student.
- 8) If probation is ended, it is expected that the student abide by the terms of the probation contract for the remainder of the school year.
- 9) If the probation is extended, the committee will reconvene after the second probation period and may choose to end the probation or to suspend the student from sports for the rest of the semester. Three out of four votes are required to suspend the student.

Suspension Relief

If, after 2 months of suspension, the student wishes to apply to have the suspension lifted, he or she may make an application to the committee. It is the student's responsibility to provide the committee with proof that the conditions that led to his or her suspension have been remedied. This proof must be provided in writing from all of his or her current teachers. If any of the student's teachers later deem that he or she has failed to maintain this standard, the suspension will be immediately reinstated for the remainder of the semester.

(K) Athletic Fees

As a result of escalating costs for transportation, officials and equipment Liverpool Regional High School must charge a modest fee for participation in school sports. The fee structure is as follows:

Badminton	- \$20
Baseball	- \$30
Basketball	- \$75
Cross-Country Running	- \$10
Curling	- \$30
Golf	- \$20
Soccer	- \$40
Softball	- \$25
Table Tennis	- \$20
Track & Field	- \$10
Volleyball	- \$60

N.B. - Any new sports will be evaluated when introduced.

In the event of financial difficulties the coach, student council representative advisors, and student will make alternate arrangements to address the fee.

(L) South Shore Regional School Board Substance Abuse Policy

Please be advised that in accordance with the Tobacco Act:

1. No person shall smoke on the grounds of a school.
2. No person under the age of 19 may possess tobacco.

Effective September 4, 2002, the South Shore District School Board introduced the following policy relating to substance abuse. All schools within the Board will be enforcing this policy.

Restricted substances including tobacco products, alcohol, illegal drugs, non-prescription use of prescription drugs and non medical use of legal drugs.

Violations of Policy

- If it is believed that a student has violated the Substance Use Policy the student will be immediately referred to the school or designate.
- If following a thorough investigation the principal/designate determines that the Substance Use Policy has been violated the procedures outlined in Disciplinary Procedures for Students are to be followed.
- The principal/designate is to notify the student's parent/guardian as soon as possible to inform him/her of the violation of the Policy.

Part A

Disciplinary Procedure for Students which involves alcohol, illegal drugs, non-prescription use of prescription drugs and non medical use of legal drugs.

1. Students who are found to be in possession/or believed to have consumed a restricted substance shall face the following consequences:

First Offense:

- At the junior/senior high school level, the student shall serve a five day in school suspension if possible or otherwise be suspended from school for that period of time. The student shall be prohibited from participating extra curricular activities for the remainder of that school year unless provision has been made through the school's SAC for a reinstatement of extra curricular activities.
- In all cases parents/guardians are to be informed by letter and/or phone.
- A risk assessment referral is to be made to Addiction Services.
- Students are to be provided with learning activity packages to be completed during their suspension.
- If the student is believed to have consumed a restricted substance the student is to be turned over to the custody of the parent/guardian or other responsible adult.
- When an illegal substance is found by a school official the police authorities are to be contacted as soon as possible.

Second/Subsequent Offenses:

- At the junior/senior high school level, the student shall be suspended from school for 5 days and prohibited from participation in extra curricular activities for the rest of the school year. A recommendation is to be made for the suspension to be extended for the remainder of the school year.
 - If the student is believed to have consumed a restricted substance the student is to be turned over to the custody of the parent/guardian or other responsible adult.
 - When an illegal substance is found by a school official the police authorities are to be contacted as soon as possible.
2. Students who are found to be in possession of a restricted substance for the purpose of distribution shall be suspended from school for 5 days and prohibited from participation in extra curricular activities for the rest of the school year. A recommendation is to be made for the suspension to be extended for the remainder of the school year.

Part B

Disciplinary Procedures for Students which involves tobacco products.

1. Students who are found to be in possession of tobacco products or believed to have consumed tobacco products on school property or during any school function shall face the following consequences:

Junior/Senior High School Level

First Offense:

- The tobacco products will be confiscated by the school official.
- The student shall be suspended from school for a one day period.
- Students are to be provided with learning activity packages to be completed during the suspension.
- In all cases parents/guardians are to be informed by letter and/or phone.

Second Offense:

- The tobacco products will be confiscated by the school official.
- The student shall be suspended from school for a three day period.

Third Offense:

- The tobacco products will be confiscated by the school official.
- The student shall be suspended from school for a period of five days.
- The students shall be prohibited from participation in extra curricular activities for the remainder of that school year unless provision has been made through the school's SAC for reinstatement of extra curricular activities.
- The student is to be referred to Addiction Services.

Subsequent Offenses

1. If a student is repeatedly in violation of the Substance Abuse Policy the school official may make a recommendation for the suspension to be extended for the remainder of the School Year.
2. Students who are found to be in possession of a tobacco product for the purpose of distribution shall be suspended from school for up to 5 days.
3. If the suspension is for a five day period the student shall be prohibited from extra curricular activities for the rest of the school year unless provision has been made through the school's SAC for a reinstatement of extra curricular activities.

(M) Please note that Liverpool Regional High School is equipped with a video surveillance system. This system has been installed to aid in the safety and security of students, staff and to act as a deterrent to vandalism and illegal activities. Cameras have been installed both inside the school and on the exterior of the building. 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.

Information obtained by video surveillance is considered confidential. Please note that recorded information 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 will be destroyed within 14 days of being recorded unless it is used as part of an investigation.

All information is managed in accordance with Provincial Freedom of Information and Protection of Privacy Act.

(N) Miscellaneous Procedures

1. When a student is absent it is his/her responsibility to contact his/her classmates to find out about missed classes and homework. In exceptional circumstances (long-term absences), special arrangements can be made for a homework file to be assembled by contacting the administration.
2. There is only limited parking space available for students at school. Students are not permitted to park in designated staff parking areas. The school assumes no responsibility for any damage done to vehicles while parked at L.R.H.S. Serious concerns should be addressed to the R.C.M.P. Students are not permitted to park on sidewalks, grass, or on the bus lane.
3. The school advises students to be very aware of their personal possessions and valuables. Student lockers are available to all students for storage of such items. To ensure security you should not share locker combinations with other students. The school assumes no responsibility for the loss or theft of money or valuables while at school. Serious concerns should be addressed to the R.C.M.P.
4. Students are not permitted to loiter on L.R.H.S. property after dismissal time.

STUDENT FEES

Are due by September 30th.

Grade 9 student fee is \$35 which will cover Student Representative Committee (SRC) fee, the school I.D. card, bristol board, student printing & photocopying, foolscap for exams, the purchase of a lock, and rental of a locker for 4 years.

For grade 10 & 11 student fee is \$25.00 which will cover Student Representative Committee (SRC) fee, the school I.D. card, bristol board, student printing & photocopying, and foolscap for exams.

For grade 12 student fee is \$65 which will cover Student Representative Committee (SRC) fee, the school I.D. card, bristol board, student printing & photocopying, foolscap for exams as well as the graduation fee. (Graduation fee covers the cost of flowers, dry cleaning gowns, printing programs, souvenir keepsake, etc.)

EVALUATION AND ACADEMIC PROCEDURES

(1) Communication Plan

In an attempt to better inform students and their parents a communication plan will be provided to each student at the start of the course. The course outline will include a brief outline of the course content and evaluation procedures in that course. Contact information for staff members is outlined on the plan. No more than 30% of the final mark will be generated from examinations. The department of Education may require students to complete provincial exams in specific courses.

(2) Graduation Requirements

1. A minimum of 18 credits
2. Three courses in Language Arts: one at each grade level
3. Two Math courses
4. One Canadian History or Mi'kmaw Studies course
5. Either Global History or Global Geography
6. Two Science courses (one from Integrated Science, Biology, Chemistry or Physics and one other approved course).
7. One Physical Education Course (PE 10, PE 11, PE 12, or DANCE 11)
8. Two other courses from Technology, Math or Science
9. One Fine Arts course
10. At least five grade 12 credits
11. No more than seven credits from grade 10 towards the 18 credits

(3) Honours Designation

In order to qualify for Honours recognition a student must have completed a minimum of 3 credits in a semester or a minimum of 5 credits for the year. A student will be recognized with "Academic Honours" when he/she has earned an average of 75% in all his/her courses with no mark below 70%. A student will be recognized with "First Class Honours" when he/she has earned an average of 85% in all of his/her courses with no mark below 75%.

(4) Ranking Procedure

For entrance and scholarship purposes, L.R.H.S. is required by various universities to rank

The potential graduates with reference to academics.

Ranking will consist of the average of seven courses based on the following:

Pool A:

Top 2 of the following English courses:

English 11 A or Adv

English 12 A or Adv

English AH 12

English 10 may be used if English 12 has not been taken

Note that the marks for English 11 Adv, and English 12 Adv will be multiplied by a scalar of 1.05 before they are included in the average.

Pool B:

Top 2 of the following math courses:

Math 11 A or Adv

Math 12 A or Adv

Precalculus 12

Math 10 may be used if only one of the above courses was taken. Note that the marks for Math 11 Adv, Math 12 Adv and Precalculus 12 will be multiplied by a scalar of 1.05 before they are included in the average.

Pool C:

Top 1 of the following courses:

Global History 12 A or Adv

Global Geography 12

EPG 12

Canadian History 11

HSCN 11

Mi'kmaw Studies 10

Note that the marks for Global History 12 Adv will be multiplied by a scalar of 1.05 before they are included in the average.

Pool D:

Top 1 of the following:

Physics 11 A or Adv

Physics 12 A or Adv

Chemistry 11

Chemistry 12

Biology 11

Biology 12

Oceans 11

Geology 12

Note that the marks of Physics, Chemistry and Biology will be multiplied by a scalar of 1.05 before they are included in the average. As well, advanced courses in this section will be multiplied by an additional scalar of 1.05.

Pool E:

Top 1 of the following:

French Immersion 11

French Core 11

Entrepreneurship 12

Sociology 12

French Immersion 12

French Core 12

Law 12

Tourism 11

If no courses from this pool are taken then one course from either Pool C or Pool D will be substituted. Note that the marks of French Immersion 11 and French Immersion 12 will be multiplied by a scalar of 1.05 before they are included in the average.

(5) Exam Exemptions

Exemptions are not permitted in grades eleven and twelve.

In grade 10, exemptions may be given. In order to qualify for an exemption from the final exam, the student must have successfully completed all major assessment components related to the outcomes of the course.. Only students in non-university preparatory courses may be exempted from the course exam if they exhibit acceptable behaviour, have satisfactory attendance (10 class periods or less missed) and have earned an average of 70% prior to the exam.

(6) Extra Academic Help

Students who may be experiencing academic difficulties should seek extra help as soon as the trouble arises. Many teachers offer regular extra help sessions during the noon hour. Any teacher will be available for extra help if the student requires it. We want each student to be successful. Very few students who actively seek extra help continue to experience academic problems.

SPECIAL SERVICES

GUIDANCE DEPARTMENT: The guidance department provides services to the students which include individual, educational, and counselling. Educational and occupational information and speakers, information and presentations dealing with social issues, university, confidential reports, parent-teacher consultations, and orientation of new students are also provided. Students are urged to take advantage of any or all of these services. Please check out Guidance Info on the LRHS Website.

LIBRARY: The L.R.H.S. library is available to students who have study periods. The librarian will help students select material for research and leisure reading. In addition, the library has computers for student use.

EMERGENCY EVACUATION PLAN

In the event of an emergency at Liverpool Regional High School the following procedures will be followed:

- (1) All students and their teachers will immediately evacuate the school by the nearest exit (as done in practice fire drills).**
- (2) Once the students have evacuated the building, attendance of the students will be taken by the individual subject teachers to ensure all students in their charge are accounted for. Students and teachers must report to the designated areas. They must be on the property yet off the road and away from the school.**
- (3) Students who are at school but not in a scheduled class are asked to assemble on the grass in front of the parking lot where they will be supervised by a staff member.**
- (4) A quick search of the school will be taken by the administration and custodians.**
- (5) In the event that it is not safe to be within close proximity of the school, a school administrator will instruct the students and staff members to walk to the South Queens Middle School front parking lot. Attendance will once again be taken by the individual subject teachers and the teacher assigned to students not in a scheduled class at the time of the emergency.**

INTERNET ACCEPTABLE USE POLICY

- **Internet Acceptable Use Policy**
- **LRHS provides students' access to the internet with their own personal devices as well as on school owned devices. Although your child's use of the Internet will be supervised by staff, we cannot guarantee that he/she will not gain access to material that is inappropriate or not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.**

LRHS Acceptable Use Policy

- **Students who wish to use the internet at LRHS are expected to do so in a way that is respectful and conducive to the educational environment. The following are not permitted:**
- **Accessing personal information or files without the expressed permission of the owner**
- **Copying or downloading (pirating) files without expressed permission of the owner**
- **Vandalizing or damaging the property or files of another individual**
- **Accessing, creating, or distributing harassing, pornographic, obscene, racist, sexually explicit, or threatening material**
- **Distributing the personal information or pictures of others without their consent**
- **Using technology in a way that wastes time or distracts other students while in the classroom**

POLICY REGARDING PLAGIARISM

Research and Academic Papers

Plagiarism occurs when a person passes off another's work as his or her own.

Examples of plagiarism include:

direct presentation of someone else's work

- **a paraphrase of another's work**
- **direct inclusion of turns of phrase from someone else's writing**
- **work that cites sources improperly.**

When information is taken from another work, whether put in one's own words or not, the information must be cited and supported with a correctly formatted bibliography.

Plagiarism is a breach of intellectual honesty and academic ethics. Students guilty of plagiarism will be subject to a penalty. It may result in a zero grade on an assignment, loss of credit in that course, or other administrative action.

To avoid plagiarism:

- **Follow a proper research process**
- **Cite all your sources**
- **Write a properly formatted bibliography**

Research process

1. Take careful note of due date, length, specific instructions and expectations of assignments.
2. Be sure of your topic – check with the teacher to make sure you are on the right track.
3. Use credible research materials. Be careful when using Internet sites – be sure they are reliable sources of information.
4. Keep careful track of the information you obtain – write down bibliographic information and be sure of what is your own words and what is a direct quotation.
5. Make an outline for the paper or project – include citations.
6. Write a rough draft and keep track of referenced material.
7. Revise and edit your work.
8. Write a final draft and include citations and a properly formatted bibliography.
9. Keep any rough drafts and all research notes in case an issue of plagiarism arises.
10. Be aware of deadlines – pass your paper in on time.

Citing and writing a bibliography using the APA Format*

A bibliography is a list of all the references and sources you consulted during your research. Even if you did not use a quotation from a source you should still include the source in the bibliography to avoid plagiarism.

Guidelines for creating an APA style bibliography are:

The title of an APA format bibliography is called References and this title is entered on its own page.

Arrange the bibliography in alphabetical order by the author's last name.
Double-space all entries.

Use hanging indent paragraph style (see examples below).

Do not number your entries.

Type all authors' names with the last name first, separated by a comma. Use only initials for the first and middle names, and an ampersand (&) rather than "and" before the last author's name.

Use italics or underlines for the titles of books and periodicals.

Separate each portion of each bibliography entry with a period followed by two spaces.

Example entries for different kinds of material you might need to include in a bibliography.

Internet Site

Conquest, Robert. Downloading Democracy in *The National Interest*. Updated 04 April, 2006. <<http://www.nationalinterest.org>>

A book with one author

Scrivener, Leslie. (2002). *Terry Fox: His Story*. Toronto: McClelland & Stewart.

A book with two authors

Spencer, P. & W. Stevens. (2000). *Photographic essays of the end of a century*. Atlanta: Lakes & Sons.

A book with an editor

Berzins, M. (Ed.). (1991). *Writing clearly*. New York: Scootney Publishing.

Unknown Author

Merriam-Webster's dictionary (10th ed.).(1993). Springfield, MA: Merriam Webster.

Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

An Entry in An Encyclopedia

Bergmann, P. G. (1993). Rainforests. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Article in a Newspaper

Schultz, S. (2005, December 28). Calls made to strengthen provincial energy policies. *The Chronicle Herald*, pp. 1A, 2A.

Government Document

Department of Education. (2005). *Learning through multimedia* (Publication No. ADM 90-1679). Ottawa Canada Government Printing Office.

Article in a journal

Nyman, C. (1984). The effect of pesticides on air quality. *Journal of the Environment* 20, 44-60.

An Unsigned Article

The role of weather in economics. (1981, December 14). *Museum of Science, Quarterly Journal*, Volume IV, pp. 16-21.

Computer Software

Microsoft Works 6.0 (1987-2000). [Computer program]. Redmond, WA: Microsoft.

In Text Citations

A citation is a reference that indicates information or ideas have come from someone else's works or another source. If you have taken information from somewhere, even if you have put into in your own words, you must cite it.

How to cite:

A citation includes the author's name, the year the work was published and page number written in brackets. Example: (Golding, 1958, p. 28).

- **If you use a direct quotation, cite it right after it.**
- **If you use an idea or change a quotation to your own words, cite as soon as possible after the acquired information.**
- **If there is no author, include the first few words from your bibliographic entry.**

You must cite direct words, turns of phrase and ideas taken from other sources or it is plagiarism. If you aren't sure, cite anyway.

***APA stands for the American Psychological Association. It is a commonly accepted style for written research papers and projects. Another alternative is the Modern Languages Association style or MLA format. See your teacher regarding these styles for more information.**