

# **DR. JOHN HUGH GILLIS** **REGIONAL HIGH SCHOOL**



## **Student Handbook** **2016-2017**

Wanda Fougere - Principal  
Jyl Boyle – Vice Principal  
Chris Lumsden – Vice Principal

105 Braemore Avenue  
Antigonish, Nova Scotia  
B2G 1L3  
Telephone: (902) 863-1620/Fax: (902) 863-8284

School Website: <http://drjhg.srsb.ca>  
Board Website: <http://www.srsb.ca>

Name

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## **DR. JOHN HUGH GILLIS REGIONAL HIGH SCHOOL**

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

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

## **SCHOOL'S MISSION STATEMENT**

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

## **PRINCIPAL'S MESSAGE**

Welcome to 2016-2017 at Dr. J. H. Gillis Regional High School. Administration and staff are looking forward to another successful year for our students. Please read the information on these handbook pages thoroughly to ensure you are clear on your expectations and the services and supports available to you.

It is the intention of the Administration to have all stakeholders work together to provide a safe positive learning environment for all, so all students can excel at Dr. J.H. Gillis Regional High School.

Best of Luck in 2016-2017

Wanda Fougere  
Principal  
Dr. J. H. Gillis Regional High School



**First Semester School Calendar  
2016-2017**

Tuesday	September 6	School Orientation Day
Wednesday	September 7	First Day of School for Students
Thursday	September 8	School Photo Day
Friday	September 9	School Photo Day
Thursday	September 15	Stand Up Against Bullying Day
Thursday	September 15	Programs Presentation Evening (7:00 – 8:30 p.m.)
Thursday	September 22	First Dance
Wednesday	September 28	AARAO tour
Friday	September 30	School Based Inservice (no classes)
Monday	October 10	Thanksgiving Day (No Classes)
Monday – Thursday	October 17 - 20	Mid-Semester Testing Period
Tuesday-Wednesday	October 18-19	Parents as Career Coaches
Friday	October 28	Provincial Conference Day (No Classes)
Friday	November 11	Remembrance Day (No Classes)
Monday	November 14	Quarter Two Begins for Grade 9
Wednesday	November 16	Report Cards Distributed
Thursday	November 24	Parent Teacher Meetings (6:00-8:00 p.m.)
Friday	November 25	School Based In-Service (Morning Only/No Classes)
Friday	November 25	Parent Teacher Meetings (1:00 – 3:00 p.m. /No Classes)
Wednesday	November 30	Regional In-Service Day (no classes) (No Classes)

Wednesday	December 21	Last Day of School before Break
Monday	January 3	Classes Resume
Tuesday	January 24	Nova Scotia Examination (English)
Wednesday	January 25	Nova Scotia Examination (Mathematics 10 At Work)
Tuesday	January 31	School Examination Schedule Ends

**Second Semester School Calendar  
2016-2017**

Thursday	February 2	Administration Day (No Classes)
Friday	February 3	Second Semester Begins
Friday	February 3	Quarter Three Begins for Grade 9
Tuesday	February 7	Semester One Report Cards Distributed
Monday	February 20	Heritage Day (no classes)
Monday-Friday	March 6 – 10	Winter Carnival Week
Friday	March 10	Last Day before March Break
Monday	March 20	Classes Resume
Tuesday-Friday	April 4 -7	Mid-Semester Testing Period
Friday	April 14	Good Friday
Monday	April 17	Easter Monday
Tuesday	April 18	Quarter Four Begins for Grade 9
Thursday	April 20	Report Cards Distributed
Thursday	April 27	School Based In-Service (Morning Only/No Classes)
Thursday	April 27	Parent Teacher Meetings (6:30-8:00 p.m.)
Friday	April 28	Regional In-service day (no classes)
Monday	May 22	Victoria Day (No Classes)

Tuesday	June 20	Nova Scotia Examination (English)
Wednesday	June 21	Nova Scotia Examination (Mathematics)
Tuesday	June 27	School Examination Schedule Ends
Wednesday	June 28	Administration Day (No Classes)
Thursday	June 29	Administration Day (No Classes)
Friday	June 30	Grades 9 – 11 Closing Ceremonies (Dismissal at 10:00 a.m.)

**Grade 12 Graduation Activities  
2016-2017**

Friday	June 23	Student Barbeque (1:00 p.m.)
Sunday	June 25	Ecumenical Service (1:30 p.m.)
Monday	June 26	Graduation Prom (8:00 p.m.)
TBA	TBA	Graduation Dinner
Wednesday	June 28	Graduation (8:00 p.m.)

**School Insurance Program**



***School Insurance Program***

**Telephone:** 902.480.2170  
**Toll-free:** 855.480.2170  
**Fax:** 902.480.2179

**E-mail:** [mail@sjp.ca](mailto:mail@sjp.ca)

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

### **VISITORS TO THE SCHOOL**

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

### **SCHOOL BOOKS AND MATERIALS**

1. Students are responsible for coming to class prepared with the necessary materials, e.g. notebooks, textbooks, paper, pens, and pencils.
2. Textbooks are the property of the school. They need to be returned at the end of the semester/year in much the same condition in which they were received. Textbooks which are lost or damaged have a replacement fee. The current report card and the timetable for the following year may be withheld until an arrangement for payment is made.

### **PERSONAL APPEARANCE AND GENERAL BEHAVIOR**

1. Every student is responsible for exhibiting good manners and for using language which is appropriate in a school setting.
2. Students are encouraged to dress appropriately as befitting an educational institution with the focus on learning.
3. Students must be considerate, respectful and courteous to all personnel including peers, bus drivers, custodians, librarians, teacher assistants, office staff, teachers, visitors and substitute teachers.
4. When moving from class to class, students are expected to conduct themselves in an orderly manner. Running, rough-housing, cursing and yelling are to be avoided; consideration of classes in progress is expected.
5. As part of the Strategic Plan, the board is encouraging students and teachers to use personal technology for educational purposes within the school settings as part of the "Bring your own device" to class initiative. As such, teachers are encouraged to consider avenues in which personal devices can be used to enhance the learning experiences of students. Inappropriate use of devices can result in the withdrawal of the privilege or confiscation of the device.
6. Gym bags/knapsacks should be stored in lockers and not carried from class to class.
7. Outdoor clothing should not be worn to class

### **SMOKE FREE ENVIRONMENT**

Smoking by any person is not permitted at anytime in the school or on the school property. This prohibition applies to staff, students, visitors and community users of the school facilities.

### **STUDENT PARKING**

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

### **DANCES / EXTRACURRICULAR ACTIVITIES**

1. Dances held during the school year will be restricted to students of Dr. John Hugh Gillis Regional High School; approved guests will be permitted to attend the Semi-Formal and Prom.
2. Grade nine students are not permitted to attend the Semi-Formal dance or the Graduation Prom. Guest passes issued for these events must be approved through the administration and students are responsible for the behavior of their guest.
3. Students are not to wear outdoor clothing into the dance area. A coat-check will be provided for jackets and bags.
4. Once students leave the school building, they will not be readmitted to a dance. The doors will close thirty minutes after the start of the dance and special arrangements need to be made with school administration to be permitted to enter after that time.
5. Alcohol and drugs are strictly prohibited at all school functions. Students who violate this regulation will be denied access to all future school dances for 5 months for a first offense in addition to other consequences including suspensions.
6. While representing the Dr. John Hugh Gillis Regional High School, students must conduct themselves in an appropriate and responsible manner. All board policies, school rules and expectations will apply when participating in school sponsored events.
7. Students with unexcused absences on the day of an extra- curricular event may be ineligible to participate in the extracurricular event.

### **STUDENT FEES**

Student fees:

Grade 9 – 12 students	\$30.00
Family of 2 students	\$55.00

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

### **TICKET SALES AND ADVERTISEMENTS**

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

### **STUDENT RESOURCE CENTRE/LIBRARY**

Hours - 8:30 a.m. - 2:30 p.m.

General Conduct - The Student Resource Centre is a place for study, reading or research.

Borrowing - Any material borrowed from the Student Resource Centre must be checked through the circulation desk. No more than two books can be borrowed at any one time. Books can be kept for up to two weeks.

### **SCHOOL ATTENDANCE PROCEDURES**

Subject teachers will take attendance for each period. All students are expected to attend their classes and to be punctual. In cases where the student is consistently late, he/she may be kept from entering the scheduled class to prevent disruption to the learning environment and thus being marked absent for the entire period as well as facing further disciplinary action.

Parents/guardians will have access to the Parent Portal site which will allow for greater knowledge of their child's attendance.

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

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

## **SCHOOL INFORMATION SYSTEM/INFORMATION PORTAL**

- Access codes for the Parent Portal will be provided once parents/guardians call our main office at 863 1620.
- Website location: <https://sisrsb.ednet.ns.ca/public/>
- Once you are on this website, go below the "sign in", and create an account. The information below will assist you through the process.
- It is very important that you create a user login before you begin, without this login the student information will not work.

Example: John Mills - Web access 00001 Web password XXXXX

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

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

## **ABSENCES**

- A) Parents/guardians of students who are absent from school are asked to phone between 8:15 and 9:15 a.m. indicating when and why a student will be absent.
- B) Students are responsible for making up all work missed during an absence.
- C) Missed Tests: Parents/guardians are required to contact school administration or the teacher if a scheduled test is going to be missed by their child to reschedule the test. Students must assume responsibility for missed tests.
- D) Daily attendance records will be recorded in the office and records of daily class attendance shall be maintained by subject teachers. Both sets of data will be accessible daily on the Parent Portal.
- E) Extra-Curricular Absences: Student absences due to school sanctioned events such as field trips, extra-curricular events or special in school events will not constitute a class absence. The teacher co-ordinator of such activities will forward a list of students involved to teachers, secretarial staff and the administration. Student absences due to weather condition and/or certain buses not operating will not constitute a class absence.
- G) Skipped classes: Students who skip class or leave the school grounds without permission from an administrator will have this behavior addressed by an administrator.

### **APPOINTMENTS DURING THE SCHOOL DAY**

Parents/Guardians are asked to ensure that students miss minimal school time due to appointments. At times, it may be necessary for a student to leave school during the day for medical appointments, special business or personal reasons. It is very important that these departures from the school are made known to teachers and administration.

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

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

### **STUDENTS LEAVING SCHOOL GROUNDS AT LUNCH**

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

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

### **ENTRY SLIPS TO CLASS**

Students who are late for a class must receive an admit slip from an administration or secretary before entering the class. Students who are consistently late for class could find themselves not being admitted to class thus being marked absent for the entire period as well as additional consequences.

### **LOCKERS AND LOCKS**

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

1. Students will be assigned lockers at the beginning of the year by the homeroom teacher. Students must keep the locker assigned to them. Students are not to share lockers. Materials displayed within lockers are subject to school approval.
2. A school combination lock must be used on the locker. The serial number of the lock and the combination must be recorded in the office. Personal locks are not permitted. For your protection, do not give your combination to anyone else.
3. Students should keep locker visits to a minimum. They should use lockers before and after school, recess and during lunch periods.
4. All necessary materials for morning classes must be removed from the locker. Likewise all afternoon class materials must be taken during lunch break.
5. Students who lose their lock must pay an \$8.00 replacement fee.

### **LOST AND FOUND**

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

### **LUNCH BREAK**

1. There are two lunch breaks each day, one for Grade 9 & 10 and the other for Grades 11 & 12.
2. During each lunch period, students will have access to the cafeteria and designated eating areas. It is expected that they will display proper behavior and manners. The school cafeteria provides sandwiches, soup, beverages, fruit and a daily special at reasonable prices. Students may bring or purchase their lunch. The cafeteria and other eating areas must be kept clean and tidy. Students are not permitted in the instructional areas during the lunch periods.

### **EXAMINATIONS**

1. Examinations will be held twice yearly: January and June.
2. Semester one includes material covered from September to January. A major testing period will be scheduled for late October with final exams for semestered courses being written in late January.
3. Semester two includes material covered from February to June. A major testing period will be scheduled for mid April with final exams for semestered courses being written in June.
4. Mid year examinations for full year courses will be written in January/February with final exams being written in June.
5. Exams are not to exceed 30% of the term mark.
6. Progress reports will be made available to parents/guardians in November, February, April and June.
7. Students who are found cheating on an exam or test will receive a mark of zero. Similar action will be taken for assignments that are copied and do not represent the students own work.
8. Students who miss an exam or test without prior authorization from the administration will require their parents/guardians to contact administration to rescheduled a new writing time.

### **REPORT CARDS**

1. Four report cards will be issued during the school year - November, February, April, and the final one in June.
2. A coding system is included to indicate the child's performance in various areas. Attendance records will appear on the report cards.
3. Less formal reporting to parents/guardians and students is encouraged and may

- take place through interim reports, progress reports, phone calls, meetings, notes, and other appropriate communication.
4. Parents/guardians will also have immediate access to the Parent Portal web site:

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

(Please contact the main office for access codes)

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

### **REQUIREMENTS FOR GRADUATION**

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

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

### **GRADUATION PLAN**

Listed below are the Nova Scotia High School Graduation Requirements. As you prepare to graduate from Dr. J.H. Gillis you should plan for your years of study. Please write down what classes you have taken and what you would like to take in the following years to ensure you have all the courses necessary to graduate as well as to apply to the program you would like to pursue after high school. Courses listed are offered at Dr. JH Gillis Regional High School and the Nova Scotia Virtual High School. It may be necessary to enroll in the NS Virtual School courses to meet requirements.

### **NOVA SCOTIA HIGH SCHOOL GRADUATION REQUIREMENTS**

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

One at Each Grade Level

(English 10, English 10 PIB, English/Com 11, English 11, Advanced English 11, English/Com 12, English 12, IB English – counts for grades 11 and 12).  
Advanced English 12

#### **2 Maths**

At Two Different Grade Levels

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

## 2 Sciences

Science 10 and One Other

(Science 10, Sciences 10 (Imm), Oceans 11, Biology 11, Biology 12, IB Biology, Adv Biology 11, Adv Biology 12, Chemistry 11, Chemistry 12, IB Chemistry, Adv Chemistry 11, Adv Chemistry 12, Physics 11, Physics 12, IB Physics, Adv Physics 11, Adv Physics 12, Agriculture 11, Chimie 11 (Imm), Chimie 12 (Imm), Food Science 12 and Geology 12)

### 1 Canadian History

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

### 1 Global Studies

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

### 1 Physical Education

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

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

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

### 1 Fine Arts Credit

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

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

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

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

## **PREREQUISITES FOR COURSES AND PROGRAMS**

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

### **COURSE CHANGES**

Any student requesting a course change must do so prior to September 16 for semester one and prior to February 15 for semester two. A course change will be made only after a letter from the parent/guardian is received, administration has determined that space is available within the requested class and both guidance and principal approval is given.

### **STUDENT SERVICES**

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

### **ADDITIONAL COUNSELLING SERVICES**

STRAIT REGIONAL SCHOOL BOARD	625-2191
DRUG AND ALCOHOL SELF-HELP AND COUNSELLING SERVICES	863-3808
NORTH SHORT DRUG DEPENDENCY	863-5393
COUNSELLING SERVICES FOR FAMILIES, PARENTS AND TEENS	863-2358
CRISIS LINES	
Kids Help Phone	1-800-668-6868
HEALTH SERVICES	
St. Martha's Department of Psychiatry	863-4511
LEGAL SERVICES	
Legal Aid	863-3350
Social Services - Antigonish Office	863-3213
POLICE , Antigonish	863-6500
PREGNANT AND PARENTING TEENS	
St. Martha's Hospital	863-2830
Birth-Right Pregnancy Services	Zenith-27350
	Dial 0 - ask for above
RECREATING SERVICES AND VOLUNTEER WORK	
Antigonish Department of Recreation	863-3686
Municipality of County of Antigonish	863-1141
SEXUAL ASSAULT INFORMATION AND COUNSELLING SERVICES	
Naomi Society	863-3807
SUICIDE	
St. Martha's Department of Psychiatry	863-4511
ANTIGONISH WOMEN'S RESOURCE CENTER	863-6221
DR. J. H. GILLIS TEEN WELLNESS CENTER	863-7492

### **HEALTH SERVICES**

1. Students who are ill during the school day may contact their parents/guardians.
2. In a medical emergency, students will be transported by ambulance to the hospital and every effort will be made to contact parents/guardians immediately.
3. School personnel are not permitted to dispense medication (e.g. aspirin) unless a written request with explanation has been received by the school.
4. If any student confides in a school official that he/she is a victim of abuse, then community service will be contacted.
5. The school Health Centre is available to the Student Body throughout the day

### **RETURNING GRADUATES**

1. Students who have already graduated and are returning to grade 12 for upgrading will be required to enter a written contract and educational plan with the Principal regarding attendance and academic performance in all courses.
2. Returning graduates are not eligible for any Academic Awards upon their return to grade 12 for upgrading.



