*Welcome To*

***Sackville High School***

**Principal Vice Principals**

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**Principal’s Message:**

Welcome, new and returning students! The goal at Sackville High School is to provide its students with ample opportunities on both an academic and a co-curricular level to help each grow and develop as an individual. As a staff we are continuously evolving as we look at more ways to support you throughout your high school experience.

This handbook will acquaint you with our school policies, services and the many opportunities available to you as a student of Sackville High. For more in-depth information and up-to-date events/news, please visit our website periodically at www.sackville.ednet.ns.ca.

Sackville High School offers high quality classroom instruction as well as numerous co-curricular activities and events that take place over the course of the school year. I encourage all students to get involved in some way as involved students are happier students and take on more responsibility for their education. Academic success can be achieved on one’s own but becoming part of a team approach with staff and other students will make reaching the goal more enjoyable – and we all need to enjoy life more.

Have a great year!

Sincerely,

Scott Hickman

Principal

**TIMETABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Day A** | **Day B** | **Day C** | **Day D** |
| **8:55-10:10** | **1** | **4** | **2** | **3** |
| **10:15-11:35** | **2** | **3** | **1** | **4** |
| **11:35-12:25** | **Lunch** | **Lunch** | **Lunch** | **Lunch** |
| **12:30-1:45** | **3** | **1** | **4** | **2** |
| **1:50-3:05** | **4** | **2** | **3** | **1** |

**PowerSchool: Our Web-based Student Information System**

By logging on to your own private online account, the student-parent portal will enable you to see attendance, grades, assignments, teacher's comments, and school bulletins – in real-time.  This portal has replaced those that exist in some schools today, offering the same features - and more - in a user-friendly way.   
  
You will be able to access the portal at home, work, school, or the public library - wherever there is Internet access from our school web page at [**http://www.svh.hrce.ca**](http://www.svh.hrce.ca) or at [**https://sishrsb.ednet.ns.ca/admin/pw.htm**l](https://sishrsb.ednet.ns.ca/admin/pw.html).

To set up your PowerSchool account, please contact our Main Office at 864-6700 ext. 0.

**Cell Phone Policy**

All cell phones must be kept in the cell phone lockers, which are located in each classroom. Cell phones can only be used at the discretion of the teacher. If you need to contact your son/daughter please contact the main office and we will direct your call accordingly. Students who do not abide by the cell phone policy will be referred to administration for further consequences.

**School Telephone System**

All telephone calls to the school must go through our main office number 864-6700. You may then direct your call to a staff member by entering their seven digit extension. (For example, 864-6700 extension 7851002.) Please **do not try to "direct dial" the seven digit extension** as it is not a phone number. When classes are in session your call will go to voicemail. Please note that the school is not equipped to handle telephone messages for students except from parents and/or guardians in emergency situations.

**Staff**

Please refer to our school website for our most current listing of staff and staff contact information at [**www.svh.hrce.ca**](http://www.svh.hrce.ca).

(Select Parents and staff list from the menu)

**Academic Support**

Extra help is regularly offered by classroom teachers and can be accessed at other times by making an arrangement with the individual teacher.

**Support Room**

This is a classroom (Room 230) staffed by teachers on duty to assist students in practising/learning the academic, behavioural, and socio-emotional skills required in the classroom. This room can be accessed by students on prep periods or with the permission of their classroom teacher. It is not a Resource Room but somewhere where students may receive additional support on an individual or small group basis.

**In-School Suspension Room**

Students who are on in-school suspension must follow additional expectations for behaviour. Teachers will bring work down to the room for their students. Students are expected to use their time productively to complete their work. They are allowed to bring water into the room, but not food, and are encouraged to ask the supervising teacher for help. Students on in-school suspension may not talk with other students or use any electronic devices not provided by the school.

**Illness or emotional upset during the school day**

Students who become ill or upset during the school day should inform their current classroom teacher and report to the main office or student services. Students who must leave during the school day should contact home before leaving. Students who are being picked up or who are able to return to classes after a period of time should wait in student services. Student Services is able to provide emotional support or privacy if needed.

**Reporting Absences**

Students who are away from the school for legitimate reasons must have the parent(s)/guardian listed on Power School provide a handwritten note to Student Services within one calendar week. Absences collected by Student Services are typically entered into PowerSchool by the end of the next day. **The reporting of absences is used for exam exemptions. All absences must be written and handed into student services as phone calls, emails, and faxes are not deemed acceptable.**

**Extended Absences**

If students are expected to be away from school for an extended period of time, their parent or guardian should contact the student’s vice-principal as early as possible in advance to discuss the situation and arrange for support which will include filling out an education plan.

**Absences During Exams**

Students who are absent from school that results in a missed exam must provide medical documentation to explain the absence. Students with appropriate documentation will be asked to write their exams at a later date.

**Provincial Code of Conduct Policy**

Please see: <http://www.ednet.ns.ca/docs/provincialcodeofconduct.pdf> for latest information related to the Provincial Code of Conduct.

**School Advisory Council**

Our School Advisory Council consists of members including parents, community members, teachers, support staff, students and school administration. This group meets a minimum of four times per year, usually on the last Monday of every month from 6:00 until 8:00 p.m. The duties of School Advisory Council are declared in provincial legislation (The “Education Act”, 1996, section 22). These duties include, advising the principal and staff on matters related to the operation of the school, preparing a school improvement plan, preparing an annual report, advising on the development of school policies, practices, discipline policies, fund raising, communication etc.

Some additional changes have been added in so that now the School Advisory Council:

* will have a budget of $5000 plus$1 per student to support student achievement
* there will be more opportunities to provide input to the Department of Education and Early Childhood Development and the local Regional Centre for Education
* they will have an enhanced role in providing advice on regional and provincial education policy development
* there will be more learning, networking, and professional development opportunities for members

The School Advisory Council welcomes input from any and all community groups. Any person who wishes to make a presentation to the council should contact the chairperson a week prior to the meeting.

A sub-group of the School Advisory Council comprises the **SHS Discipline Committee**. This committee is made up of parents and community members on the advisory council (it does not include any school board employees) and their role is to respond to a request for a review of a suspension of less than 10 days or to make a decision on a request by the administration to extend a suspension for greater than 10 days. Any parents wishing to have information related to the suspension process should contact the school principal or the chairperson of the council.

**Teachers and School-Based Administrators:**

The staff members of Sackville High School recognize that the adults in any school must uphold and model the principles of fairness, acceptance, and respect. Because they have a unique responsibility associated with the education of youth, the behaviours of all school-based staff must be consistent with the expected behaviours of the students.

The “**Education Act**” (section 26-1) of the province of Nova Scotia indicates the “duties of teachers”. Among others, these duties include:

 respect the rights of students

 teach diligently the subjects and courses prescribed and assigned by the school board

 maintain appropriate order and discipline in the school or room in the teacher’s charge and report to the principal or other person in charge the conduct of any student who is persistently defiant or disobedient

 maintain an attitude of concern for the dignity and welfare of each student and encourage in each student an attitude of concern for the dignity and welfare of others**.**

**Parents:**

The “Education Act” (section 25-1) of the Province of Nova Scotia indicates the “duties of parents”.

 to support children in achieving learning success

 cause their children to attend school regularly

 communicate regularly with their children’s school

 ensure the basic needs of their children are met, including ensuring that their children are well nourished and well rested when they go to school and

 support their children’s teachers in their efforts to provide an education for their children

In addition to these requirements under the act, the Code of Conduct of the Halifax Regional School Board declares that parents have a duty to:

 reinforce the need and value of appropriate discipline and school conduct

 Support their child’s teachers in their effort to provide an education for their children

 communicate regularly with the school

**Plan for Communicating Student Learning**

**Sackville High School**

**ASSESSMENT & EVALUATION**

Every course offered at Sackville High School is supported by a curriculum document containing the course outcomes. Outcomes are goal statements that indicate what teachers are required to teach and students are expected to learn and be able to do after successful completion of the course. All assessment and evaluation of student learning is aligned to these provincial curricular outcomes. Grades and report cards will be based solely upon individual learning and will accurately reflect achievement of the outcomes as defined by the provincial curriculum and/or individual program plan. As such, individual student achievement will:

* Be measured against defined curriculum outcomes rather than compared to other students or measures of individual academic growth;
* Not be based on measures such as students’ social development and work habits, bonus points, student absence, missed/late assignments, group scores, neatness, etc.

**ASSESSMENT TOOLS**

Teachers use a broad range of strategies to give students opportunities to demonstrate their knowledge, skills, and attitudes. This is called Balanced Assessment. These include but are not limited to the following: homework, portfolios, work samples, models, journals/reports/logs, presentations, performances, graphic/visual representations, experiments, quizzes, tests, debates, projects, conferences, surveys, observations, and external examinations. Through their lesson plans and assessments, teachers provide opportunities to allow each student to learn and show understanding. Students have multiple opportunities to demonstrate their learning of the outcomes.

No single assessment event, including an examination, will be valued at more than 20% of the final mark.

**STUDENT PROGRESS**

Parents / guardians can expect information on student progress at least 4 times per year. This may include: the term report card, parent / teacher interviews, and the semester report card. In addition, each teacher may provide supplementary information on student progress through our Student Information System (PowerSchool), email, web sites, phone calls, scheduled meetings, etc. It is expected that any time a parent / guardian has a concern about student progress, they contact the school directly and speak to teachers as required.

**PARENT CONCERN PROTOCOL**

If a parent / guardian has a concern about assessment and evaluation, they should follow the steps below in an effort to resolve the issue as per the Parent Concern Protocol Policy B.017:

* Address the teacher first
* If still unresolved, address the issue with the school principal
* If still unresolved, direct the issue to the school administration supervisor
* If still unresolved, complete a Parent Concern Reporting Form and forward to the Director – School Administration
* If still not satisfied, parents/guardians may write directly to the superintendent.

It is important that parents/guardians follow each step in the order listed above if they have a concern they would like addressed.

**STUDENTS WITH SPECIAL NEEDS**

Sackville High School provides inclusive schooling that facilitates the membership, participation and learning of all students in school programs and activities. Students with special needs are those whose needs are such that they require supports in addition to those provided by a classroom teacher. Support services such as but not limited to Educational Program Assistant Support, in class or pull out resource support (determined on an individual basis), or learning center support are designed to meet students’ diverse educational and individual needs.

The Education Act outlines the responsibility of school boards in this regard: “A school board shall, in accordance with this Act and the regulations…develop and implement educational programs for students with special needs within regular instructional settings with their peers in age, in accordance with the regulations and the Minister’s policies and guidelines…” [Section 64(2)(d)].

**IDENTIFICATION**

At the time of registration or transition to Sackville High School, parents or the transitioning school should indicate if his/her student has previously been identified and is currently receiving support and/or **A**daptations or an **I**ndividual **P**rogram **P**lan.

If a student has been identified as needing further supports to ensure success e.g., adaptations, assistive technology, or an individual program plan, the process for developing a plan is initiated by classroom teachers, student support personnel, administration, parents, students, and/or outside agency personnel.

The process for providing further supports in addition to those provided by a classroom teacher involves:

 Explorations of current and previous instructional or behavioural strategies

 Review of the student’s cumulative records file e.g., previous assessments, past IPP documents, adaptations, report cards etc.

 Contact with parent/guardian for further information or strategies

 Referral to School Planning Team

**SCHOOL PLANNING TEAM**

It is the responsibility of the school planning team to ensure that appropriate programming is developed and implemented for students with special needs.

The functions of the school planning team are to:

 determine how resources allocated to the school are to be used

 provide support and coordination of services throughout the school

 develop PD for school-based program support and regular staff

 set up IPP teams as necessary

**PSYCHOEDUCATIONAL-ASSESSMENT**

Students at Sackville High School requiring further assessment information to support programming will be referred to the School Planning Team. It is the discretion of the School Planning Team comprised of student support personnel, classroom teachers, administration, and school consultants to prioritize the case load. When the School Planning Team indicates priority, in consultation with administration, parents and/or outside agencies, a referral for formal individual assessments carried out by employees of the board or persons/agencies to whom the student has been referred will be completed. The purpose, format and results of the assessment will be discussed with the parent in a timely fashion.

**Please note:** Informed parental consent is required in writing before the assessment can commence.

**Co-curricular Activities**

A wide variety of co-curricular activities give our students opportunities to grow in areas of their own special interests and abilities, and to enjoy the fellowship of other young people in healthy and creative surroundings.

Participants in all our co-curricular groups - athletic teams, clubs or groups are required to meet certain standards.

**The “Co-curricular Eligibility Committee”:**

This body has the responsibility of enforcing and publicizing standards for our co-curricular program. The committee is made up of a group of teachers represented by the department. The committee will consider each case in question and has the authority to assess consequences that range from probation through suspension from co-curricular participation for a specified period to outright dismissal from co-curricular activities for the balance of the school year. Any requests for an appeal of the decision rendered by the committee will be heard by the school administration.

**Student Eligibility Agreement for Participation in Co-curricular Activities**

This agreement is intended to provide Sackville High students with the basic guidelines for participating in any co-curricular activities. Participation in co-curricular activities at Sackville High is a privilege extended to students who comply with the rules and regulations of the school regarding attendance, academic effort, and behaviour.

**All students participating in co-curricular activities must read the following Eligibility Agreement. This applies to athletics and/or clubs and activities.**

1) **Age:** For *interschool sports*, students must be under 19 as of September 30 of the school year (must show the coach a valid Birth Certificate before being selected to the team). For *non-sports groups*, age should not generally be a factor.

2) **School Fees:** All school fees and/or Athletic fees must be paid by all students involved in co-curricular activities before they are able to participate.

3) **NSSAF Regulations:** (applies to students engaged in athletics) the age limit for all high school athletes is under 19 as of September 30th of the current school year. A student athlete shall only be eligible for four consecutive years beginning the first year of High School; Grade 9.

4) **Full time students:** Only students taking at least 3 courses per semester are eligible to participate in co-curricular activities.

5) **Attendance:** It is the students’ responsibility to attend all classes. It is also their responsibility to bring in notes for any classes they miss. **As a result of attendance issues, athletes may be suspended from Sackville High co-curricular activities anywhere from one event to permanently.** A student must be present for the whole school day to be eligible to participate in co-curricular activities. The current “Late” policy must be adhered to as well. **Any unexcused absence must be excused before the next game day!** It is the responsibility of the student to complete any work that they have missed.

6) **Citizenship:** Students representing Sackville High are expected to demonstrate positive behaviour in and out of the classroom, on the field or court, and to respect staff, peers, and officials. Office referrals by teachers (for behaviour, attendance or lateness) will result in a review of the student athlete’s eligibility.

7) **School Suspensions:** Students who are suspended from school will be considered ineligible for participating or attending during the entire length of the suspension. This includes from the moment of the infraction until the day the student is permitted to return to school. If a weekend occurs in the middle of the suspension, the student is still ineligible. Depending upon the nature of the situation, the athlete may be declared ineligible to participate further. In-school suspensions must be served in full before a student is eligible to participate on the day of an activity. Any student suspended more than two times will be removed from the team and cannot participate in further athletics that semester. ***All suspensions can be extended at the administrations discretion up to and including the remainder of the school year.***

8) **School Rules:** Students viewing or participating in co-curricular activities are reminded all school rules apply at all school sponsored activities. This includes games, practices, competitions, events and tournaments, both at school or away. Drug or alcohol use at any school-related functions will result in appropriate disciplinary action.

9) **Team/Club Commitment:** Student athletes that have been selected as a member of a school team /club and do not make a commitment to the team/club for the duration of the program or schedule, may be removed from the team/club after communication has been made with the parents.

10) **Multi-sport Athletes:** Students may participate in more than one sport at the same time. However, the student must meet with the Athletic Director and sign a letter of commitment that explains the expectations for students in this situation. The expectation is that students who want to participate in two sports at the same time will honour and follow through their commitment to both sports to the end of both playing seasons. When practices and games are in conflict, the priority will be the sport that started first. If a player quits or is removed from one team they will forfeit their eligibility to play for the second team for the rest of the season. A letter of appeal may be considered.

11) **Athletic/Co-curricular Fees:** Athletic/co-curricular fees must be paid in full, one week prior to participation in the first game/competition/event of the year unless other arrangements have been agreed upon by the coaches involved and the Athletic Director. Cheques should be made payable to Sackville High School Athletics. Students must pay fees for each sport that they participate in and each sport will have its own fee structure.

12) **Appeals:** Any student wishing to appeal a suspension or their eligibility; must write a letter of appeal expressing why they feel they should have the opportunity to participate in co-curricular activities. This will be passed into the Co-Curricular Eligibility Committee.

**SHS Student Academic Eligibility Review**

To represent SHS, a student must be registered in six courses for the academic year with a minimum of three courses per semester. A student must meet academic outcomes which will enable them to be successful in their post-secondary life. As such, SHS Athletic and Co-Curricular Activities are regarded as a privilege that the student is able to retain as long as they meet their academic and attendance requirements.

All student athletes will have an academic review every Monday morning.

* Failing one-Academic support and a Tracking sheet for one week
* Failing two or more-Academic Support and suspension from games.

Those students who do not meet the weekly academic requirements will not be eligible to participate in any games for the next seven days (players are expected to attend practices). During that time, students on academic probation will attend mandatory extra-help sessions at noon or on their free period. At the next academic review period, if a student is passing all subjects, they will be reinstated as an active player. Students put on academic probation for a second time will sit out for two weeks and report to room 227 for extra help.

* Students on academic probation must also complete a tracking sheet from the Athletic Director.
* **\*Students on Probation must fill out a daily tracking sheet. This sheet must be passed in every Friday for students to be eligible the following week.**

**\**Students on athletic probation or suspension must attend extra help sessions and can apply for reinstatement to the Co-Curricular Eligibility Committee which meets every Wednesday.***

**Identifying Process:**

 It is the responsibility of the staff advisor to check the student’s academic eligibility during try outs. The staff advisor must submit a list of students trying out to the Athletic Director and/or Chair of Co-Curricular Eligibility Committee. If any student does not meet academic requirements, the staff advisor should bring this to the attention of the Athletic Director/Chair of In-School Committee.

 The Academic Review Committee must notify the student and parents/guardians of their academic eligibility status.

 The student returns the Suspension Notice or Probation Notice signed by the parent/guardian.

 Academic Review Begins

**Accident Insurance:**

Sackville High requires that all students involved in interscholastic competition purchase additional school accident insurance. The School Insurance Program’s Gold Plan provides 24/7coverage to students involved in school activities for reasonable rates, including family discounts. Students who are injured as part of a school activity must complete an online accident report within 30 days of the injury. To find out more information visit SIP at <http://sip.ca> or call the main office at 864-6700

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**Sports Teams/Clubs at Sackville High School may include the following:**

Badminton Team Intramurals

Badminton Club Wrestling

Men’s Soccer Team Track Team

Women’s Soccer Team Table Tennis Team

Men’s Volleyball Team Golf Team

Women’s Volleyball Team Women’s Field Hockey Team

Men’s Softball Team Men’s Football Team

Women’s Softball Team Women’s Hockey Team

Men’s Rugby Team Men’s Hockey Team

Women’s Rugby Team Women’s Basketball Team

Men’s Basketball Team

**Sackville High Extra Curricular Activities**

Extracurricular activities at Sackville high are a privilege. Any student taking part in any school activity that infringes on their instructional time must adhere to the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance**  **All excused** | **Attendance**  **5 unexcused** | **Attendance**  **10 unexcused** | **Attendance**  **15 unexcused** |
| Eligible | One week suspension from participation | Three week suspension from participation | Removal from activity |

**Student Eligibility**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Passed all courses** | **Failing 1 course** | **Failed 2 of 4 courses** | **Failing 2 of 3 courses** | **Failing 3 or more courses** |
| Eligible | Probation  Tracking Sheet | Suspension from activity until academic review **\*** | Suspension from activity until academic review **\*** | Removal from activity |

**Referrals – Administrative In School Suspensions**

|  |  |  |  |
| --- | --- | --- | --- |
| **No Referrals** | **1-2 Referrals** | **4 Referrals** | **6 Referrals** |
| Eligible | One week suspension from activity | Three week suspension from activity | Removal from activity |

**Student Committees at Sackville High School**

Yearbook Committee

Prom Committee

Dance Marathon

**Clubs/Groups/Teams at Sackville High School**

Gay Straight Alliance

Green Club

Drama Club

Improv Team

Reach For the Top

Choir

Europe Travel Club

Musical

**Programs at Sackville High School**

International Buddies Program

Options and Opportunity Program

Cooperative Education Program

Skilled Trades Program  
Best Buddies Program

**Councils/Advisory Groups**

Students’ Council

School Advisory Council

**Annual Events**

Arts Gala Athletic Banquet

NSSSA Remembrance Day Assembly

Dances Spirit Days

Talent Show Hire-a-Grad

Coffee Houses First Lake Clean-Up

Grade Level Socials Movie Nights

Academic Excellence/Academic Recognition Evenings

**Student Fees for 2023-24**

Student fees for 2023-24 school year will be $25. This fee will cover the costs for your student to receive print copies (100), SHS giveaways, and includes the students’ council fees for student participation in events such as school socials, BBQ’s, dances and other special events hosted by your council throughout the year. Student fees are also used by Council to support clubs and teams to further student engagement and involvement.

**Lockers and Locks**

Sackville High School will issue a locker and lock to each student. Lockers and locks are the property of the School. Students are not allowed to use their own locks and non-school locks will be removed. Students are advised not to store any valuable items in their locker. **Administration reserves the right to open any locker at any time, when deemed necessary.**

**Academic Recognition Procedures**

Sackville High School hosts two events to recognize excellence in achievement-- Academic Recognition and Afternoon of Excellence.

Academic Recognition is usually held in early October for Grade 9, 10 and 11 students from the previous year. Grade 12 students receive their certificates at graduation.

*The Criteria for Honours are as follows:*

**Principal’s List:** Student must have a minimum average of 90.0%. ***If a student withdraws from any course at any time in either semester, the student is ineligible. As per HRCE criteria.***

**High Honours:** Student must have a minimum average of 85-89.9. ***If the student withdraws from any course at any time in either semester, the student is ineligible. As per HRCE criteria.***

**Honours:** Students must have a minimum average of 80.00-84.99%. ***If the student withdraws from any course at any time in either semester, the student is ineligible. As per HRCE criteria.***

**Students are responsible for completing the applications for both** **academic and athletic awards.** Listen closely to announcements and teachers to find out deadlines and check the dates in your agenda book. Only those students who have submitted applications will be considered.

**Grade 10 & 11 Awards**1**. Lieutenant Governor’s Medal – Grade 11**

May be awarded to one female and one male student in grade 11 who has

demonstrated qualities of leadership and service in the school and

community and who has commendable performance in the courses in

which he or she is enrolled.

A school may withhold the award if there is no suitable candidate.

2. **Kingfisher Awards**

Awarded to students who have made a significant (non-academic, non-

athletic) contribution to Sackville High School.

3. **Staff Award**

Awarded to one grade 11 student who has demonstrated great academic

improvement throughout the year.

4. **Sandy Cox Award**

Awarded to one grade 10 student who demonstrates the most progress.

5. **The Joseph Howe Award**

Awarded to one grade 10 student who has demonstrated qualities of

leadership and service in the school.

6. **The Danny Weston Award**

Awarded to one grade 11 student who has demonstrated an

outstanding contribution to school life.

**Grade 12 Awards:**Many awards are distributed at graduation. Following are a few of our top awards.

1. **Richard Marshall Meade Medal**

Awarded to a student who has made a positive contribution to school affairs

over the three years; has shown a conscientious attitude toward studies

and commands the respect of classmates and staff of Sackville High. In

other words, a well-rounded individual of whom the staff can be justly

proud.

2. **Sackville High School Medal (Gold)**

For first standing in the grade 12 University Preparatory Program. This includes grade 12 English, Global Studies, and 3 other grade 12 academic courses.

3. **Sackville High School Medal (Silver)**

For second standing in the grade 12 University Preparatory Program. This includes grade 12 English, Global Studies, and 3 other grade 12 academic courses.

4. **Sackville High School Medal (Bronze)**

For third standing in the grade 12 University Preparatory Program. This includes grade 12 English, Global Studies, and 3 other grade 12 academic courses.

5. **Queen Elizabeth II Medal**

To the graduate with a superior record of academic achievement, plus outstanding community/school involvement over the three year high school program.

6. **Governor General’s Medal**

For first standing in the graduating class. The average is based on all Grade

11 and 12 courses of the secondary school program and must be calculated

on the final results after examinations have been written.

*The* ***Afternoon of Excellence*** *is the second event of student recognition for academic excellence and is held in May. To qualify, a student must have a minimum average of 90.0% in all subjects with no mark below 70% in any subject. Final marks from first semester and Term 1 marks from second semester will be used. If the student withdraws from any course at any time in either semester, the student is ineligible.*

**Athletic Awards Banquet**

In June, the athletic department organizes its annual sports banquet to recognize our student athletes. Sackville High will present awards to representative teams taking part in the full NSSAF program.

Clubs are those school-sponsored activities that do not enjoy full NSSAF status. There may be District Level Competitions or activities presented by Provincial Sport Organizations.

Each team may present a Most Valuable and Most Improved Player award at the annual Athletic Banquet. (All other team awards, including coaching awards, are to be presented at a more appropriate occasion.)

**Diquinzio Award**

Awarded to a grade 12 student, for sportspersonship and dedication to the sport.

**Sackville High Awards**

To be determined by a representative from each team.

**Kevin Burns Award (Male)**

Awarded to the most promising grade 10 male athlete.

**Tina Creelman Award (Female)**

Awarded to the most promising grade 10 female athlete.

**Athlete of the Year (Female/Male)**

Factors to be considered:

 Priority to a grade 12 student

 Amount of involvement (usually multi-sport)

 Sportspersonship

 Behaviour on and off the playing surface

 Club activity will not be considered

**Student Athlete Excellence Award**

Factors to be considered:

 Demonstrated leadership

 Sportspersonship

 Athletic Ability

 Usually Multi-sport

 Preference given to a grade 12 student

**Silver S Awards**

Factors to be considered:

 First Year grade 12 students

 Outstanding contribution to the athletic program over three years,

notwithstanding exceptional circumstances

***Poor attendance, chronic lateness, missing and late assignments, suspensions and academic dishonesty are all taken into consideration when determining the eligibility of a student for awards, scholarships, and reference letters.***

**The Youth Health Centre**

The Youth Health Centre (YHC), known as the ***Kingfisher Nest*** is located on the third floor of our building. The Youth Health Coordinator welcomes interested students and staff to become involved with the Youth Health Centre.

The YHC offers confidential counselling support and health information to students, as well as referrals to health and community services as required.

**Library**

The Sackville High Library, which serves the students and staff, is located on the second floor. This facility houses numerous learning and teaching aids. These range from print materials such as books and magazines to non-print items. In addition, our library also provides students with computer access. A library support specialist staffs the library.

**For the benefit of all patrons, we ask the following:**

1. The library is a place for research and study; students may talk quietly if working together at tables.

2. Food, drink, and video games are not permitted in the library.

3. Respect the materials and equipment in the library. Vandalism of equipment, materials, or furniture, or disregard of basic library rules may result in the loss of library privileges.

4. Please return materials on time. The loan period for most materials is two weeks; you may renew a book if you are not finished with it.

**Academic Honesty at SHS**

Students who copy work from another source without crediting the source are committing plagiarism. If students submit work as their own that is copied from the Internet, from texts or other print sources, or from another student, the student will face a range of consequences in regard to the School’s Code of Conduct. This applies equally to students who allow others to copy and pass in plagiarised work as their own and to the students who allow others to copy their work.

**Lost, Stolen or Damaged Articles**

Students should not leave valuables in changing rooms or classrooms at any time. The school cannot assume responsibility for articles lost, stolen or damaged. It is recommended that expensive items, including electronic devices not be brought to school. Students should keep locker combinations confidential in order to reduce the risk of loss of personal property.

**Buses**

Students are reminded that the bus driver has complete authority on the bus regarding seating and conduct. Persistent misconduct may result in a student’s suspension of bus privileges.

**Photocopying**

Students wishing to photocopy materials may do so at Sackville High’s Print Shop at a cost of 10 cents per page.

**Cell Phone Use and Wireless Access**

Cell phones may be used in non-instructional areas provided it is not disruptive. Students may use cell phones and other electronic devices in instructional areas provided they seek and obtain permission from the supervising staff member. Any other use violates the school’s Code of Conduct and a range of consequences will be applied.

Cell phones should not be used to record video or audio, or take any pictures of any student or staff member, or other persons without their permission.

In order to support the legitimate use of technology for learning, Sackville High School provides free wireless access to students and staff. The wireless password is ‘keep active’.

**Tobacco Free Schools and Workplaces**

*Excerpts from the HRSB (Policy Code A.006)*

1.3 The Board endorses and supports implementation of the Nova Scotia Smoke-free places Act, 2002, which prohibits tobacco possession for persons under the age of 19 and declares that no person shall smoke in schools, school board offices, or on school grounds.   
3.5 The use of tobacco products is prohibited in any vehicle on school property.  
3.7 The use of tobacco products by students, staff, and volunteers is prohibited at **all school-related events.**3.12 In accordance with the Halifax Regional School Board’s Student Behaviour and the Code of Conduct, the use of tobacco products by students on school premises and at school-related events will be treated as a **severely disruptive behaviour.**

**The use of vaporizing or electronic cigarettes is not permitted on school property and is subject to the consequences as smoking.**

**Storm Day Procedures**

If inclement weather makes it necessary to cancel school, parents and students should listen carefully to local radio stations to determine if school is cancelled or if only the busses are cancelled and if the school remains open for students and staff. This information is also posted on the Halifax Regional School Board website: www.hrsb.ns.ca.

**Fire Drills**

From time to time throughout the year, fire drills will be held. A copy of the fire regulations will be posted in each classroom and should be read by each student. Directions regarding proper exits are written above the exit door in every room. Fire drills are important exercises in safety and are to be treated seriously.

The signal to evacuate the school is a continuous ringing sound. You should leave the building in an orderly fashion and report to the area outside the building as designated for your classroom. It is important for your own safety not to delay your exit by gathering up books or outdoor clothing. Do not go to your lockers. Students and staff must remain outside in the designated areas and wait for a signal to re-enter the building following the drill.

**Lockdown Drills**A lockdown is used when it is safer for staff/students to stay or hide in the classroom or other spaces in the school due to a possible imminent threat.  
Examples:

* Violent or potentially violent intruder
* Unauthorized visitor with unknown intent
* A fight inside or outside the school
* An animal threat
* Police action in the neighbourhood
* A hazardous material spill in the neighbourhood

There are two lockdown drills per year and one hold and secure drill.

**Student Transportation**

An application for parking permit is required to be able to park at SHS. Students who bring vehicles to school are to park in the last 2 rows closest to Glendale Drive. Please respect handicap parking areas, bus zones, fire lanes, and teacher-designated areas. Violators will be towed and/ or ticketed at their own expense. All drivers are to proceed slowly through the school grounds so mishaps do not occur. Traffic should proceed in one direction only around the parking lot. Keep right and circle lot completely to exit.

Students who bring their vehicles to school must abide by all motor vehicle laws and obey all traffic signs. Any students who are deemed to be driving inappropriately by the administration will have their vehicles banned from school property and will risk police action. When parking on school property, students and guests are parking at their own risk.

Students involved in co-curricular activities are not permitted to drive themselves or their team mates to games or other school-related activities.

**Visitors to the School**

All visitors to the school, regardless of purpose, **MUST report to the Main Office** prior to going through the building. Students are asked to refrain from inviting friends to the school to visit them during school hours.

**Accidents**

Students and staff are to report **IMMEDIATELY** any accident that occurs at school and are to complete a form available in the main office.

**Students’ Council**

The Students’ Council at Sackville High School is a duly elected council representative of the student body.

**The purpose of the Council is:**

* To promote a spirit of co-operation and understanding among students, the faculty, and the administration.
* To provide a venue for social and cultural development through the co-ordination and regulation of activities in conjunction with the faculty and the administration.
* To represent and further the best interests of the students.
* To afford the opportunity for the students to participate in decision-making, and to share responsibility.

The members of the Council are elected to represent the students of SHS.   
Please feel free to share your ideas, comments and concerns with any member. Students’ Council meetings take place regularly. All students are welcome to attend. Please confirm with a Student Council member to confirm when and where the meetings will take place.  
  
Get involved in the various activities and events planned by Council! These include   
socials, dances, spirit days, dress up days, holiday celebrations, and so much more. You can nominate your fellow Kingfishers to become ‘Student of the Week’ or acknowledge them for a ‘Random Act of Kindness’ by filling out a form and passing it into the office. Nominations are voted on at the weekly Council meeting.  
  
The Council is always looking for volunteers to help with events. If you are interested   
in lending a hand, stop by the office and let us know.

**All Kingfishers are welcome!**