

HALIBURTON HIGHLANDS SECONDARY SCHOOL



STUDENT HANDBOOK 2009/2010

Haliburton Highlands Secondary School
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MISSION STATEMENT

At Haliburton Highlands Secondary School, our goal is to help each individual reach their fullest potential and become productive and participatory citizens of our school, community and planet. We promote the social, creative, moral, physical and intellectual development of all members of our school community. We aim to help our students acquire a variety of skills and knowledge, teach them to become critical and independent thinkers, and encourage the development of healthy lifestyle habits. We want our students to become active citizens who seek to have a positive impact on the social, cultural and natural environments and make educated and independent decisions tempered by values such as integrity, discipline and compassion.

Message from the Administration....

Welcome to **Haliburton Highlands Secondary School** and a special welcome if you are new to our school. We hope that your school year will be an interesting and successful one.

This planner has been designed to help you organize your school and social activities for the year. Keep it with you and use it **daily**.

Please take the time to read the entire planner carefully and share the information with your parents. The **CODE OF CONDUCT** is especially important. It is meant to foster a healthy and happy environment here at H.H.S.S. Knowledge of this code is necessary so you will know the types of behaviour that are acceptable.

H.H.S.S. is a full-credit semester school. You can earn up to four credits in each of the two semesters. Semester I begins in September and Semester II in January. Attendance is **EXTREMELY** important in this system. Be sure to keep pace with your class in each of your subjects. There are activities which take place at noon hour and after school. **GET INVOLVED** in as many activities as possible.

BEST OF LUCK. If you need any assistance, simply ask.

Gary Brohman, Principal
Irv Sternberg, Vice Principal

DAY SCHEDULE 2009-2010

		WEEK 1	WEEK 2
Warning Bell	8:50		
Second Warning Bell	8:53		
PERIOD 1	8:55 - 10:10	1	4
BREAK	10:10 - 10:25		
Warning Bell	10:20		
PERIOD 2	10:25 - 11:40	2	3
LUNCH	11:40 - 12:35		
Warning Bell	12:30		
PERIOD 3	12:35 - 1:50	3	2
BREAK	1:50 - 2:05		
Warning Bell	2:00		
PERIOD 4	2:05 - 3:20	4	1

Schedule will alternate each week.

WEEK 1 will remain constant -- Periods 1, 2, 3, 4 for the entire week.

WEEK 2 will remain constant -- Periods 4, 3, 2, 1 for the entire week.

2009-2010 SCHOOL CALENDAR

Students will attend school on days named "Instructional Day" and will not attend school on days named "Professional Activity Day", "Statutory Holiday" or "Board Designated Day".

September 2, 2009	Professional Activity Day
September 3, 2009	Professional Activity Day
September 4, 2009	Board Designated Holiday
September 7, 2009	Labour Day- Statutory Holiday
September 8, 2009	First School Day
October 12, 2009	Thanksgiving Day - Statutory Holiday
November 6, 2009	Professional Activity Day
December 21, 2009 – January 1, 2010 Inclusive	Christmas Break
January 27 – February 2, 2010 Inclusive	Secondary School Examinations
February 3, 2010	Professional Activity Day
February 4, 2010	Semester 2 Begins
February 15, 2010	Family Day – Statutory Holiday
March 15 to 19, 2010 Inclusive	March Break
April 2, 2010	Good Friday – Statutory Holiday
April 5, 2010	Easter Monday- Statutory Holiday
May 24, 2010	Victoria Day – Statutory Holiday
June 22 – 28, 2010 Inclusive	Secondary School Examinations
June 29, 2010	Professional Activity Day
June 30, 2010	Professional Activity Day
June 30, 2010	Commencement - 7:30 p.m.

INSTRUCTIONAL DAYS

178

AGENCIES/SERVICES IN HALIBURTON COUNTY

Access Centre	457-1600
Adult Education and Training Centre	457-3745
Ambulance	457-1721
C.H.A.C.E. Resource Centre	457-2989
Case Co-ordination Program	457-5345
Children's Aid Society	457-1661
Correspondence	800-387-5512
County Social Services	286-4085
Crime Stoppers	800-222-8477
Fire	457-2323
First Student	457-2567
Four County Addictions Services	457-1630
Haliburton County Mental Health Services	286-4575
Haliburton Home Support Services	457-2941
Haliburton Hospital	457-1392
Infant Development Program	457-5345
Job Connect	457-2020
Kawartha Health Unit	457-1391
Medical Centre	457-1212
Ontario Works	286-4085
Point in Time (Counselling Services)	457-5345
Police	888-310-1122
S.I.R.C.H. Community Services	457-1742
Sir Sanford Fleming College	457-1680
Vocational Rehabilitation	457-1316
Y.W.C.A. Women's Safety Network	457-1942

GLOSSARY

Bullying: Typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Cyber Bullying: Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender, but it may also include threats, sexual remarks, pejorative labels (i.e. hate speech)

Harassment: word, conduct, or actions that is directed at an individual and serves no legitimate purpose and which is reasonably ought to be known will annoy, alarm, or cause that individual emotional stress.

Progressive Discipline: A series of increasingly serious steps that range from teacher intervention right up to parent/teacher administrative meetings, suspension and alternative education.

School Community: The School Community includes Trustees, school board employees, students, parents, visitors, volunteers, contractors, community members on school premises, or any other person attending on Board property (including schools) for any reason while on Board property (including schools), while on school busses, at school-related events or activities, or in any other circumstances that could have an impact on the climate of a school.

School: refers to school buildings, property, school busses, field trips and all other in-school and out-of-school related activities for which the Board is responsible.

Standards of Behaviour:

Respect, Commitment, and Responsibility

(Adapted from the Ontario Ministry of Education Code of Conduct)

All members of the school community must:

- **Respect** and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- **Respect** differences in people, their ideas, and their opinions;
- treat one another with dignity and **Respect** at all times, and especially when there is disagreement;
- **Respect** and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- **Respect** the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully; **Respect** all members of the school community, especially persons in positions of authority;
- **Respect** the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

RIGHTS AND RESPONSIBILITIES

“Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.” - Ontario Ministry of Education

RIGHTS		
<p>Students to be treated with respect to have the opportunity to learn in a suitable environment to have freedom from physical and verbal harassment to select any school program to have access to information about progress in their studies</p>	<p>Teachers to be treated with respect to have students behave responsibly and respectfully while involved in all school activities, including trips to exclude students who are disruptive to the class, are habitually unprepared for class, or are persistently uncooperative to have freedom from physical and verbal harassment</p>	<p>Parents to be treated with respect to expect to have classes conducted in an orderly manner to have their child provided with a worthwhile program and competent instruction to receive communications, such as reports from the school to confer with the staff and administration of the school</p>

RESPONSIBILITIES		
<p>Students to respect the rights of all members of the school community to be prepared to fulfil the requirements of, and take an active part in all classes to work to the best of their abilities to promote and develop self-discipline by following the Code of Student Behaviour of H.H.S.S. to attend classes regularly and punctually</p>	<p>Teachers to plan and conduct an effective program and to assist students in learning to provide student evaluation, and to report student progress at regular intervals to ensure a learning environment by enforcing the rules of the school while recognizing the rights of all individuals to refer uncooperative students to the administration of the school</p>	<p>Parents to assist the student in following responsibilities described to provide co-operation between the home and school to enhance the academic and social growth of the student</p>

SCHOOL CODE OF CONDUCT

GUIDING PRINCIPLE: *“The goal of the Board’s Code of Conduct Policy is to support a safe learning, teaching and working environment in which every student can reach his or her full potential and in which all members of the school community will be treated respectfully.” ~TLDSB*

All MEMBERS OF OUR SCHOOL COMMUNITY must:

- Comply with all laws;
- Show honesty and integrity;
- Respect differences in people and their opinions;
- Treat each other with dignity and respect especially during disagreements;
- Respect and treat others fairly regardless of race, ancestry, gender, sexual orientation, age, religion, citizenship or disability;
- Respect the rights of others;
- Show proper care for school property and property of others;
- Take appropriate steps to help those in need;
- Seek help from school staff if necessary to resolve conflicts;
- Respect persons in positions of authority and all members of the school community;
- Respect the need for schools to be a safe and healthy place where learning and teaching can happen;
- Keep their language respectful – which includes not swearing at staff.

In addition, all STUDENTS must:

- Attend school;
- Be clean in person and habits;
- Dress appropriately (expand);
- Show self-discipline;
- Treat staff, fellow students and invited school visitors with courtesy and respect –in both actions and words;
- Follow school policies and routines;
- Show respect for school property;
- Return school property on time and in reasonable condition;
- Reimburse school for all or part of costs for replacing or repairing damaged or lost materials or those deliberately damaged;
- Behave appropriately and safely on school buses;
- Be respectful of others;
- Put effort into doing well academically by participating in class and completing assignments;
- Be present for tests and exams and complete honestly;
- Obey reasonable order by any school staff and all reasonable classroom policies by teachers. This includes supply teachers, educational assistants, secretaries or custodians.

All Students Must (Continued...)

- Avoid public arguments with staff about perceived unfair treatment. Instead it is expected that student will seek to resolve by private talk with teacher or school counsellor or administrator;
- Accept discipline from staff -attempts to correct student behavioural mistakes;
- Obey the board policy on use of internet in schools;
- Be responsible for personal electronic devices in the event of loss, theft or damage;
- Turn off cell phone and electronic devices (including MP3 players) during class times and scheduled study periods;
- Ensure that the camera function of any electronic device is not used without staff permission;
- Be personally responsible for passwords and devices as well as any activity or content on device –including internet accessed by their passwords;
- Be accountable for content of any memory storage devices (i.e. USB memory sticks). Staff have the right to request to see the content;
- Alert a staff member if they know of harmful or harassment types of behaviours targeting any of their classmates via use of electronic devices or internet sites;
- Be accountable for off-school property use of internet sites or electronic devices which may have a negative impact on the school environment.

All MEMBERS OF OUR SCHOOL COMMUNITY must not:

- Use bullying;
- Commit sexual assault;
- Be in possession of any weapon – including firearms;
- Traffic weapons or illegal or restricted drugs;
- Have, be under the influence of or give to others – alcohol or illegal or restricted drugs;
- Give alcohol to a minor;
- Commit robbery;
- Cause injury to anyone or encourage others to do so;
- Use a weapon to threaten or intimidate;
- Cause injury to another with an object of any sort;
- Promote hate propaganda or act in any way motivated by hate or bias;
- Vandalize causing extensive damage to school property or property located on school grounds;
- Cause a disturbance anywhere on school property which interrupts learning or school operations.

All STUDENTS must not:

- Use profane or improper language themselves or directed at anyone else;
- Use threatening words, gestures or physical assault against a person or their property;
- Use displays of affection that are inappropriate for school setting (kissing, fondling, embracing);
- Harass by any means (verbal, physical, electronic device/internet) any member of school community;
- Use drugs, alcohol or tobacco on school property or at school events;
- Smoke or use any other tobacco product on school property, busses or events;
- Have, use, sell or give alcohol, illegal drugs or restricted prescription drugs (sold illegally for non-medicinal purposes) on school buses, field trips, school property;
- Be on school property where the use of alcohol or illegal drugs is still detectable;
- Steal or vandalize the property of others;
- Use camera capable electronic devices in areas others expect to be private (washrooms, change rooms) or where there is a known objection to taking pictures;
- Connect PDA's with internet capabilities to TLDSB network;
- Use internet or electronic devices to threaten, harass or demean any other member of the school community especially when those actions interfere with that member's ability to function in the school;
- Access inappropriate websites.

For further information see:

Trillium Lakelands District School Board Code of Conduct,

http://www.tlidsb.on.ca/boardinfo_policies.htm

– see Section 5 – School Operations;

The Ontario Ministry of Education Code of Conduct,

<http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct.html>;

The Canadian Charter of Rights and Freedoms:

<http://laws.justice.gc.ca/en/charter/>

PROGRESSIVE DISCIPLINE

GUIDING PRINCIPLE: Haliburton Highlands Secondary School strives to provide the best possible education for the students in our care. Our staff is responsible for ensuring the safety of students as well as their academic performance

Progressive Discipline is a series of interventions that may include but are not limited to:

Teacher Engagement- When a student's behaviour is inappropriate, the teacher will implement the classroom discipline plan.

Referral to Vice-Principal

Student will be counselled by the Vice-Principal and a warning be issued.

Interview(s)

With student, parent, teacher, department head, Vice-Principal and/or Principal, Board Student Services Counsellor and may be formal or informal depending on the circumstances. The purpose may be to enlighten, educate, or warn the individual involved.

Making Amends

Students may perform work, pay costs for damages, and/or make an apology.

Controlled Supervision

Students may be required to serve detention or perform a duty.

Temporary/Permanent Loss of Privileges

Will involve temporary or permanent loss of services provided by the Board of Education. This may include bus riding privileges, computer use, field trip and extra-curricular activities.

SUSPENSIONS

The infractions for which a suspension may be considered by the principal include:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol or restricted drugs;
- being under the influence of alcohol;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
- any act considered by the principal to be contrary to the Board or School Code of Conduct.

Suspension pending Expulsion:

The infractions for which suspension pending expulsion must be considered by the Principal include:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons or illegal or restricted drugs.

Suspension pending Expulsion:

- committing robbery;
- giving alcohol or illegal or restricted drugs to a minor;
- an act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- a pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- the pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- any act considered by the principal to be a serious violation of the Board or school Code of Conduct; or
- the pupil has engaged in conduct which is so refractory as to demonstrate that the pupil is unwilling to respect or respond to authority and/or to respect the rights or dignity of other members of the school community, despite having been given a reasonable opportunity to do so.

ACADEMIC INTERVENTION

GUIDING PRINCIPLE: Academic excellence is our number one goal. Through teacher, administration and parental support we will ensure that all students meet deadlines, hand in quality work and are successful in earning their credits.

Step 1

Students who neglect to complete their assignments will be directed to the Student Services/Student Success Department who will assist in helping the students complete their assignment.

Step 2

Teachers will contact home if a student is failing and record the date and particulars at any time during each semester.

Step 3

If a student has a failing mark below 40%, a Student Progress Report will be given to the Principal at the above mentioned times. A meeting will take place with parents, teachers and Principal as deemed necessary.

Note:

Any time during the semester a student does not meet the academic standards as required in a teacher classroom, i.e. homework completion/assignment policy not met, the teacher can ask for a meeting with the Principal and parents.

ASSIGNMENT POLICY

GUIDING PRINCIPLE: Responsibility starts with you. More than half of failed courses were the result of assignments either not handed in, or done well below the student's ability level.

ABSENCES ON TEST DAYS

Students who are absent on a test day without proper documentation will receive a zero. If students know in advance they will be absent, they must see their teacher well in advance to make alternative arrangements.

LATE ASSIGNMENTS

Teachers will hand out a copy of the *LATE ASSIGNMENT POLICY & PROCEDURES* to students with their course evaluations. A school-wide policy will be in place in the 2009/2010 school year.

PLAGIARISM

Plagiarism is the act of taking someone else's ideas or writing and passing it off as one's own. Whatever material students consult in preparation of essays, research papers, or any writing or oral assignment should be properly credited to the writer or source. Material may be quoted if the student identifies it as a quotation and cites the author. In the case of borrowing someone's ideas, the student must also acknowledge whose ideas have been borrowed. Copying another student's work is also plagiarism.

One way to avoid inadvertently copying is to make a summary in one's own words while not looking at the original document. Afterwards, if a student wants to use certain expressions or sentences from the original, they may be quoted.

If a student hands in plagiarized work, it will receive a zero. The student will also be sent to the Principal to discuss the matter, and the assignment will have to be redone even though no mark will be given for it. Plagiarism is a serious concern at colleges and universities, and students who engage in it at that level are often expelled.

CHEATING

Cheating is the act of violating the rules as outlined by the teacher in respect to essays, projects, tests, exams, quizzes, etc. Such action will result in a mark of zero (0) and parental contact.

ATTENDANCE POLICY

GUIDING PRINCIPLE:

“If you don’t go...You don’t know!”

Regular attendance is directly related to achievement in school. Students are expected to attend regularly.

What do I do if I am absent?

If you are absent from class(es), it is your responsibility to **provide the office with a note signed by your parent/guardian, or have your parent/guardian telephone the school, upon return to school by 9:00 a.m. Messages may be left at any time of the day on our answering machine (457-2950). Students 18 or over must provide their own note.** Failure to provide a note or telephone call will result in the student being marked truant.

Students may not be given a note or parental permission to excuse them to view school events.

All students must be in attendance for the last 3 days of each semester in order to obtain their credit.

Students absent, **for any reason**, are still responsible for the work missed. It is the student’s responsibility to see their teachers and find out what work they have missed and make arrangements for catching up.

High risk students with irregular or frequent absenteeism will be referred to the Board’s Student Attendance Counsellor.

REGULAR SCHEDULED SPARES

Only Grade 12 students will have regular scheduled spares in their timetable.

Students with regular scheduled spares will have three choices:

1. Go directly to the cafeteria or library at the beginning of your spare.
2. Leave the school property at the beginning of your spare.
3. Students who use the cafeteria or library during their spare are asked to remain there for the last 20-minutes of the period.

The Vice-Principal will deal with any student loitering in the halls.

TRUANCY

EXPECTED BEHAVIOUR

All students will be expected to attend school regularly and to be present at all classes while in school.

Each student is responsible for any work missed in class due to absence because of illness or extracurricular activities.

If a student is present in school, but does not attend class, they will be considered truant. *If a student misses a test due to truancy, a mark of zero will be awarded on the test.*

CONSEQUENCES OF BEHAVIOUR

Students truant from class will be seen by the Vice-Principal.

Step 1

First Offence: Parents will be informed by "Big Voice". Student will receive two detentions.

Step 2

Second Offence: All students will receive 5 detentions to be served at noon hour and parents will be informed.

Step 3

Third Offence: Suspension will be considered.

Step 4

Fourth Offence: Further consequences will occur and a parent meeting must take place prior to re-entry.

EVALUATION POLICY

GUIDING PRINCIPLE: "Work not completed is not acceptable"

All students will be informed of their subject evaluation at the start of each semester by their teacher.

ACADEMICS

COURSE LOAD

All students in grades 9 to 11 will be required to take a full course load of four subjects per semester. Students in grade 12 will take the required course load for graduation.

DEPARTMENT EVALUATION POLICY

Department evaluation policy must be distributed to every student in every course during the first week in each semester. Students must return course evaluation procedures to their teachers, signed by parents/guardians. Students 18 years of age or older may sign their own evaluation sheet.

FINAL MARK CALCULATION

Teacher Calculated: Teachers will formulate students' marks on a cumulative format as outlined in their department evaluation forms.

EXAMINATIONS

Formal examinations will be written at the end of each semester. Failure to write these examinations will result in the mark of 0% unless the prior permission of Administration is granted or a medical certificate is produced.

There will be no formal examinations in mid-semester. Departments may have a major test at mid-semester as part of their evaluation process.

PARENTS' NIGHT

During the fall and spring there will be a Parents' Night to provide the opportunity for discussion with individual teachers about school progress. Specific dates and times will be announced through local newspapers.

CHANGING COURSES

Course changes will be allowed to reflect results from the June report to meet graduation requirements or career plans.

September 14 – 18, 2009:

Student transfer requests will be considered on an individual basis for first semester courses.

February 8 – 12, 2010:

Student transfer requests will be considered on an individual basis for second semester courses.

The Administration or Guidance Department at times other than those listed may make course changes.

EXAMS

All students must attend exams in order to complete their course requirements or their credit may be denied.

IN-CLASS EXAMINATIONS

1. All students are to be in class for 75 minutes. Please reduce hall movement to a minimum. Only allow students out for emergencies.

2. **Absenteeism**
In-class examinations are considered formal, final examinations. The same procedures apply, as would apply to formal exams.
 - If a student is absent without documentation, the course will be considered incomplete. The Principal must see these students.
 - If a student is ill, and brings a note from a **parent** supporting that fact, the teacher may award an estimated exam mark up to 60% of the value of an exam.
 - If a student brings a **medical note**, the teacher may award any mark, up to the full unlimited aggregate value of the exam.

ILLNESS DURING EXAMINATIONS

- (a) If a student is ill one day and brings a note from the parents supporting the fact, the teacher may award an estimated exam mark up to 60% of the value of the exam.
- (b) If a dental or medical certificate verifies a student's illness, the teacher may award an unlimited aggregate standing.
- (c) Failure to write an examination other than the criteria stated in (a) or (b) above will mean the student has not completed the course. The Principal must see these students.

VACATIONS

All students and their parents/guardians are asked not to plan vacations during final summative or exam times. These are scheduled during the last two weeks of each semester. Please refer to your school calendar when planning vacations.

INTERNET AND COMPUTER USE POLICY

GUIDING PRINCIPLE:

Use of the Trillium Lakelands District School Board connections to the Internet shall be for the exchange of information in order to support the user's education, communication and research.

USE OF INTERNET AND ELECTRONIC DEVICES

(Taken from the Board Code of Conduct)

Technologies such as the internet, cell phones, digital cameras, pagers and personal recording units are emerging as valuable educational and communication tools. Some of these devices even enhance safety.

These same devices can be used in negative ways which violate the Code of Conduct standards or impact negatively on safe, caring and orderly schools.

For example:

- use of text messaging and postings on internet sites can also be used to harass others;
- cellular phones and other electronic signaling devices in classrooms can be disruptive. Even when incoming signals are silent, they can interfere with attention to both learning and teaching. Communication devices have the potential to be used for academic dishonesty;
- integrated digital cameras in cell phones and digital assistants (PDAs) can be used in a manner that violates the privacy and dignity of others;
- Standards for the use of internet and electronic devices attempt to reflect etiquette for use of these devices in society.

4.2.3.1 STUDENTS MUST:

- adhere to the TLDSB Information and Communication Technology - Acceptable Use Policy (BU-3035 and BU-3036);
- use cellular phones and electronic devices only in times and locations as determined by school policy;
- turn off cell phones (including camera, MP3, or other accessories) or other personal handled devices, and keep them appropriately stored during class times;
- be personally responsible for their own devices and any activity and content on those devices or the internet accessed by their passwords;
- be accountable for the content of any memory storage devices (i.e. USB memory sticks) and use them with the knowledge that staff has a right to request to see the content;

4.2.3.1 STUDENTS MUST (Continued...)

- alert a staff member if they have knowledge of harmful or harassment types of behaviours targeting any of their classmates via the use of electronic devices or internet sites;
- be accountable for off-school property behaviour using internet sites or electronic devices which have a negative impact on the school environment.

4.2.3.2 STUDENTS MUST NOT:

- use the camera capabilities of electronic devices in areas where there is an expectation of privacy (i.e. washrooms, change rooms) or any other situation where there is a known objection to taking pictures;
- connect PDA's with internet capabilities to the TLDSB network;
- use the internet or other technologies to threaten, harass or demean another member of the school community, especially when those actions interfere with that member's safety or ability to function in the school;
- access inappropriate websites.

Loss, Theft, and or Confiscation of Devices

The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.

Where a student violates any of the student responsibilities outlined in this document, the device may be temporarily confiscated by staff and returned to the parent or guardian (or adult pupil) after the instructional day, or as deemed appropriate by the school administration.

ROUTINES & PROCEDURES

GUIDING PRINCIPLE: The following routines and procedures have been established to provide a safe environment that respects the fundamental rights of each member of the school community to teach and learn.

CONSEQUENCES: A lack of compliance with the routines of this school will result in a counselling by the Vice-Principal and possibly a loss of privileges. Students who repeatedly neglect to follow routines and co-operate with staff will be subject to the progressive discipline procedure outlined on page 12.

AFFECTION: Embracing, kissing, fondling or other inappropriate displays of public affection are not to be expressed on school grounds.

AREAS OUT OF BOUNDS: The train, the woods and the park across from the school are out of bounds to all students.

ATVs: see vehicles

BAD WEATHER DAYS: Schools are open on bad weather days although bus service may be cancelled. It is the parents' decision whether to send the student to school on these days.

BUSSES: Students are expected to follow the Code of Conduct. Only safely secured articles may be transported on the bus. Consequences of misbehaviour include:

First and Second Offense: Warning sheet given to student to take to Vice-Principal; parental contact

Third Offense: Suspension of bussing privilege

Fourth Offense: Removal of bussing privilege

CAFETERIA: The cafeteria is open from 8:00 a.m. – 2:10 p.m. The cafeteria offers a full line of hot and cold beverages. It is also a place for working and studying for students on spares. All hot and cold food purchased in the cafeteria must be eaten in the cafeteria.

CAMERAS: In areas where cameras are permitted, permission from the person you are taking a picture of must be obtained first.

CARS: see VEHICLES

CELL PHONES: Cell phones and other communication devices may only be used **OUTSIDE** the school building. Cell phones must be turned off at all times. If there is any reason a cell phone has to be on during the day while a student is in class permission must be obtained by Administration.

CHANGE OF STUDENT INFORMATION: Please inform the office immediately of a change in address, telephone number, guardian or lock combination during the school year.

CHANGEROOMS IN ATHLETIC COMPLEX: Please leave all valuables in your locker for safekeeping. H.H.S.S. is not responsible for the loss of valuables left in change rooms.

CLASSROOM RULES:

- Be on time for class
- Be prepared for class
- Do not bring your coat or backpack to class
- No food and drink in class, except for clear bottled water
- No hats are to be worn in class

COATS AND BACKPACKS: Must be left in your locker during class time.

DRESS CODE: Students are expected to wear clothing that is clean and in good repair. Tops must provide adequate coverage of back, belly and chest. Bottoms must provide adequate coverage and no undergarments should be visible, including boxer shorts. Clothing which is suggestive, insulting or advertises drugs or alcohol is not permitted. Shoes must be worn.

FIRE ALARMS AND REGULATIONS: All students should be aware that it is a very serious offence to set off a false fire alarm or to tamper with any safety equipment. It is also against Fire Regulations to congregate between fire doors at the ends of the halls and in stairways. Posted in each room is the exit to use in case of fire. Learn the proper exit for each room. The alarm signal is a loud bell which signals everyone outside as quickly as possible, without running. Once outside, move well away from the exits.

FOOD AND DRINK:

Only clear bottled water is permitted in the classroom. No food or other drinks are allowed.

HALLWAYS: Mature behaviour is expected at all times. Running, pushing, shouting and sitting in the hallways is not permitted. No students should be in the hallways during the first and last 20 minutes of class.

HATS & HEAD COVERINGS: Not to be worn in class, theatre, library or during assemblies.

ILLNESS: Students becoming ill during the day should report at once to the Main Office. The students may then be admitted to the Health Room, or their parents or guardian will be informed if the illness warrants such action. **NO MEDICATION WILL BE ADMINISTERED BY ANY STAFF MEMBER.** This includes Tylenol. If a medical condition exists, the parents are asked to contact the Administration.

IPOD's: see PED's

LASER POINTERS: Not allowed on school grounds.

LATES: Students who are late for class must report to the main office for a late slip. Students who are late for periods two, three and four will receive three lunch hour detentions or serve three cafeteria duties. Students who are persistently late period one may be sent to the Vice-Principal for disciplinary action. A student will be considered absent after 35 minutes of the class has passed. Any student who abuses the 35-minute late rule must be referred to the Vice-Principal.

LIBRARY BOOKS: Library materials must be returned on time or renewed. Fines will be levied for overdue materials.

LOCKERS: Each student is given the use of a locker, which must be kept locked with a Dudley combination lock. Lockers and combinations must not be shared. The lock may be purchased from the Office, and the combination will be recorded in the Office. The locker, both inside and out, is the responsibility of the student and must not be damaged or defaced in any way. All lockers must be emptied and your lock removed by June 29, 2010. If the locker is not emptied the lock and contents will be confiscated.

LOST AND FOUND: Items should be turned in to the Office and may be claimed there.

PED's (Personal Electronic Devices): iPods, MP3 Players, cell phones and other electronic personal equipment are to be turned off during class times and stored appropriately. See page 22 on internet and electronic devices.

PHONES: Office phones are for emergencies only. Please carry 50 cents for the pay phones. Cell phones may only be used outside the building.

SICK ROOM USE: Students who become ill during the day are to report to the Main Office to receive assistance in using the sick room.

SIGNING-OUT/SIGNING-IN: If leaving the school during school hours, a note must be presented to the Attendance Secretary before 8:50 a.m. Upon approval by administration, you will be given an excuse slip to present to your classroom teacher. When returning to school on the same day, you must sign back in at the office. Students may not be given a parent/guardian note to excuse them from class to view school events.

SKATEBOARDS, SCOOTERS, ETC.: Not to be used on school grounds.

SMOKING & TOBACCO USE: Smoking and chewing tobacco is prohibited in the school building or anywhere on the school grounds outside of the designated smoking area. Users will be referred to the Office for disciplinary action. **First Violation** – one day suspension ('conduct injurious to moral tone of the school'); **Second Violation** – Health Unit issuing a fine.

- 1) **No one may smoke or use tobacco products on school property.** The minimum fine for doing so is \$305. This applies to everyone, in every place within a school zone, including vehicles on school parking lots. Anyone attending community events/meetings held on school properties must also abide by this law, 365 days a year. Students are responsible for knowing where "off-school property" zones are located ('conduct injurious to moral tone').
- 2) **No one may sell or even give tobacco products to persons under the age of 19.** The minimum fine for doing so is \$365.

SNOWBALLS: Throwing snowballs is not permitted. Students will be sent to the Vice-Principal and may be suspended.

SNOWMOBILES: see VEHICLES

SPARES: Only grade 12 students will have regularly scheduled spares in their timetable. Students are to use the cafeteria or library on their spare or leave school property. Students on spare are not to be in the hallways and are expected to abide by the 20-minute rule.

SWEARING: Profane language is not to be used on school grounds. Swearing at a staff member or person of authority is grounds for suspension ('conduct injurious to moral tone').

TEXTBOOKS: All books that are purchased by the school are on loan to students and must be returned by the end of each semester in good repair.

TWENTY-MINUTE RULE: Students are expected to not be in the hallways during the first and last twenty minutes of class for washroom or locker breaks.

VEHICLES: All Highway Traffic Act regulations will be followed and all vehicles, including snowmobiles, must have a license plate. Students may park only in the designated student parking area. No students are to sit in their vehicles anytime they are parked on Board of Education property. Students must register an application with the Vice-Principal in order to bring their snowmobile to school. Snowmobiles may not be operated during school hours, including lunch hour.

VISITORS: All non-students must report to the office and wear a visitor's pass issued by Administration if they wish to remain on school property. Persistent offenders: school visitors who do not obey school rules will be given a warning and, on the second offence, will be subject to the Trespass Act. Students whose visitors fail to report to the Office will lose the privilege of having visitors on school property.

WASHROOMS: Loitering in the washrooms is not permitted. Students are expected to respect these facilities keeping them clean.

SCHOOL SERVICES

LIBRARY

Our collection contains approximately 16,500 books, magazines, vertical files, audio books and videos for student use. As well, students may reserve the library computers to work on assignments, and electronic databases are available, some accessible from home on a 24-hour basis (e-library for example). No game playing or chatting on-line is permitted on the library computers. Most materials can be signed out for a two-week period with some available on an overnight loan basis.

Students will be charged for overdue library materials at 10 cents/day for two-week loans and 25 cents/day for overnight loans. Students are responsible for all materials that they borrow and may lose the privilege of using a computer if their fines/materials are not paid/returned within a reasonable period of time. Library hours will be posted.

GUIDANCE SERVICES

Through the Guidance Program, students are offered a number of services to help them define and meet their educational, personal and vocational aspirations. The services listed below are available to all students throughout their high school career with emphasis provided at appropriate grade levels.

- ◆ Academic Counselling
- ◆ Career Exploration
- ◆ Financial Assistance Information
- ◆ Personal Counselling
- ◆ Post-Secondary Applications
- ◆ Post-Secondary Education
- ◆ Community Hours
- ◆ Library

Students and their parents are encouraged to use Guidance resources. Students may make appointments through the Guidance Secretary.

Student Success Program / Learning Centre:

Students can receive support for social, emotional or academic issues from the staff in the Learning Centre (Room 6). Students are referred by staff or Administration to the Head of Guidance who then sets up the appropriate support by directing the student to the student success team.

HEALTH SERVICES

The school nurse will be available on a weekly basis at the Adolescent Health Clinic to provide education, counselling and referrals on health issues such as healthy sexuality, relationships, safer sex, birth control, nutrition, body image, eating disorders and smoking. Students may make appointments by dropping in to the clinic.

SPECIAL EDUCATION

Resource Assistance: Students who are identified as exceptional in our School Board have the opportunity to get extra support as designated in their Individual Education Plan. Students who need organizational support or remedial help can come to the Learning Centre (Room 6).

Special Provisions: A student who has an I.E.P. which suggests special provisions for tests and exams will be accommodated. This could include extra time, oral testing and scribing if necessary.

Special Programming – Students who need special programming or custom timetabling can get the necessary information from the Special Education Department.

PERFECT ATTENDANCE AWARDS

Regular attendance at school is a very important factor in academic success. As a means of drawing attention to this fact, the Trillium Lakelands District School Board has instituted a system of Perfect Attendance Awards.

To be eligible for this award, a student must be in attendance at school every day of the school year, and faithfully attend **all** classes. Any absences, other than those outlined below, will not be accepted. It should be noted that students who are away from school or from scheduled classes because of other school activities, such as field trips or athletic events are not considered to be absent.

Students who achieve this distinction for one year will be presented with a Certificate of Perfect Attendance at the Awards' Ceremony. Perfect Attendance means full attendance in every class.

Students who have Perfect Attendance for two years or more will be presented with a plaque bearing the school crest and engraved with the student's name and the years in which Perfect Attendance has been achieved.

Certain absences are considered to be an "excused absence"

These are a court appearance, a bus day for bad weather, and school activities.

Students returning from a court appearance must present documentation within three days of returning, or they will be considered absent.

PLEASE NOTE: Any student that is truant the last three days of a semester will not be allowed to write his/her final examinations.

GUIDELINES FOR STUDENT ATTENDANCE AT PROVINCIAL, NATIONAL AND INTERNATIONAL EVENTS

- Haliburton Highlands Secondary School supports the participation of students in provincial, national and international competitions and events. The school acknowledges that students will require time for practice and attendance at these events.
- Students should not be penalized if they complete their academic responsibilities, even if they have an exceptional number of absences. Students, parents and appropriate school personnel should mutually develop the specific adjustments to the regular program to meet the student's unique needs.
- Students must notify each of their teachers as well as the Office prior to being absent and make arrangements to complete all schoolwork that they will miss.
- Regarding attendance, students will be marked as attending a sports/music activity on their record card and this will be an excused absence.

SCHOOL DANCE REGULATIONS

1. Students may bring one guest each. Guests must be 19 years of age or younger. Each guest shall be accompanied by the sponsoring student currently enrolled in this high school. A student wishing to bring a guest shall submit this guest's name to the Office one day prior to the dance. The student will pick up a guest admit-slip the afternoon of the day of the dance. This slip must be submitted to the door committee before the guest is admitted.
2. Each guest is required to obey the rules for school dances and any infraction will result in the guest and the student responsible for the guest being required to leave the dance and the premises. The student sponsoring a guest will be liable for any penalties incurred as a result of the guest's behaviour.
3. Individuals attending the dance shall be obedient and respectful to the supervisors and shall accept their decisions at all times.
4. A student who expects to be late arriving may obtain an admit pass from the Office. This pass must be obtained before 12:00 noon on the day of the dance and will permit the student to enter after the doors have been closed.
5. A student or guest leaving the dance without permission will not be readmitted.
6. A door committee shall be appointed by the Students' Council.
7. One of the adult supervisors shall be on duty with the door committee. The supervisor's decision regarding the admission of any guest or student is to be obeyed at all times.
8. Smoking is not permitted at school dances.
9. Any individual whose actions, deportment or odour give rise to the suspicion that he or she has been drinking alcohol or taking other drugs will be dealt with according to Board Policy.
10. Any student or guest involved in any infraction, serious enough to warrant dismissal from a dance, is to be reported to the Principal for further consideration.
11. Dances are to conclude at 11:30 p.m. unless special arrangements are approved by the Principal.
12. No elementary school students are allowed to attend H.H.S.S. dances.

STUDENTS' ACTIVITY COUNCIL

The Students' Activity Council (S.A.C.) is your elected student government, which promotes a positive social atmosphere at H.H.S.S. and will endeavour to represent your interests first and foremost.

Staff Advisor

Mr. Martin Gage

School Co-Captains

Graeme Lloyd

Kyla Suchovs

Grade 9

To be elected

To be elected

Grade 10

Austin Lloyd

Jillian Mayhew

Grade 11

Jacob Outram

Paige Roberts

Grade 12

Kaitlin Allore

Joe Ferracuti

Minister of Athletics

Kaitlin Allore

Minister of Technology & Music

Jon Brennan

Dylan Sylvestre

Minister of Spirit

Megan McKay

Minister of Dance

Mikaela Charlebois

Minister of Art

Teghan Dodds

Minister of Environment

Tara O'Sullivan

Minister of Finance

Jenna Dibblee

Minister of Administration

Kelsey Crowe

Minister of Health & Wellness

Kara Pogue

Minister of Interact

Megan MacDuff

ORGANIZATION

It is the job of the S.A.C. to deal financially with student-organized events and affairs and to act as a liaison between the administration of the school and the student body by making suggestions and requests. Positions on the S.A.C. are filled by a general election that takes place early in May each year.

FUNDING

A major part of S.A.C. activity involves fund-raising. The monies raised are essential in order to fund student government and is used to bring you social and recreational activities, as well as to provide financial aid and recognition to clubs and teams.

DANCES

The S.A.C. has a sound system of which our students can be proud. From the regular dances run by our own D.J.'s to the special video and laser light shows, the S.A.C. works hard to provide dance entertainment you can enjoy. Most dances are decorated by the S.A.C. dance committee to celebrate a theme.

GET INVOLVED

The S.A.C. functions with the invaluable assistance of many committees, classes and individuals. Each student is invited and encouraged to become involved. This school is your place of socializing as well as learning and, like learning, will only be as good as the effort you can invest. We need you and whatever effort and enthusiasm you are willing to donate to make H.H.S.S. a more interesting and lively place in which to be.

SOCIAL ACTIVITIES

Here are some of the highlights to look forward to:

- Halloween Dress-up Day Contest
- Christmas Candy-Grams
- February Spirit Week with a Dance-a-thon
- Theme Days every month
- Outside noon-hour music
- Various assemblies presented by S.A.C.

SCHOOL ACTIVITIES

EXTRAMURAL SPORTS PROGRAM

The following extramural sports may be offered at various times during the school year:

GIRLS	BOYS	CO-ED
Jr. & Sr. Field Hockey	Jr. & Sr. Football	Track and Field
Jr. & Sr. Volleyball	Jr. & Sr. Soccer	Jr. & Sr. Badminton
Jr. & Sr. Soccer	Ice Hockey	Cross Country Running
Jr. & Sr. Basketball	Jr. & Sr. Basketball	Nordic Skiing
Jr. & Sr. Rugby	Jr. & Sr. Rugby	Snowboarding
Curling	Curling	Wrestling
Golf	Golf	

All students are encouraged to participate in our extramural sports programs. However, participation in these activities is a privilege and failure to comply with the school / board codes of conduct may result in losing the privilege to participate. A \$50.00 Athletic Fee is required to be involved with one or more sports.

INTRAMURAL SPORTS PROGRAM

All students are welcome to join the Intramural Sports Program at lunch hour. There will be a wide variety of activities offered and organized by the Grade 12 Physical Education students. Listen for announcements on how to get involved.

ATHLETIC AWARDS

In order to recognize participation and excellence in the athletic program of the school, awards are given in four stages. Athletic seals (gold and silver) are given to recognize participation in extra-curricular and intramural sports. Minor, major and excellence awards are given to athletes that accumulate the required number of seals. As well, awards are given to recognize outstanding contributions on teams, and to the male and female "Athlete of the Year". To better understand the criteria needed to gain these awards, see the trophy case display in the athletic complex. Go Red Hawks.

LIST OF CLUBS / ORGANIZATIONS

<ul style="list-style-type: none">• Sunship• Charity Fund• Lunch Buddies• Waiting Room	<ul style="list-style-type: none">• Red Hawk Drama• Red Hawk Art• Music Bands• Model United Nations
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SCHOOL LETTER

The **School Letter** is a very special award for those students who have participated in and excelled in all areas of school life.

In order to earn a **School Letter** a student must accumulate a total of 120 points according to the schedule outlined below. The student **MUST** apply in writing to the chairperson by the end of June in their graduating year.

The points will be verified by a committee composed of the S.A.C. Staff Advisor, the Physical Education Department Head, the Principal and the Chairperson of the School Letter Committee. Candidates who do not meet the total of 120 points will be considered by the School Letter Committee. The decision to grant any student a School Letter will be based on his or her overall contribution to school life.

Students **MUST** accumulate a minimum of 40 points in Academics, a minimum of 30 points in the Co-curricular category, and a minimum of 10 points in the Leadership category. (see next page)

NOTE: Students must attend H.H.S.S. for a **minimum of two years** in order to be eligible for a **School Letter**. Students must be taking the recommended course load for that year to be eligible for Honours.

ACADEMICS First Class Honours		CO-CURRICULAR		LEADERSHIP	
	Points		Max. Points / Year		Points
Year 1	10	<u>Athletics</u>		<u>SAC</u>	
Year 2	10	i) Intramural (5 sports)	2	Co-Captain	12
Year 3	20			SAC Executive	6
Year 4	20	ii) Extramurals		Grade Rep	1
		- Each team	4		
Perfect Atten- dance	1/yr 4 max.	- Yearly Max	12	Team Captain	2
		<u>Music</u>		Team Manager	3
		School Band	6	Officials (not part of course work – full season)	1
		<u>Drama</u>			
		<u>Productions</u>	6	Club Organizer (Lunch Buddies / Breakfast Nook)	3
		<u>Club/ Organizations</u>	3		
		Chess/Fit for Fun/SAC non- executives		Special Event Organizer	3
		<u>Academic Competitions</u>	2/Year	Morning Announcements	1 /Sem- ester
		Essay/Math/ Science		Athlete of the Year	6
		<u>Other</u>		Valedictorian	6
		*must be supervised by a staff member and okayed by committee		Leadership Camps (with follow-up role in school)	4
				Group of 7	6
				<u>Other</u>	
				*must be supervised by a staff member and okayed by committee	

With the exception of academics, all other points are maximums. All roles need a staff supervisor who will assign deserving points for each activity at the end of each year to the School Letter Chairperson. Students must apply in writing to chair by June 15th of graduating year. Pick up the form in the Main Office, fill it in and write a covering letter.

SAC executive get leadership points only. Grade reps earn co-curricular + leadership. Team manager receive leadership points only – not co-curricular points. SAC leadership camp is part of SAC – not additional points.

Does Not Count for Leadership: Participating in 30 hour famine or any other school activity. Points are awarded to organizers only.

VALEDICTORIAN CRITERIA 2009/2010

The valedictorian is student nominated and voted in by the graduating class, based on a selected list of candidates who fit the following criteria as determined by the committee:

1. graduating student – cannot be returning for upgrading or extra courses;
2. 80% average on best 6 grade 12 subjects;
3. involved in school life (sports, drama, music, student council, etc.) over the course of their school career;
4. embodies the spirit of the school credo: Respect, Commitment, Responsibility;
5. an effective speaker willing to work with staff advisor in speech preparation.

ESSAY PACKAGE

The Bare Bones of Essay Writing

As prepared by the Modern Language & Social Studies Department

GENERAL INFORMATION

The essay is a formal piece of writing.

Essays should be typed. If you are unable to type it then it **MUST** be **printed** on plain white paper with no holes, using one inch margins, skipping lines and in blue or black ink.

ESSAY FORMATING GUIDELINES

The Title Page:

Titles should be somewhat original NOT the title of the book or work studied. If the title of the work is part of the title, it must be underlined.

Title pages should be clear of all art or text art.

Title Pages should include the following information:

- Title (centred near the top middle of the page)
- Your Name (Bottom right corner of the page)
- Teacher's Name “
- Course Code “
- Date “

Title
Name Teacher Course Date

The Essay:

Always double space.

Page numbers should be either on the top right corner or centered at the bottom. Do not put page numbers on the first page.

Only use one side of the page.

Use white paper.

Attach packages together with a single staple. Avoid plastic report covers.

Quotations:

Long Quotations = longer than three typed lines.

Must be single-spaced and indented (two tabs in on the left and equal space on the right).

Do not use quotation marks.

Return to left margin when returning to body of essay.

Short Quotations = less than three typed lines.
Blend into the text of your essay using quotation marks.

For both long and short quotations use parenthetical referencing. This means indicating the author's last name and the page number using parentheses immediately following the quotation. If you are using more than one work by the same author, be sure to also indicate the title of the work.

For examples see "Source Citation – Parenthetical References".

ESSAY STYLE GUIDELINES

GRAMMAR

Avoid:

- contractions
- slang and colloquial expressions

Be careful using:

- which
- it
- this, that, these, those
- and, but (especially starting sentences)
- verb tense
- they're, their, there

STYLE

Avoid:

- 1st and 2nd person pronouns (I, you, us, we, your)
- "I believe..", "In my opinion..."
- Possibly, maybe, perhaps
- Subjective words such as good, better, best

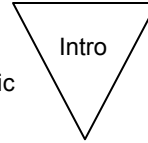
You will psychologically strengthen your essay if you take out:

- if
- there
- a lot
- questions
- not
- In the novel/play
- The audience / reader

ESSAY CONTENT GUIDLINES

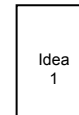
Introduction

- Step 1 = General Statement (1 sentence)
– should include a general noun i.e. the topic
- Step 2 = Specifics (4 or 5 sentences)
– narrow the focus of the topic
– the more sophisticated essay will use “Target Vocabulary”
- Step 3 = Thesis (1 sentence)
– must be arguable, therefore it must have a counter thesis and not be personable

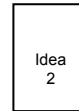


Idea Paragraphs (Also known as *Body Paragraphs*)

You need at least three ideas in order to successfully support your thesis.



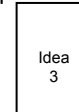
- Step 1 = Topic Sentence (see info below)
Step 2 = Sub Topic Sentence – further clarifies topic of the paragraph
Step 3 = Lead – information used to introduce your quotation
Step 4 = Evidence/Support – use direct quotations from novels and other sources
Step 5 = Conclusion – wrap up with a support statement



Steps 3 and 4 may be repeated as necessary within a paragraph.

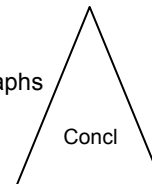
**Topic Sentences – (three jobs which must be completed)

- 1 – concise link to thesis
2 – introduces topic
3 – transition words are used to distinguish between ideas i.e. new topic



Conclusion

- Step 1 = Reworded thesis
Step 2 = Specific summary of key ideas from body paragraphs
**No new material or quotations
Step 3 = General Statement – should revisit topic
**Something for the reader to think about



DOCUMENTATION

Use the title Bibliography not the title Works Cited

**Be sure to buy the style guide for whatever post secondary institution you attend. There will be variations in style.

DOCUMENTING SOURCES

Bibliography

A bibliography is a complete list, alphabetized by author's last name, or title if no author is named, of every source you have used in your research. Even if you do not quote directly from a book you have consulted, it should be included in the bibliography if you feel it has in some way contributed to your knowledge of the topic.

For information about the use of quotations, how to refer to sources, and how to prepare a bibliography, students are to consult the MLA Style Sheet or the APA Style Sheet updated copies of which are available in the school library.

SCHOLARSHIP FUND

Every year in October, awards, scholarships and bursaries are distributed by the Scholarship Fund which totals nearly \$30,000. This money has been donated by individuals, organizations and businesses with ties to Haliburton County for recognition of individual student achievement in academic areas.

Some of these awards will be presented to those students who have obtained the highest mark in certain courses; others are given to deserving individuals who have graduated and have chosen to pursue some form of post-secondary education.

At the Awards Ceremony, eligible students receive Honour plaques and a very special award, the **school letter**, which is granted to those who have excelled in academics, athletics and/or extracurricular activities.

To discover more about these awards, ask a teacher to show you the Directory of Awards.

Several bursaries up to \$1000 are awarded to graduates of H.H.S.S. who require financial assistance in order to pursue their studies at college or university. These bursaries are awarded at the end of the school year and are presented at the Awards Ceremony on Thanksgiving weekend. Graduating students in need of financial assistance should speak with any member of the Scholarship Committee consisting of: Mrs. Mole, Mr. Dibblee, Mr. Tose and Mr. Brohman.

HONOUR REGULATIONS

Grades 9, 10 and 11

A student must successfully complete eight courses with an average of 80% or more

Grade 12

A student must have an average of 80% or more on the best six senior level courses taken in that year, which are not upgrades.

HHSS School Council

Phone: (705) 457-2950 – ext 549 – Confidential Line
Fax: (705) 457-4026

P.O. Box 390
Haliburton, Ontario K0M 1S0

Parents: Contribute to your student's education; consider a role in the H.H.S.S. School Council as Partners for Learning

"When parents are involved, children do better in school, and they go to better schools."
FALLUM 1991

The H.H.S.S. School Council currently holds meetings to be determined by the incoming council (excluding July and August) in the seminar room of the High School, 7:00 p.m. These meetings are open to all members of the school community including parents.

Please call Gary Brohman, Principal at the high school 457-2950 to relay your interest in becoming a part of your School Council. Elections will be held for new positions in September. Nomination forms will be available during and after student registration.

CURRENT ROLES AND RESPONSIBILITIES OF SCHOOL COUNCILS

The Haliburton Highlands Secondary School Council is an advisory body. The school council will provide advice to the school principal and, where appropriate, to the school board on any of the matters listed below that the council has identified as priorities:

- ◆ Local school year calendar
- ◆ School code of student behaviour
- ◆ Curriculum and program goals and priorities
- ◆ The responses of the school or school board to achievement in provincial and board assessment programs
- ◆ Preparation of the school profile
- ◆ Selection of principals
- ◆ School budget priorities, including capital improvement plans
- ◆ School-community communication strategies
- ◆ Extracurricular activities in the school
- ◆ Methods of reporting to parents and the community
- ◆ School-based services and community partnerships related to social, health, recreational and nutrition programs
- ◆ HHSS school council keeps current on issues and acts as a resource for parents and the community
- ◆ Development, implementation and review of board policies at the local level

The Haliburton Highlands Secondary School Council is a collective association of parents, High School staff, students and community representatives which strives to offer advice and encouragement to the school principal and where appropriate the school board, in matters that will promote the well-being and effectiveness of the entire school community and thereby enhance student learning.