

**HORTON
HIGH SCHOOL**



**STUDENT HANDBOOK
2022-2023**

HORTON HIGH SCHOOL
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Vice-Principals	Sean Bennett Kay Greene Peter Morse
Administrative Assistants	Gail MacLeod (Main Office) Val Kennie (Financial) Rachel Leeman (Student Services)
Guidance	Sandy Coldwell Nancy Hennebery

Welcome to Horton High School,

HHS divides the school year into two semesters. Courses may be structured as a year-long course or a semestered course. Students take half of their courses in Semester 1 from September through January and the remaining courses in Semester 2 from February through June. Final marks are issued at the end of each semester or in June for year-long courses. Not all courses are offered in each semester.

Semester 1 Reporting	Semester 2 Reporting
November: Mid-Semester Report Card	April: Mid-Semester Report Card
February: Report Card	June 30: Report Card

SCHEDULES

Horton students follow an eight-day schedule.

Daily Schedule:

Reminder bell 8:55
 Period 1 9:00-10:15
 Period 2 10:20-11:35
 Recess 11:35-11:55
 Period 3 12:00-1:15
 Lunch 1:15-2:02
 Period 4 2:07-3:22

Early Dismissal Schedule:

Reminder bell 9:00
 Period 1 9:05-9:45
 Period 2 9:50-10:30
 Recess 10:30-10:53
 Period 3 10:58-11:37
 Period 4 11:42-12:22

NOTE: Busses depart at 3:32 on regular days and 12:32 during early dismissals.

The first bell is a reminder for students that it is time to go to class. By 8:55 students should be in their classroom, settled, and prepared to begin instruction. Students not in class once the period attendance is being taken, will have to receive a late slip from the front desk.

STUDY PERIODS

Students need to take advantage of the opportunity to enroll in various courses that allow them to explore potential areas of interest. Grade 11s may have one period each year without scheduled classes to support their success in school. Grade 12s may have one period each semester without scheduled classes to support their success in school. Students must be in Horton Hall, a designated work area or off campus during this time. When students are working in the cafeteria, they are required to sign in to ensure we have an accurate attendance in case of emergencies such as fire, lockdown etc.

STUDENT EXPECTATIONS

At Horton High School, students are expected to conduct themselves in an appropriate manner for a public place of work and learning. This includes being expected to:

1. Be courteous, respectful, and co-operative
2. Follow directions of school staff
3. Complete assigned class work and homework
4. Be punctual
5. Adhere by the expectations outlined in this handbook and the Provincial School Code of Conduct Policy

ATTENDANCE

Regular attendance is very important to a student's success in high school and the loss of instructional time is difficult to recover as the student has missed the instruction and conversation that was part of the work. It is the responsibility of the student to catch up on any missed work prior or post absence.

- Students are expected to attend school daily and to be punctual
- If students arrive late to school or class, a late slip obtained from the main office is required before going to class. Continued receipt of late slips will result in interventions by the Administration. It is the responsibility of all students to arrive at school and class on time.
- Horton has an automated attendance notification system. A call will be made to a student's home daily to report when your child has missed one or more classes or is late for one or more classes.

If your student is absent, parents/guardians are asked to call 902-542-6060 prior to 8:55 am to advise that your student will be absent for illness or other important matters. Parents may also email the appropriate Administrator. Anyone absent from a class without a call or note from a parent/guardian are considered to be skipping. Skipping will result in administrative intervention.

Students who need to leave school during the day must sign out via a school secretary at the main office, or through the front desk. A note or phone call from a parent/guardian giving consent to sign out must be received.

PLEASE NOTE: A student must be in attendance during the school day to participate in any school function or activity that day, including after school and evening events, such as sporting events. Rarely, exemptions may be granted at the discretion of Administration.

RECESS/LUNCH

Students who leave school property at recess and/or lunch time must ensure they are back on time to attend classes and must remain off private property. Continued lateness due to being off campus at Lunch and/or Recess may result in the loss of being able to leave campus during the school day.

ELECTRONICS INCLUDING CELL PHONES

Students are expected to show positive digital citizenship. Actions contrary to this will be considered to fall under the category of unacceptable behaviour as outlined in the *Provincial School Code of Conduct Policy* and result in the loss of privileges, and may include Administrative intervention. It is Horton's expectation that students' phones will be turned off and inside school bags during class time. Use of a personal cell phone during instructional time is at the **complete discretion of the classroom teacher**. More information regarding Horton's Cell Phone Policy can be found in the Document Depot of the school web site. Ownership of the phone does not come with the right to use it in a way that goes against the rules. Phones can and will be confiscated if the rules are broken. Personal electronic devices are not permitted in washrooms.

Proper internet use is the joint responsibility of students, parents and AVRCE employees. Students must read and adhere to the *Provincial School Network Access and Use Policy*. Breaking this agreement means loss of internet access, and may include further consequences including, but not limited to, suspension.

- Students should not share personal information you would not want any stranger to have, such as your full name, address, or phone number.
- Under no circumstance should a student let anyone else use his or her account number or password, as they are responsible for their files/information.
- If the video/image recording feature of a personal digital device is used in such a way as to show disrespect for another's privacy, such as in washrooms or change rooms, these actions will be considered to fall under the category of unacceptable behaviour as outlined in the Provincial School Code of Conduct Policy.
- If the communication feature is used without permission during a test or examination, these actions will be considered to fall under the category of unacceptable behaviour as outlined in the *Provincial School Code of Conduct Policy*.
- Students who bring their personal device to school must take full responsibility if their device is left unattended and goes missing.
- Devices including cell phones may not be used or seen during instructional time except under the supervision of and with the permission of the teacher in that instructional area.
- If a student is using their personal digital device during a time the classroom teacher deems to be inappropriate, the student will be asked to bring the device to the office and the device will remain in the office until the end of the day for student pickup. Should the unacceptable use of a device become a chronic issue there will be a further loss of privileges and consequences.

Chromebooks are an essential tool for learning at Horton and students will be issued an AVRCE Chromebook. Students are welcome to use a personal laptop or Chromebook if they prefer. Students and guardians will sign a Chromebook agreement at the beginning of the school year. The agreement includes, but is not limited to, the following points:

- Students are responsible to ensure that they use and treat this device in a respectful manner.
- Students are to ensure the Chromebook and charge cord are returned in working order at the end of the school year.
- Students are to ensure their Chromebook is charged each evening.
- Students should never leave their Chromebook or charge cord unattended.
- Students may be charged for lost charge cords or damage to the Chromebook.

SMOKING

The provincial Smoke Free Places Act, which applies to all combustibles, including tobacco, cannabis, e-cigarettes (vapes), and waterpipes. **Smoking of any sort on school property, including in cars in the school parking lot, will result in Administrative intervention** and is considered unacceptable behaviour under the Provincial Code of Conduct Policy.

A designated smoking areas is located on property and can be used before school, recess, and lunch. Students are not permitted in the designated smoking area during class time. Students are only permitted to be in this designated area with the proper paperwork which is handed out the first day of classes.

DRUG & ALCOHOL POSSESSION AND/OR USE

Any use, association with, being under the influence, distribution, or possession of alcohol and/or drugs or drug paraphernalia at school or school-related events is considered unacceptable behaviour under the *Provincial Code of Conduct Policy* and **will result in Administrative intervention**.

LOCKERS

Students will be provided with a locker and lock. Students are responsible for the good condition and security of their lockers. If a student loses their lock, the student must cover the cost of the replacement lock. The cost is \$10.00. Students are not to place their own locks on lockers without administration permission or they will be cut off. Lockers provide minimum security and students should not leave items of value in lockers overnight. Students should not share their locker combination with anyone. The school is not responsible for lost articles. Lockers remain the property of the AVRCE and school administrators may open them at any time, under the Education Act. Lockers are always to be secured by students.

- Students are only to use their lockers outside of instructional time (before classes start, recess, lunch, afterschool). Students should make certain they have the required texts and material for specific periods at the above-mentioned times.
- Hallways must be kept clear to meet fire safety regulations. Students are asked to keep their coat and backpack in their locker.

BUSSES

The *Provincial School Code of Conduct* applies in this setting as it does in school. Students are expected to conduct themselves in a respectful manner towards each other, the bus driver and others passing by. For additional information or transportation related questions you can email <mailto:transportation@avrce.ca> or call 902-538-4641. If you are unsure of your bus information, visit www.mybusplanner.ca which provides bus stop locations and times.

CLOTHING/IMAGES/GESTURES/LANGUAGE/ACTIONS

All students and members of a school community should feel and be safe in their school. Each person will contribute to a safe and inclusive learning environment. Students are expected to respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental ability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance. Students are expected to refrain from all forms of bullying and cyberbullying, intimidation, racism, and discrimination. This includes physical violence as well as sexual violence, harassment, and misconduct. Any actions contrary to this will be considered unacceptable and fall under the Provincial School Code of Conduct Policy and may result in consequences including, but not limited to, suspension.

STUDENT VEHICLES

Students who bring vehicles to school are to adhere to the following:

- Park in the student parking area
- Drive slowly and carefully at all times and obey all traffic signs
- Park their vehicle upon arrival and leave the parking area.
- Students are not to be in and around vehicles during the school day other than to leave the premises or upon arrival.
- Use the proper entrance and exit driveways.
- Students should not be in vehicles during class time.
- Adhere to the 15km/hr. speed limit on school property.
- Appropriately Park in a single space
- Students with vehicles are NOT permitted to drive other students.**

Please note: Horton is not responsible for any damages to vehicles parked at the school.

Special Note for Student drivers: Students who drive to school are expected to park their vehicle upon arrival and leave the parking area. Students are not to be in and around vehicles during the school day other than to leave the premises or upon arrival.

Students are not permitted to use off-road vehicles as their transportation to school. Please contact school administration if you have any questions.

EXTRA CURRICULAR ACTIVITIES INCLUDING ATHLETICS

All students are encouraged to participate in school activities.

These activities are an extension of the school day and school rules apply. As an ambassador of our school, you are also expected to:

- Maintain good academic standing
- Abide by school rules and expectations
- Attend school regularly, be punctual, participate fully in learning opportunities, contribute to a safe learning environment, respect property and others, and comply with all Horton policies and procedures
- Apply the above when visiting other schools/venues.
- Be scheduled for a minimum of three (3) courses per semester

Students who do not adhere to the above may:

- Be asked to conference with Administration
- Be asked to participate in improving their academic performance
- Be suspended from part or all of the playing season
- Receive disciplinary measures as decided by the Administration

PLEASE NOTE: A student must be in attendance during the school day to participate in any school function or activity that day, including after school and evening events, such as sporting events. Rarely, exemptions may be granted at the discretion of Administration.

STUDENT FEES & EXTRACURRICULAR FEES

Student fees for the 2023-2024 school year are \$25.00 which will cover the cost of the student ID card, and supports student initiatives.

Students participating in extracurricular activities at Horton are required to pay any fees associated with their activity as well.

No student will be denied participation in extracurricular activities due to financial challenges.

SCHOOL CANCELLATION PROCEDURES/UNEXPECTED DISMISSAL

When it comes to weather and road conditions, student safety is the AVRCE's first priority. With approximately 90% of AVRCE students travelling by school bus, the decision to cancel or change bus transportation and/or school schedules is taken very seriously. The AVRCE appreciates that changes to transportation and school schedules have an impact on your family.

Decisions around school cancellations are based on information received from professional weather forecasting services, contact with Department of Transportation depots, and from AVRCE staff checking on-the-ground conditions.

Decisions to cancel or change bus transportation and/or school schedules before the start of the school day are announced as close as possible to 6 a.m. Any changes due to road or weather conditions, or other unforeseen circumstances, are announced in several ways:

- Text/email notices through *PowerSchool* and Notify Me
- Twitter: Follow [@AVRCE_NS](#)
- Radio (AVR Network, Magic 94.9 FM, K-Rock 89.3 FM, and CBC Radio 1 in Halifax)
- Television (CTV Morning Live Atlantic)
- Websites (www.avrce.ca, <http://avrnetwork.com>, www.magic949.ca, www.k-rock893.com, www.cbc.ca/stormcentre/ns)
- Recorded message on the AVRCE Regional Office phone line, 902-538-4600 or 1-800-850-3887 (for early morning cancellations)

If school is dismissed early, students will not depart until the appropriate announcement is made. All school activities will be cancelled for that day.

SCENT & NUT FREE SENSITIVE SCHOOL

Some students and staff are scent sensitive and others have nut allergies. To that end, Horton is a scent and nut-free zone. Should students violate this, administrative intervention will occur, for the safety of our students and staff.

SCHOOL DANCES

The Students' Council provides dances for the enjoyment of the student body. For these events to be pleasant and successful, students should know these dance regulations:

1. Students must present a current Horton student photo ID
2. Students not attending school on the day of the dance may not attend the dance.
3. Coats, purses, and any type of bag will be checked at the door and are required to be stored in the coat check. These will be available for pick up when the student leaves.
4. Students who enter the dance may not exit the building unless they are leaving for the evening. Students who have exited the building will not be permitted to go back inside the dance.
5. Invitations for guests from outside of the school are available with approval from administration. It is the responsibility of the Horton student to complete and submit this request at the office. Guests must have a current high school student photo ID card and have been in attendance the day of the dance. This information will be confirmed with the school that the guest attends.
6. Students demonstrating unacceptable standards of behaviour under the *Provincial School Code of Conduct Policy* can:
 - a. lose the privilege to attend dances and participate in extracurricular activities
 - b. receive consequences under the *Provincial School Code of Conduct*

TEXTBOOKS

Students are responsible for returning textbooks at the end of the course. In the case of a book not being returned, the student will be charged the price of purchasing the textbook.

STUDENT SERVICES

School Guidance Counselling provides direction by assisting students to acquire knowledge, attitudes, strategies, and skills in the four program domains:

Personal: To understand and appreciate oneself

Social: To relate effectively to others

Educational: To develop appropriate educational plans

Career: To develop life and career plans

Within the four program domains, School Guidance Counsellors offer the following services:

Professional Services

- Provide services that support the personal, social, educational, and career development of all students.
- Collaborate with school staff regarding students' academic, social, emotional, and developmental needs.
- Counselling with individuals, groups, and families.
- Critical incident response.
- Referrals to community agencies.
- Work closely with families.

Guidance Curriculum

- Visit classes to offer group information and/or training sessions.

Life/Career Planning

- Promote, plan, and implement prevention programs, career/college activities, course selection and placement activities, social/personal management, and decision-making activities.
- Expose students to experiences that will broaden their career awareness and knowledge.

PLAGIARISM/ CHEATING: Plagiarism is a serious offence. Students found copying published material and passing it in as their own will face disciplinary action and may lose the value of the assignment. Cheating on tests, homework, assignments, or exams, including the use of Artificial Intelligence, will result in a zero grade. All cheating will be documented by administration. Administration will be involved in incidents of cheating involving exams or final assessment events.

HONOURS STANDING/STUDENT RANKING

The Honours standing is based on an average of the final, or term marks of any six courses in Grade 9,10 and 11, or any five courses in Grade 12, taken during the correct school year or term (including courses completed by correspondence, independent study, and/or challenge for credit). Any marks for correspondence course shall be included in the calculation of the average for the academic year the course was completed. Students who are enrolled for one semester in any given year are eligible for Honours standing by taking a minimum of three course in that semester. For an average of 80% or higher the student will receive an Honours standing. For an average of 90% or higher, the student will receive an Honours with Distinction standing. The student may not have a final failing grade in any course for the term or year.

POWERSCHOOL PARENT PORTAL

Parents, guardians, and students are encouraged to monitor your child's progress through the Parent Portal (PowerSchool). The portal is an excellent resource to monitor individual academic progress (assessment and grades), attendance, and school information between formal reporting periods. Parents and guardians who may need assistance with getting connected are asked to contact the office at 902-542-6060.