

# Huntsville High School Student Handbook 2023-2024



HHS

58 Brunel Road

Huntsville, ON

P1H 2A2

[hhs.tldsb.on.ca](http://hhs.tldsb.on.ca)

Main Office: 705-789-5594

Attendance Line: 705-789-5597

Principal: Kelly Picken

Vice Principal: Aaron Beausoleil (A to L)

Vice Principal: Clare McLean-Wilson (M to Z)

## The Hoya Code

I will show respect for myself, others and my environment.

I will be kind to the others in my school community.

I will be in class, prepared to work, at the bell.

I will only use my cell phone in the halls and cafeteria, or during class time, with the permission of my teacher, for curriculum related activities.

I will use appropriate language at HHS.



# A to Z Code of Behaviour & School Routines

## Attendance Policy and Procedures

Students are to attend school until they are 18 or have received their diploma. The school is required by law to monitor attendance. If you are absent from school, your parent/guardian must inform the school. Please have a parent/guardian call the attendance line by 12pm on the day of your absence at 705- 789-5597.

Acceptable absences include:

- illness
- medical and legal appointments
- bereavement
- emergencies

**If you are signed out by a parent, you must leave the school property.** (For example, you can not be signed out to work in the library or to attend a sporting event.)

**Vacations** - Try to schedule **vacations** so that they do not conflict with school time. If you are going to be away for a vacation, there is a Vacation Form that must be completed before you leave. You can obtain and return this form to Ms. Galbraith in the office.

### **Truancy - absent without an approved reason**

- Unexplained absences will be recorded as truancy.
- Our automated phone system will call home for unexplained absences.
- Persistent truancy will result in referrals to the VP, detentions, in-school suspensions, referral to the attendance counsellor, removal of bus privileges and family meetings.

### **IMPORTANT NOTES:**

1. Members of teams and clubs: If you are truant or ill during the day, you will not be allowed to go to a practice or game/event after school.
2. If you are truant or ill on the day of an activity (e.g. dance, field trip) you will not be allowed to participate in this activity.
3. If you are truant ON THE DAY OF A TEST/EVALUATION, you can receive a mark of ZERO.

### **Away for sports or music or club activities?**

If you are on a school team, you should talk with your teachers at the beginning of the season to discuss your team schedule and how you will stay caught up throughout the season.

On game days and for other trips and activities, be sure to talk to your teachers **as soon as you know you will be away** to make a plan for what you will miss.

## **Academic Honesty**

All HHS students will conduct themselves in an honest and trustworthy manner in all aspects of academics. Use of part/all of any other person's book, essay, magazine article, chart, drawing, diagram or other piece of work in an assignment, without proper acknowledgement, is plagiarizing. Submitting an assignment written by anyone else or presenting information taken from the internet as one's own is plagiarizing. Submitting an assignment that you have written and have already received credit for, is academic dishonesty. If a student facilitates plagiarism by providing work to others, this constitutes academic dishonesty.

Plagiarism will result in consequences, increasing in severity if the behaviour continues.

## **Academic Resource Room - ARR**

The Academic Resource Room is located in room 324 on the third floor by the stairs. This room is a supportive space for additional help with academic courses, problem-solving skills, OSSLT support and meeting graduation requirements. In room 324 you will find printers, computers, and a microwave available for your use. Students may drop in over the lunch hour and after school until 4pm, for support. Breakfast Club food and Lunches from community members is usually available in room 324 during the day.

## **Announcements**

Announcements are at the beginning of the first period of each day. The announcements are for you! This is how you find out what is going on at HHS. Please stop and listen, wherever you are in the school.

## **Anti-Bullying**

Our goal is to make HHS a place where everyone feels welcome and safe. Please help by reporting incidents of bullying to an adult in the building. You can also report bullying anonymously through the school website ([www.hhs.tlidsb.on.ca](http://www.hhs.tlidsb.on.ca)). Remember that being a by-stander is contributing to the problem!

## **Bathrooms**

Bathrooms are located on all 3 floors of the school. There are 2 multi-gender bathrooms at HHS. A single stall is across from the main office and a multi-stall is on the second floor by the gym.

Bathrooms are to be used for their intended purpose, not as a place to congregate or hang out. There is no vaping allowed in the bathrooms - vaping in the school results in a suspension and may result in a fine by the Health Unit.

## Bell Schedule

First Bell	8:40
Second Bell	8:45 - music plays
1st Period	8:50 - 10:05
Break	10:05 - 10:15
2nd Period	10:15 - 11:30
Lunch	11:30-12:30
Warning bell	12:20
Second Bell	12:25 - music plays
3rd Period	12:30 - 1:45
Break	1:45 - 1:55
4th Period	1:55 - 3:10



When you hear the music - time to get to class!

## Breakfast Program - Everyone is Welcome!

Breakfast food is available at the start of each day. A table is set up on the second floor in front of the hydration station. Everyone is welcome! If you would like to help out with the breakfast club, let your guidance counsellor know and they can help you get started!



## Buses

Many students rely on the buses to get to HHS. This is a privilege and you are expected to be respectful to the bus driver and the other students on the bus. Follow the bus regulations as posted at the front of the bus and obey the instructions of the bus driver. If you are non-compliant, you will be given a bus slip from your bus driver which you must bring into the office to give to the secretary. Your VP will meet with you. If you receive a third bus slip or are a safety concern on the bus, suspension of bus privileges will be considered.

**You are not permitted to ride a bus other than your own.**

## Cafeteria

The Caf is open throughout the day. You can use the cafeteria before and after school, and at lunch.

If you have a spare, you can use the cafeteria to study or relax.

The Servery will be serving food at various times throughout the year, but is not open every day.

## Cell Phones

Cell phones are only permitted in the hallways and cafeteria before and after school, during scheduled breaks and during the lunch hour. Cell phones are to be “off and away” before entering the classroom. If you use your cell phone during class time, unrelated to instruction, you will be asked to bring it to the office and the phone will be given to your VP. You will then be given an admit slip to get back into your classroom. At 3:10pm you can come to the office and speak to your VP to have your cell phone returned to you. If this happens more than twice, your parent/guardian will have to come in and pick up your cell phone.

## Clothes Closet

The Clothes Closet is full of new and gently used clothing for anyone who wants a new item for their own closet! It is usually open a couple of lunch hours a week - listen to the announcement or you can also see the teachers in the Academic Resource Room for assistance or ask a teacher to get you an appointment.

## Chromebooks

Everyone will have a chromebook assigned to them. Bring your chromebook to school everyday! Updates happen at night, so be sure to shut it down and charge it every night.

You are responsible for your chromebook and the charger. If you lose it or break it, you will be expected to pay for it.

If there is a problem with your chromebook, ask your teacher or come to the library for help.

## Dress Code

Clothing worn at HHS should be respectful of others and the school rules. Slogans, pictures and writing on clothing cannot have messages that are, for example, racist, homophobic, transphobic, sexually suggestive, sexist, illegal, promoting violence. Clothing worn should not have pictures or words about alcohol or drugs.

Be kind to the others in your community.



## Exams

Exams are held at the end of each semester. Your teachers will help you prepare as you get closer to the exam dates. It does help to stay on top of your work throughout the semester. You will have less stress leading up to exams, if you stay caught up on homework and assignments.

Exam dates for this year:

January 26 - February 1, 2024

June 20 - 26, 2024

Students should avoid scheduling any vacations, activities and appointments during exam times. If this is unavoidable, students and parents must work with Ms. Picken to arrange alternative times.

## Fees

There will be a \$10 student fee for all students. This helps to cover the cost of school events like Pancake Days, assemblies, dances, bus trips, Grad... You have to pay your fee before you participate in school events. You can pay at the office with a debit card.

There are also fees for other school activities - sports teams, band, field trips etc. **If you need financial support**, please the activity leader, coach, your VP or Ms. Picken. We can help support students who want to participate in an activity but need help with the fees.

## Fire Alarm

A continuous sounding alarm is the signal that all students must leave the building, calmly and quickly, without running. Posted in each classroom is the exit required to be used in case of fire. Once outside you are expected to follow teacher directions and move well away from the exits and fire routes. **Note:** Pulling a false fire alarm is a serious offence and will result in severe consequences, including a financial cost to the individual as well as police involvement.

## Hallways

Here at HHS, we have the 20/20 rule. Students should not be in the hallways during the first and last 20 minutes of class. You should only be in the hallway with permission from your teacher. Usually, there will only be one person allowed out of the classroom at a time - be respectful of your classmates and return to class promptly.

A reminder that respectful behaviour is expected throughout the school, including the hallways - avoid running, shouting, pushing, swearing.

At the end of class, you should stay in your seat until the bell goes.

Students are expected to stop and listen during O'Canada and announcements.

## Hand-holding

HHS is a hand-holding school only. PDAs (public displays of affection) should be appropriate to a public location!

## Homework Club

Homework Club is in Room 334 everyday after school from 3:10 - 4pm. You can attend voluntarily on any day. You may be assigned to Homework Club by your VP in consultation with your teachers and parents/guardians, if you get too far behind in your assignments.

## Hoya Leadership Council

The HLC is our student parliament here at HHS. This group of students organizes and facilitates many of the school-wide activities (dances, theme days, Amazing Race, etc.). Applications for the HLC come out in June for the next year.

## **Identification**

In order to maintain safety, it is important that students identify themselves using their proper name to school and Summit Centre staff, when asked to do so. Non-compliance can result in suspension.

## **Illness - once you are at school**

If you become ill during the school day, please inform your teacher who will contact the office. Even if you have texted your parent/guardian, please go to the main office. You will have to be signed out - one of the secretaries in the office will contact a parent/guardian. Please stay in the office until someone is able to come to pick you up.

## **Late assignments**

Students who fail to submit assignments on the due date will negotiate a second deadline with their teacher. Teachers may assign up to a 10% penalty after the first missed deadline for grade 11 & 12 students. Students who fail to submit their assignment after the second deadline will be referred to Student Success. In addition, students may receive a ZERO for missed deadlines, or not submitting an assignment.

## **Lates**

If you arrive late to school or are late for class, report to the office where you will be given a late slip to take to class. Unexcused lates will be tracked and will be dealt with by an admin in conjunction with the caregivers and students. Consequences could include detentions, in-school suspensions and other measures.

If you have an Excused Late (e.g. an appointment), please have a parent/guardian call the attendance line: 705- 789-5597.

## **Library**



The library is open most days, before and after school and during the lunch hour, for you to use to study or meet with classmates and friends. If you have a spare, you can use the library during this time. Please be respectful of others and clean up after yourself.

## **Lockdown - when there is an intruder in the school building**

The office will ring the bell and then announce “EMERGENCY, EMERGENCY, EMERGENCY. INITIATE LOCKDOWN.” At this time, students are expected to listen to the instructions of their teacher. We will review the procedures during the first semester.





## **Lockers**

Each student will be assigned a locker for the school year. You are responsible for bringing a combination lock - please do not bring locks with keys. Teachers will record your locker number and combination and the office will receive this information. Locker changes can only be done through your VP. Remember the locker is school property and should be treated as such - do not graffiti or vandalize the locker. Do not store things that are not allowed at school, in your locker.

## **Lunch**

Students can have lunch in the cafeteria, the library, open classrooms or on the picnic tables at the front of the school or in the courtyard. You can also leave school property and go to town or Oliver's or the canteen at the Summit Centre. You will not be allowed anywhere else in the Summit Centre during the school day.

## **Mental Health**

There are many places you can go for support at HHS. You can talk to your teacher or another adult you trust. They may point you to your guidance counsellor, who will help you and also direct you to other supports in the community for mental health and addiction challenges.

HHS has a Mental Health Counsellor available that students can access by requesting an appointment in the Student Services office.

Your VP or principal can also help answer questions, help with concerns or support you and the Academic Resource Room is available to support your academic needs.

There are many activities offered at HHS that will help you to meet friends and get involved - see the back page of this handbook!

## **OSSLT**

The Ontario Secondary School Literacy Test (OSSLT) is a compulsory, standardized test completed by students in Grade 10. Passing the literacy test is a graduation requirement. There are two Test Days during the year, one in the Fall and one in the Spring. Dates are to be determined.

## **Parking**

Staff and students share the busy parking lot with the Summit Centre and the buses. Please be respectful of others and remember to DRIVE SAFELY. (i.e. slowly and with an awareness of other cars and pedestrians) The speed limit in the parking lot is 40 km/hr.

## **Picture Day**

You must be photographed to receive your student ID card and for the yearbook (even if you are not buying pictures). Grade 12s must have a GRAD photo taken to be on the GRAD composite (even if you are not buying grad photos). **The dates for school photos and Grad photos are yet to be determined.**

## **Quiet Days**

There are two quiet days before each exam period. The intention of the quiet days is to give you time to prepare for your examinations. You should attend all of your regular classes.

Expectations for quiet days:

- keep the hallways quiet - remain in classrooms except for bathroom breaks;
- no extra-curricular events (including field trips);
- the only homework being completed should be related to exam preparation;
- most classroom activities support students completing outstanding work and preparing for the exam,
- assignment/culminating activities should be completed before quiet days.

## **Restorative Practices - helping to restore relationships and correct mistakes**

HHS Staff have participated in Restorative Practices Training. Whenever possible, staff and administration will try to respond to conflicts in a restorative manner - helping to restore relationships, correct mistakes made and repair any damage done. In doing so, students will recognize the impact their behaviour has on others and be held responsible for their actions.

## **Skateboards**

For safety reasons, skateboards are not to be used on school property, including the parking lots, ramps and hallways.

## **Smoking and Vaping**

Vaping, smoking and tobacco products are not to be displayed or used in the school building or anywhere on the school grounds including the parking lots. It is illegal to smoke or vape within 20 metres of the school or town property. Violations may result in suspension and monetary fines imposed by the Health Unit.

## **Social Media**

Any technology used for communication purposes must be used appropriately. Threatening, harassing or demeaning comments or pictures during school hours or outside of school will not be tolerated and will result in consequences.

## Student Cards

Student cards are distributed once you have paid your student fee of \$10.00. This fee goes to help pay for many of the activities that HHS offers (for example: dances, clubs, sports, the library, music programs, computer use, GRAD and PROM).

## Spares

Students with spares in your timetables can be in the library or the cafeteria or you may leave the building. Please do not sit in the hallways or the bathrooms.

## Student Services

Please look at the HHS website for information on the many student services offered at HHS. In the student services office, the counsellors: Ms. Taylor, Mr. Byl and Ms. Myers, are here to help students navigate their way through their high school years. Students are assigned by last name to a counsellor:

Ms. Taylor – A to C

Mr. Byl—D to Mc

Ms. Myers—Me to Z

Students and/or parents wishing to meet with a counsellor can make an appointment by visiting our website - see this button:



Guidance Appointment  
Request Form

or drop by the Student Services office on the second floor by the gym. You can also call: 705-789-5594 x35021 and speak to Mrs. Poulos.

## Theft

Please report any loss of property to the main office. Administration will try to recover lost or stolen property but will not be responsible for replacing it. Theft is a serious offence and will be met with appropriate consequences. Remember to always have a functioning lock on your locker!

## **Unacceptable Behaviour**

At HHS, everyone should feel safe, welcome and able to do their best. Students are expected to act in a respectful, safe and kind manner towards fellow students, staff and community members. Rules at school are made to meet these expectations.

Any unacceptable behaviour will be dealt with by your teacher and/or the school administration. Breaking of the rules results in progressive discipline procedures. This includes talking to your teacher, referral to VP/principal, parent/guardian calls/meetings, detentions, in-school suspensions, suspensions from school and expulsions.

The Trillium Lakelands Board Policy on Code of Conduct clearly specifies potential consequences for certain behaviours.

### **Suspension:**

A principal may suspend a pupil for a fixed period of 1-20 days from his or her school, and from engaging in all school-related activities, if the pupil commits any of the following infractions:

- Threatening to cause serious bodily harm
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol or illegal drugs
- Swearing at a teacher or another authority figure
- Vandalism causing extensive damage
- Bullying
- Conduct injurious to the school's moral tone
- Conduct injurious to the well-being of others
- Conduct contrary to the code of behaviour

### **Expulsion:**

The following behaviours may lead to suspension and possible expulsion of 21 days or greater:

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm
- Physical assault
- Sexual assault
- Trafficking in weapons or illegal drugs
- Committing robbery
- Extensive vandalism on or off Board property
- Giving alcohol to a minor
- Bullying

- Behaviour causing unacceptable risk to others
- Repeated behaviours resistant to change
- Serious violation of the Board/School code of conduct

## Visitors

Visitors to the school should check in at the office upon arrival.

**Volunteer Hours** - Completing 40 hours of volunteer work is a graduation requirement. Remember that volunteer hours CANNOT be for a business. Submit your hours online - see this button on the HHS

Submit Community  
Involvement Hours

website:

You may also use a Volunteer Card which can be picked up and dropped off in the main office. Your hours must be completed by the end of May in your graduating year—don't leave it until the last minute!

## Weekly Tumble

This can be confusing until you get the hang of it - each week your classes will change order - they will tumble! You will notice that A and B are always together and C and D are always together.

Week 1—The order will be A, B, C, D

Week 2 – D, C, B, A

Week 3 – B, A, D, C (bad c)

Week 4 – C, D, A, B (c dab)

You can check the sign hanging outside the office doors as you enter the building!



**THERE'S LOTS TO DO AT HHS! CHECK OUT ALL OF THESE EXTRA-CURRICULAR ACTIVITIES!**

**Check out the Google Classrooms for these activities - see the Google Classroom Info Board on the second floor!**

**These activities do not necessarily run every year** - but if you are interested in learning what we are offering this year, attend the Clubs and Teams day in September. If you have an idea for an activity, talk to a staff member who can help you or direct you to someone who can see if it will work!

**Arts and Clubs:**

Anime Club  
Battle of the Books  
Grade 9 Band  
Jazz Band  
Senior Band  
Book Club  
Caf Jam  
Chess Club  
Choir  
Eco-Outers Club  
Environmental Club  
Gamers Club  
Improv Club  
Intramural sports  
Math Circle  
Musical - every 2nd year  
Robotics Team  
Rotary Interact Club  
SAGA - Sexuality and Gender Acceptance

**Leadership:**

Athletic Association  
Hoya Leadership Council  
Link Crew  
Mental Health Committee

**Sports Teams:**

Alpine Skiing  
Badminton  
Basketball  
Curling  
Golf  
Hockey  
Lacrosse  
Mountain Biking  
Nordic Skiing  
Soccer  
Swimming  
Tennis  
Track and Field  
Volleyball  
X-country running

And sometimes even more...

