



HAMPTON HIGH SCHOOL

STUDENT HANDBOOK

**34 Elizabeth Avenue
Hampton, NB
E5N 5P7**

**Telephone: (506) 832-6024
Fax: (506) 832-6054**

Principal:	R Southard
Vice-Principal:	A Lenihan Lingley
Counselor:	K Hovey

Admin Assistants	B Rankin, L Keith
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Mission

To prepare students to be productive citizens of integrity through the development of their potential in academics, athletics and the arts.

STUDENT FEES

Each grade 9 student at Hampton High School is required to pay a student fee of \$40.00 which covers the cost of renting a locker and school issued lock, a HHS data stick (if required), a Tshirt, a student ID card, and helps the Student Council purchase and finance a host of programs, activities and materials.

Each grade 10, 11 and 12 student is required to pay a student fee of \$25.00 which covers the cost of renting a locker, replacement lock if required and a student ID.

Replacement locks are free with payment of student fees; only school locks can be used on lockers. Lockers are assigned with the expectation that all book bags will be stored in them. USBs can also be purchased in the office.

Student fees must be paid to participate in extra curricular activities.

Additional course fees include*:

Mill & Cabinet 120	\$20 each
Framing & Sheathing 110	\$20 each
Residential Finish 120	\$20 each
Applied Technology 110	\$20 each
Culinary Tech 110 and 120	\$40 each
Visual Arts 9 and 10	\$5 each
Visual Arts 110 & 120	\$20 each
Outdoor Pursuits 110	TBD
Science 9/10	\$2
Chemistry 112/122	\$2
Enviro Science	\$5
Metals Processing 110/120	\$60 (for both as it is combined)
Biology 11/12	\$10 each

These fees pay for consumables in these classes as well as maintenance and purchasing of equipment when required. *subject to change

Hampton High School and Anglophone School District – South encourages all fees be paid online at <https://asd-s.schoolcashonline.com/>

POLICIES AND PROCEDURES

The Husky Way!

	All Settings	Classroom	Common Areas	Extracurricular
Be Respectful	<ul style="list-style-type: none"> - Use appropriate language /volume - Treat books and equipment with care - Respect others and their property - Treat all school staff and students with respect - Display affection appropriately - Dress appropriately 	<ul style="list-style-type: none"> - Listen to the teacher, EAs, and other students - Be on time - Put cell phones away during class unless otherwise directed - Treat books and equipment with care 	<ul style="list-style-type: none"> - Follow the traffic patterns: keep to the right - Use table manners - Respect school property - Respect your friends and others around you 	<ul style="list-style-type: none"> - Treat visiting schools as guests - Be positive and respectful- win or lose - Be a team player - Treat equipment with care
Be Responsible	<ul style="list-style-type: none"> - Show up ready to learn - Accept consequences - Follow directions 	<ul style="list-style-type: none"> - Show up ready to learn - Come to class prepared with all necessary materials 	<ul style="list-style-type: none"> - Keep HHS neat and clean - Leave surroundings better than you found them 	<ul style="list-style-type: none"> - Be self-aware & kind to yourself - Represent HHS with dignity and pride - Obey bus and parking rules
Be Committed	<ul style="list-style-type: none"> - Participate positively - Set and obtain goals 	<ul style="list-style-type: none"> - Stay on task - Participate positively - Work as a team- help your classmates or lend a hand - Do your best 	<ul style="list-style-type: none"> - Alert staff members of unsafe situations - Be inclusive to all peers - Use free time productively - Recycle 	<ul style="list-style-type: none"> - Learn from triumphs and failures - Join extracurricular activities and clubs - Support HHS events, clubs, and organizations

STUDENT BEHAVIOUR

Students are expected at all times to treat school property, school staff, fellow students and themselves with consideration and respect. All staff and other people affiliated with the school through extracurricular activities at Hampton High have the right and responsibility to expect acceptable student behavior.

Some specific expectations are as follows:

1. Students are to be punctual for class and for handing in assignments.
2. Students are expected to come to class prepared, and to keep course materials, lockers neat and well-organized.
3. Students are expected to complete all homework assignments and to be responsible for catching up on work they have missed.
4. Students are permitted to have only water during class time. There is to be no food during classes.
5. Profane language is not permitted.
6. Students are not permitted to have any illicit substances (including alcohol and cannabis) and/or paraphernalia on school property.
7. Students are not permitted to fight under any circumstances.
8. Cheating on tests, exams and assignments will result in parents being notified and no value being given for the work.
9. The throwing of snowballs is not permitted on school property.
10. Students are not permitted in the wooded area surrounding the school at any time during the school day.

11. Washroom use should be limited to breaks. Students are not permitted out of class during the first and the last fifteen minutes in a period. When emergencies do arise the students are expected to take an appropriate time out of class and to use the closest washroom.

DRESS CODE

Anything with offensive messages or which promotes drugs, profanity, sex, racism or violence is not permitted to be worn in school.

Head covering of any sort for both genders are not permitted unless they are a prescribed religious article.

DISCIPLINARY PROCEDURES

(Specific consequences will be outlined on our website)

If students do not abide by the rules within a classroom, they can expect to be disciplined by the classroom teacher. Continued poor behavior may include a referral to the Vice Principal, loss of school privileges or the assignment of detentions. In addition, and in accordance with Anglophone South School District policy, a warning letter will be sent to parents. After this, the student faces suspension from school. In the case of very serious infractions, students can be suspended immediately without a warning letter being sent. Fighting, playing with fire, smoking on school grounds, possession of illegal substances, being under the influence or extreme insolence towards a staff member are examples of serious infractions.

Suspensions can vary in length from one day to the remainder of the semester. If a student is suspended from school for a second time, they and at least one parent may be required to meet with a school administrator to review the student's behavior and establish conditions for a return to school. A third suspension from school may result in a request to the Director of Schools to suspend the student for the remainder of the year.

Lockers are the property of Hampton High School and searches of lockers will be conducted by school administration to ensure cleanliness and absence of contraband materials.

According to Anglophone South District policy, the Principal is required to report to the RCMP any act which could result in criminal charges being laid. This includes fighting, theft, sexual offenses, possession of illegal drugs or any incident involving fire. Fighting as well as possession, use or association with alcohol or illegal drugs on school property or at any school event is viewed very seriously and will automatically result in a 5 day suspension from school and charges being laid by the police. This type of activity will not be tolerated at Hampton High School.

APPEALS PROCEDURE

Appeals of suspensions are possible if the student has accumulated more than five (5) days suspension in any one school year. Appeals should be made to the School Principal within 10 days of receiving the suspension letter.

NON-SMOKING/NON-VAPING POLICY

Hampton High School is a smoke free/vape free environment. Therefore, smoking and vaping is not permitted anywhere on school grounds. Each classroom is provided with a map of the school property

with indicated the smoke free/vape free area. Students who wish to stand and smoke must walk to Main Street and stand on the Main Street side of the railroad tracks in order to smoke.

The School Bus is an extension of the school and will be treated the same as in the building.

Any vaping/smoking is to be done off school property.

Consequences for not abiding by this policy are:

If offence took place in or on school property,

1st offence –1 day out of school suspension; confiscate material

2nd offence – 3 days out of school suspension; confiscate material

3rd offence – 5 days out of school suspension; confiscate material

Any offence after is an automatic 5 day out of school suspension

Some student share cigarettes and vapes. Therefore, it should be quite clear that, if a student is on school property and one or more members of the group are smoking/vaping, all students in the group will be punished.

To assist students with their efforts to stop smoking, HHS is working with the Clean Air Initiative to provide program and support. This policy includes cigarettes, vapes and ecigs..

SCHOOL PROPERTY

All students are encouraged to take pride in their school and treat school property with respect. This includes not only the building itself, but the textbooks, equipment, lockers and library books. If students damage or lose school property, they are expected to make restitution.

ATTENDANCE PROCEDURES

It is vitally important that students attend school and classes on a regular and punctual basis. With semester courses, every class is very important and should not be missed without a very good reason. If a student must be absent, or tardy, following are some general guidelines:

- 1- A phone call or note in advance from a parent or guardian to the teacher/office is helpful to assist with planning.
- 2- A note to the office or email to Admin Assistant should be submitted when the student returns, or the student is subject to a school detention
- 3- Students must provide each of their teachers with advance notice if they will be absent because of a school related activity.
- 4- Students who arrive at school late or leave early must sign in/out at the office. If no note is present an Admin Assistant will call to speak to a parent/guardian to confirm knowledge that the student is leaving school grounds.

ATTENDANCE GUIDELINE

When a student misses at least one subject period School Messenger will make a call home or email each evening to notify parents of any absence(s). After five (5) missed subject periods, a message will be sent home stating the student has missed said time without providing an excuse. The homeroom teacher will meet with the student and determine if a referral to the Guidance department is necessary. When a student

has missed ten (10) subject periods, a second message will be sent home and a Vice Principal may choose to meet with the student and call home.

If vacation time is taken outside of the prescribed holidays as indicated in the school calendar, please be aware that it is not the responsibility of the teacher to provide class work, assignments, projects etc. in advance of the vacation, or, to tutor the student upon their return. It is strongly recommended that the student make arrangements with a classmate to complete any missed notes, handouts, etc. upon return. It is also strongly advised that if a student is facing academic struggles that parents will reconsider taking the student away from valuable class time. Assignments and tests missed during time away will be recorded as zero until missed work is completed for each subject teacher. All missed work must be completed within a reasonable time (preferably a week upon return to school) and will be at the discretion of the subject teacher.

Research clearly confirms the strong connection between regular attendance at school and success.

PROMOTION POLICY

In accordance with the Department of Education, all students at Hampton High School are required to maintain a mark of 60% in each course in order to be successful in the course.

Students in Grades 11 and 12 are on a credit system and are required to successfully complete 17 out of 21 possible credits, as outlined in the Course Calendar, available on the school's website.

Students in grades 9 and 10 have a common curriculum consisting of Math, English, French, Social Studies, Science and specialty subjects Art, Music, Physical Education and Broad Based Technology. Students in grade 10 may take electives at the grade 11 and 12 level for credit.

Promotion meetings are held at the end of each school year and, on the basis of input from all the student's teachers, a determination is made as to whether the student should repeat the year, attend summer school, or be recommended for a specific program.

ADVANCED PLACEMENT (AP) EXAMS

Students writing an exam in Advanced Placement courses are:

- a- Required to pay a fee for each exam and be registered with Mrs. Chamberlain.
Exam fee is based on exam cost in CDN dollars after conversion. (approx. \$130)
- b- Able to miss other classes the day of an AP exam (May)
- c- To be marked with an 'S' in attendance for a school related absence and
- d- Are responsible for all missed work (teachers will continue teaching as usual)

LITERACY INITIATIVES

The grade 9 Professional Learning Community completed an English Language Proficiency Assessment (E.L.P.A) Preparation Manual, and it will be used by all grade 9 teachers at HHS again next year (and available to all teachers provincially). The manual now functions as the foundation for genre mapping, currently being undertaken at the high school level in our district. We will continue to promote literacy across the curriculum, especially at the grade 11 and 12 levels.

STUDENT LEADERSHIP TEAM

Engagement in Democratic process is an important role that all Canadians should take seriously. Hampton High School's Student Council is committed to this idea and places great importance on the election process so that students know their voices are well represented.

Staff Advisors: S Cochrane, A O'Regan and L Keith

Student Executive includes President, Vice President, Secretary, Treasurer. As well as Grade reps and volunteer coordinators.

The Student Council conducts student government in the school, looks after finances for student groups (in accordance with administration and advisors), represents interests of the students, does some fund-raising and organizes student activities such as SRC assemblies, presentations, transition day and special events. HHS spirit clothing will also be on sale at various times throughout the year.

RENAISSANCE TEAM – Advisor Ms. Keith

Renaissance is a team like no other. A student doesn't have to be athletic, academic, or involved in extra curricular activities OR they can be. Renaissance is a committee for those who are energized about school climate and culture and inspiring staff and students. The Renaissance team oversees events, programs and activities that recognize and reward academic success and the character traits that make our school an awesome place to be! Our Renaissance efforts are driven by the hard work of dedicated students who are committed to these goals.

This is new here at Hampton High and as a pilot year we will often be learning as we go and that is ok! We are here to support other teams/clubs and groups as well.

PARKING/DRIVING ON SCHOOL PROPERTY

It is a privilege to drive to school and students who wish to bring vehicles to school must park in the assigned student parking areas. Students may park at the back of the school on the paved area but do so at their own risk. Any student who parks in an area not designated for their use risks being towed at the owner's expense. A student who chooses to drive recklessly at school will no longer be permitted to drive on school property. All vehicles must be registered in the office and be showing their parking permit at all times. Parking permits may be purchased at the main office for \$2.

SCHOOL/COMMUNITY PARTNERSHIPS

It is of great importance to us that Hampton High School maintains a close and supportive relationship with parents and the community. We therefore encourage parents to seek involvement in school programs and activities. If any parent would like to help or has questions or concerns, please contact us.

PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

Parents will be receiving information when school begins on our Parent School Support Committee. By government mandate, every school in New Brunswick has a PSSC which serves in an advisory capacity on school issues. Elections for a number of positions take place in September. This Committee has served a very valuable role in the past helping develop a School Improvement Plan, Mission Statement, erecting a Reader Board in front of the school, conducting a Parent Perception survey and developing a number of initiatives to improve school life.

HAMPTON HIGH SCHOOL EXTRA CURRICULAR PARTICIPATION GUIDELINES

Hampton High School Extra Curricular Participation Policy

The extracurricular seasons are set out by the NBIAA calendar and are as follows:

Fall – Football, Cross Country, Soccer, Swimming

Winter – Basketball, Hockey, Curling

Spring – Volleyball, Badminton, Rugby, Track and Field

Students who participate in extra-curricular activities represent the school through their participation and are expected to maintain an acceptable level of behavior in class, attend all classes, go to class prepared, with homework completed and be passing.

Once the season begins, the following policies will apply:

Action	Consequence
Failing one subject	Academic review will be completed by the athletic director and/or faculty advisor and student will be informed of concerns
Failing two or more subjects at any time during the season	Suspension from play and practice until the student is passing at least four courses
Withdrawn from school	Suspension from participation in all extracurricular activities until successful completion of the next semester.
Absent for one or more periods in a day	He/she must present a valid excuse for their absence. Students must be present on day of activity and day after.
First suspension	Any student participating in extra-curricular activities who receives a suspension risks removal from extra-curricular activity, subject to review by Administration. At minimum, suspension from practice and play during the suspension and suspension from the next game/practice.
Suspension involving drugs or alcohol	Any student involved in the use of drugs and/or alcohol while at school or during a school event will be suspended for 5 days and become ineligible to participate in any extra-curricular activities for the remainder of the athletic season. In the case of other extra-curricular activities it will be removal from the activity until the end of the semester. If the incident occurs within two weeks of the end of any semester the suspension from any and all extra-curricular activities will carry over until the end of the subsequent semester.
Inappropriate use of technology (ex. use of social networking to criticize or threaten another school team, coach, player, or game official or the NBIAA)	Subject to review by Administration which could result in removal from extra-curricular activity.

EXTRA CURRICULAR ACTIVITIES

Hampton High School offers a wide variety of extracurricular activities and encourages all students to participate in at least one of these in order to expand and develop their interests. All athletic fees and participation fees are non-refundable. Included in our huge variety of activities are the following:

1. Sports
2. Intramural sports (at noon)
3. Student Leadership Team/SRC
4. Renaissance
5. Yearbook Committee
6. Drama
7. Tech Crew
8. Drama Crews (stage, hair & make up, construction, set painting, props, costume and house committee)
9. Band
10. Glee Club
11. Green Team/Climate Action Committee
12. Amnesty International
13. Girls Group
14. Gay/Straight Alliance
15. John Peters Humphrey Model U.N. Team
16. Hampton Ed Center –Strings Orchestra
17. Scarefest/ Trick or Eat
18. Coffee House Committee
19. Junior Achievement
20. Peer Helpers
21. Lunch n’ Learn

Students who choose to become involved in extra curricular activities may be required to pay a participation fee. This helps pay for costs associated with the activity/sport.

EXTRA-CURRICULAR RECOGNITION

An end of year extra-curricular awards banquet will be held to recognize the achievement, participation and success of students involved in all extracurricular activities. This includes activities related to the arts and athletics.