

WELCOME TO

WEST KINGS



DISTRICT HIGH SCHOOL

Home of the Wolverines

2019-2020 Student Handbook

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OUR MISSION STATEMENT

West Kings District High School is committed to providing a physical and emotional climate that will facilitate the growth of mutual respect and foster community involvement. We are dedicated to creating a learning environment that addresses individual needs and differences.

ACADEMICS

REGISTRATION POLICIES (COURSES)

Students are expected to carry a full timetable. In Grades 9, 10 and 11 requests to drop a course will not be entertained without extenuating circumstances that have been brought to the administration through the Student Services Department.

The following procedure shall be used when a student drops or changes courses during the school year:

- First semester courses that students drop on or before September 20 of 2019 shall not be included on their official transcript.
- Second semester courses that students drop on or before February 21 of 2020 shall not be included on their official transcript.
- Yearlong courses that students drop on or before October 4 of 2019 shall not be included on their official transcript.
- Students who drop a course after these deadlines shall receive a WD/failing grade on their official transcript

CREDITS REQUIRED FOR N.S. GRADUATION DIPLOMA

ENGLISH: 3 credits (1 at each grade level)

MATHEMATICS: 3 credits at 3 different grade levels (Anyone graduating after 2019)

SCIENCE: 2 credits: 1 from Chemistry 11/12, Biology 11/12, Physics 11/12, Science 10, plus one additional from the previous list OR Human Biology 11, Oceans 11, and Food Science 12

SOCIAL STUDIES: 2 credits: 1 from African Canadian Studies 11, Mi'kmag Studies 10, Canadian History 11, Histoire Canadienne 11, AND one from Global including Global History 12, Global Geography 12, Géographie Planétaire 12, OR Global Economics 12

FINE ARTS: 1 credit from either Music 10/11/12, Visual Arts 10/11 or Drama 10/11

PHYSICAL

EDUCATION : 1 Physical Education Credit (PAL 11, PE 10, PE12, Mode de Vie Actif
11 or Yoga 11)

TECHNOLOGY: 2 Additional credits taken from: Mathematics (beyond the above requirement), Science (beyond the above requirement), Computer Related Studies, and Industrial Arts Technology.

ELECTIVES: 5 includes any course not previously used to fulfill graduation requirements

Maximum: 7 Grade 10 Credits Minimum: 5 Grade 12

Credits. Total Required Credits: 18

PLEASE NOTE: Only one credit will be given for a) a course that is repeated to upgrade a mark; b) a course taken at the same grade and subject but at another level of difficulty, i.e. MATH 10 and MATH FOUNDATIONS 10, BIOLOGY 11 and HUMAN BIOLOGY 11. If you take Geographie Planétaire 12 you will not receive an additional credit if you take Global History 12, Global Geography 12, or Global Economics 12.

French Immersion Program Requirements: Requirements for the French Immersion Certificate offered by the Nova Scotia Department of Education include nine credits from an approved list of Immersion courses that must include Français Immersion 10, 11, and 12, and students must have completed the Immersion Program in grades 7 to 9. The following courses will be offered for the 2017-2018 academic year: Français Immersion 10/11/12, Art Dramatique 10, Histoire Ancienne et Médiévale 10, Histoire Canadienne 11, Mode de Vie Actif 11, Droit 12 and Geographie Planétaire 12.

PLEASE NOTE: These are the requirements for the Nova Scotia Graduation Diploma and do not guarantee entrance to post-secondary programs. Consult with the school counsellor to review entrance requirements for post-secondary programs.

STUDENT RESPONSIBILITY IN TRACKING COURSES

Students must assume responsibility for tracking their course selection to ensure they are taking the required courses for high school completion. Students eligible for graduation may register for less than a full course load if their course selections meet graduation requirements.

RESOURCE SERVICES/ACADEMIC SUPPORT

All students can learn and have the right to an environment that supports and encourages learning. The resource department provides support to students and teachers so that optimal learning can take place.

The resource department takes a team approach in the assessment, programming, and teaching of students. This team includes the student, the classroom teacher(s), parents, and

the resource department, and may also include school administration, guidance, outside agencies, community volunteers, and peer tutors.

EXAMS

All students are required to write examinations. Only medical excuses by a qualified medical practitioner will justify an alternative time to write the exam. A schedule of exams is published for each examination period in January and June.

- Students found cheating on an exam will have papers removed and receive zero.
- Students are not permitted to talk to other students during an exam. Failure to comply will result in the loss of the exam paper and a zero.
- No food or electronics are allowed in the exam room; bottled water is permitted.
- In the event of a school cancellation, exams will be moved ahead. For example, if an exam is scheduled for Monday and Monday is a storm day the exam would be written Tuesday.

HONOURS STANDING/ STUDENT RANKING

The honours standing is based on an average of the final, or term marks of any six courses in Grades 9, 10 and 11, or any five courses in Grade 12, taken during the current school year or term (including courses completed by correspondence, independent study, and/or challenge for credit). Any marks for correspondence courses 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 courses 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 the year.

The ranking of students by academic achievement is only appropriate for the purpose of satisfying criteria for academic awards and scholarships. For the purpose of calculating grade 12 rankings the following process shall be used:

Student rankings shall be calculated using the average of eight (8) full courses as follows:

- The top three (3) grade 12 level courses shall be used, each full credit given equal weight.
- The next best five (5) grade 11 or 12 level courses shall be used, each full credit given equal weight. In exceptional cases, where a ranking is required but a student has not yet completed courses as outlined above, schools may implement a fair adjustment to the above guidelines so as not to disadvantage the student. Only academic or advanced courses approved by the Department of Education will be considered.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in student life at West Kings by becoming involved in the numerous school-sponsored activities. These events are extensions of the school day and school rules apply on all trips, athletic events, on buses and at all school functions. Coaches and athletes are required to consult the West Kings Athletic Policy available on the website.

Fees

Students participating in extracurricular at West Kings are required to pay any fees associated with their activity as well as the Students' Council fee of \$30.00. No student will be denied participation in sports due to financial reasons.

Eligibility (applies to all extracurricular activities)

Students are required to have academics as a priority. Good attendance and behavior are an expectation for all students. Students may not be allowed to participate if their grades fall below 50%. Students will be required to sign a probationary agreement, which will set a criteria for them to meet, if they wish to continue to play, and contact and will be made with home.

ATTENDANCE POLICY

At West Kings District High School we believe, as does the province, that regular attendance at school supports greater student success and achievement. Attendance supports student learning and promotes a sense of responsibility that students will need as they transition from the school system to post-secondary studies and/or the workforce. The school will do the following if your students' absenteeism is over 5%:

5 % - Contact home: A phone call, text or email home will happen when a student reaches 5% absenteeism for a class.

10% - Phone call and letter: A phone call and letter home will happen when a student reaches 10 % absenteeism for a class. A meeting with the administration will occur at this time and supports will be offered to the student.

15 % - Phone call, letter and meeting: A phone call, letter and a meeting will happen (the parents will be invited). During the meeting, supports will be put into place to help the students improve their attendance. At this time, a contract will be signed by both the parent and student highlighting the supports put in place.

20% - Meeting and potential removal from courses: A meeting will take place with guidance and administration. After a decision has been reached, both the student and parents will be contacted. A letter will also be sent home.

Important: Under the new policy, an absence is an absence. Excused absences no longer exist. That being said, it is very important that you phone in and notify the office of your students' absence and the reason for it. An absence notification will be entered by the school and the reasons for the absences will be taken into account should your student reach 20% absenteeism.

For further information, please check out the provincial document at:
https://www.ednet.ns.ca/sites/default/files/docs/provincial_student_attendance_and_engagement_policy.pdf

BUSES

Students must remain seated while on school buses. They must not make excessive noise and they must not indulge in behaviour potentially harmful to the safety of fellow students. If students misbehave on buses, the driver submits a written report concerning the incident(s) after which student(s) and parents are notified. Any problems related to school bus scheduling should be referred to the Transportation Supervisors at 538-4642. Each student must know the number of his/her bus and the name of the driver.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

Any student using a network capable device (computer, chromebook, Ipad, Cell phone, etc..) at West Kings is expected to comply with the acceptable use policy. Any violation of this code of ethics will result in loss of computer privileges at the school.

DAILY TIMETABLE

7:55 – 8:05 am.....	Homeroom (September only)
8:05 – 9:20 am.....	Period 1 (Oct – classes begin 7:55 am)
9:20 – 10:35 am.....	Period 2
10:35 – 10:50 am.....	Recess
10:50 – 12:05 pm.....	Period 3
12:05 – 12:45 pm.....	Lunch
12:45 – 2:00 pm.....	Period 4

DANCES

West Kings dances are generally open only to West Kings students. Students are expected to attend school the day of the dance. Invitational dances may be granted based on the success of prior school

dances. Guests will be permitted to attend with approval of an administrator. West Kings students are responsible for completing and submitting a request for a guest to attend the dance. Student fees must be paid in order to attend dances.

Dances are 7:00 – 10:00 pm. Students are to be picked up promptly at 10:00.

Students and guests shall:

- Show student ID at the door
- Remain in the area designated for the dance
- Place garbage/recyclables in the containers provided
- Be respectful and courteous
- Refrain from overly affectionate displays

When on school property students and guests shall not:

- Smoke or use vaporizer
- Loiter before or after dances
- Run or push others
- Fight, bully others, swear or use foul language of any kind
- Damage any school property or the belongings of others
- Possess, use, or be under the influence of alcohol or illegal drugs

Any person believed to be in serious breach of dance regulations will result in a call by administration to parents or guardians, and will be advised that their student is to be removed from school property. If the parents or guardians do not pick up the offender, the RCMP will do so. Violation of any dance rules by a guest will result in both guest and host being banned from all West Kings' dances for twelve months.

Violation of rules concerning alcohol or illegal drugs on school property will result in suspension from school and other disciplinary actions according to AVRSB and West Kings policy. Violations of Alcohol/Drug laws may also result in prosecution under the Criminal Code, Narcotics Control Act, Liquor Control Act, or other laws.

DRESS CODE (AVRCE)

Students are expected at all times to dress in a manner that is appropriate, clean, and tidy. A student's dress and appearance shall be safe, and appropriate for the time, place, and occasion, and should not, in the opinion of the school's staff, disrupt or interfere with the educational environment. This includes school events such as dances, sporting events, or any events where the student is representing the school.

We acknowledge that there may be certain types of attire that are regarded as acceptable in situations outside of school but which are not suitable in a school setting in which students are attempting to concentrate on their school work, learning, and achievement.

Inappropriate attire is judged to be any attire which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, promotes or incites discrimination, or which, because of the setting (for example, in certain laboratory situations) endangers the health and safety of oneself or others.

Examples of dress, appearance, or adornment that schools must prohibit include, but are not limited to:

- clothes with holes in inappropriate place
- exposed undergarments
- excessively tight or short garments shirts that expose the midriff
- strapless shirts or tops that expose much of the upper chest or back
- —see-through clothing
- any attire with messages or illustrations that are lewd, profane, vulgar or offensive

- any adornment or clothing (such as chains or spikes) that could reasonably be perceived as, or used as, a weapon
- any attire containing symbols, styles or messages, which promote or may incite hatred, intolerance, discrimination, violence, or intimidation
- Any clothes that promote drugs or alcohol.

EMERGENCY DISMISSAL / SCHOOL CANCELLATION PROCEDURES

The AVRSB decision to cancel or change bus transportation and/or school schedules is taken very seriously, and we appreciate that changes like these have an impact on your family. We rely on up-to-date weather forecasts, road condition reports and real-time staff observations to make decisions like these. Safety is always our first priority.

Any cancellations or changes due to road or weather conditions are announced in several ways:

- By email or text message. Sign up to receive important announcements at www.avrce.ca/content/notify-me.
- Radio (AVR network, Magic 94.9 FM, K-Rock 89.3 FM and CBC Radio 1 in Halifax)
- Television (ATV News/Breakfast Television)
- Websites (www.avrsb.ca and radio station websites-- <http://avrnetwork.com>, www.magic949.ca, www.cbc.ca/stormcentre/)

Cancellations or changes to bus transportation and/or school schedules before the start of the school day are announced shortly after 6:00 a.m.

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

GUIDANCE / STUDENT SERVICES

The Guidance Department assists each student in developing awareness and understanding of themselves and their relationship with others and in clarifying their educational and career options. The Guidance program is a composite of the school's instructional, counselling, consultation, co-ordination, and liaison activities that are planned and implemented to assist student orientation, program selection and preparation for the next level of study and workforce entry.

Counselling techniques are based on belief in the worth of the individual and his/her problem-solving ability. The ultimate aim of counselling is to assist each student in assessing strengths and weaknesses, dealing wisely and independently with special situations, and making informed choices.

The Guidance Department can:

- assist students to make realistic career choices
- provide information on courses and programs in the school and beyond to community colleges, universities, technical schools and other post-secondary

institutions

- provide referral services
- coordinate testing programs and administers and interprets results to students, parents, and teachers
- provide personal counselling
- introduce new students to programs and facilities
- assist transferring students

HALL PASSES

- Hall passes are required for students who are leaving class, except in an emergency situation. Students without a hall pass will be issued a warning for a first offence, a detention for a second offence.
- Hallways must be kept clear to meet fire safety regulations. Any coats, backpacks are asked to be left in the lockers. Students are not permitted to sit on the floor.

LATES

Students are expected to be on time for school. Interruption to classes can be very disruptive. Students arriving late regularly will have to meet with the appropriate administrator and will face the following consequences:

3 lates – detention

6 lates – 2 detentions

9 lates – internal suspension or 3 detentions

LEAVING SCHOOL PROPERTY POLICY

It is a clear expectation that students are not to be off school property during class time unless they have been signed out by a parent or guardian.

During Lunch (12:05 – 12:45 pm) students in grade 10 or above may leave school property. If a student leaves school property, then they are expected to adhere to the following conditions:

1. They may only leave school property during lunch period.
2. They must stay off private property and adhere to all pedestrian rules of the road (Walk on the shoulder; walk on the left side facing traffic; do not litter; do nothing that can interfere with traffic).

This privilege will be removed if the above are not adhered to.

Grade 12 students may leave the property during class time if they have a spare. Students with vehicles DO NOT have the school's permission to drive other students. Grade 12 students must sign out with the student supervisor/office if leaving during a spare. No students are to leave the school property along the wooded East, North or West boundaries. These areas are private property and trespassing on these properties will result in disciplinary action.

LIBRARY SERVICES

West Kings has a modern school library for the use of all students, and a half-time library technician. The library provides lifelong information management skills and an appreciation of literature by:

- helping students become familiar with basic organization of library materials
- assisting students in applying research skills learned in class
- assisting students with audio-visual equipment and the Internet
- encouraging reading
- helping students become aware of community resources

LOCKERS

Homeroom teachers issue lockers, locks, and combinations and keep a record of locker numbers issued to students. Students are responsible for the good condition and security of their lockers. One combination lock is issued per locker. If this is lost, the student must replace it, at a cost of \$10.00. The lockers belong to the school and may be inspected periodically and without notice. Each student must have their own locker and only school locks may be used.

Students are only to use their lockers prior to homeroom period, during recess, at lunch hour and after school and must therefore make certain they have the required texts and materials for specific periods at the above-mentioned times. Backpacks, kit and equipment bags are to be left in lockers.

Students should restrict the amount of non-essential property brought to school and take reasonable precautions to ensure the security of their belongings. Lockers are to be secured by students at all times.

MUSIC DEPARTMENT

FEES — a yearly user fee is applied towards the costs of maintenance and replacement, purchase of instruments, and the purchase of music and materials.

Fees are due in early September.

- Student using school band instrument - \$150
- Additional family members -\$100 each
- Student with own band instrument - \$100

•Drum Line Student (if not already in band) - \$150

There is no requirement for parents to fundraise throughout the year, however there could be opportunities for students who wish to raise money toward their music trips.

No refunds of fees will be issued after mid-October and no student will be refused entry to the music program due to financial circumstances and a confidential conference with the Music Director can be arranged to discuss these matters.

LOST OR DAMAGED INSTRUMENTS — the student renting the instrument is responsible for loss or damages up to the replacement cost of that instrument. The music department will not repair students' instruments.

ATTENDANCE — Student commitment to a band program is essential for the success of the group. Each band ensemble has one afternoon rehearsal per week. Students are to inform the band teacher AHEAD of time of an absence. Unexcused absences will not be tolerated. After four (4) unexcused absences from band rehearsal, the student will be asked to leave the band program and his/her band fee will not be reimbursed. To keep parents informed, the band teacher will do her best to make contact as soon as possible, preferably by email.

UNIFORM — Girls require black dress pants, black shoes, and white blouse.

Boys require black dress pants, black socks, black dress shoes, white dress shirt with collar and black necktie.

PARKING PERMITS

Any student parking at school is required to apply for a parking permit and agree to the regulations listed below. While on school property the parking permit must be displayed in the front window of the vehicle. Parking permits will not be issued if Students' Council fees are not paid. When obtaining a permit a student agrees to the following:

- To adhere to the 15km/hr speed limit on school property
- To appropriately park in a single space
- To NOT display any racial or culturally inappropriate messages (Swastikas, Confederate Flags etc.) on or in the vehicle while on school property.

Parking passes are required for a cost of \$5.00 per year (nonrefundable). Parking permit holders must be a current driver and have a vehicle available. Students must provide proof of license, registration and insurance. The parking pass is expected to be returned at the end of the year.

Failure to comply with these regulations will result in the removal of parking permit, and may result in disciplinary action (up to and including suspension). In addition, at the principal's (or designates) discretion, vehicles may be towed at the owner's expense.

STUDENT CELL PHONES and HANDHELD DEVICES

There are major changes to the West Kings cell phone policy for the 2019-20 school year. Cell phones may not be used or seen in an instructional setting unless the teacher deems it is part of the lesson. Students are permitted to use cell phones during non-instructional time (recess, lunch).

Starting in Sept, 2019, all classrooms will be equipped with storage for cell phones.

If it is used in classes, then it will be taken from the student and placed in the office.

Repeated use of cell phones in the classroom setting will result in parental involvement.

If a cell phone is used during instructional time, the following will occur:

1st incident – student will be directed to the office and an administrator will be given the phone for safekeeping until the end of the day.

2nd incident – student will be referred to the office and will lose the privilege of having their phone in school for two days and a parent/guardian will be asked to pick up the phone.

3rd incident – student will be referred to the office and will lose the privilege of having their phone in school for five days and a parent/guardian will be asked to pick up the phone.

4th incident – student will be referred to the office and will lose the privilege of having their phone in the school for the remainder of the semester/year.

* Loss of student Wi-Fi privilege is a possibility.

PLAGIARISM/ CHEATING

Plagiarism is a serious offence. Students found copying published material and passing it in as their own will face disciplinary action and lose the value of the assignment. Cheating on tests, homework, assignments or exams 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.

POWER FAILURE

Should there be a power failure during class time, students and teachers are to remain in the classroom until power is restored or they are otherwise notified. Should a power failure occur during recess or noon hour, students should assemble in the lobbies or classrooms and not in the corridors. *MATCHES AND LIGHTERS ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES.*

POSTERS

Any material to be posted in the building or circulated to students must first be approved by the administration and cannot be posted on glass or in stairwells. Posters may only be placed on bulletin boards located around the school.

PROVINCIAL SCHOOL CODE OF CONDUCT

The complete Code of Conduct can be found on the following website:

<https://www.ednet.ns.ca/docs/provincialschoolcodeofconduct.pdf>

A hardcopy can be provided by the school upon request.

SCENT SENSITIVE/ NUT SENSITIVE SCHOOL

Some students and staff are scent sensitive and others have nut allergies. Scent free and hypoallergenic products are expected since we are a scent-sensitive school. No nut products are to be brought to the school. Failure to respect this policy would result in referral to the school administration.

SMOKING/VAPING POLICY

The use of tobacco products or vaporizers is not permitted on school property (including buses). There is an automatic 5-day external suspension for violation of this policy. At no point are vaporizers allowed to be visible in school. The only spot a student should have a vaporizer visible is in the designated smoking area (with parental permission) or off school property.

STUDENT ART GALLERY – The Louise Simons ST'ART Gallery

West Kings is very proud of its Student Art Gallery – ST'ART Gallery. Louise Simons established this gallery to give recognition to emerging student artists. The original intent was to purchase one piece of art from a graduating student each year, giving a —startll to young artists. Over time the gallery has grown to also include a number of pieces donated by West Kings alumni.

STUDENTS' COUNCIL

Council consists of a selected executive that represent grades 9-12. Students may attend council meetings to bring concerns to council provided the item is placed on the agenda in advance. The objectives of Students' Council are to provide organization, financing, and encouragement of extra- curricular activities. Widespread involvement is required of the student body to enable us to fulfill our budget commitments to athletics, music, art, etc.

Campus Store

The Campus Store (found upstairs in C Block) is owned and operated by the Students' Council. School Spirit items can be found for purchased at a reasonable price. The Campus Store is open Monday and Wednesday during lunch time.

STUDENT FEE

To help finance activities sponsored by Students' Council, students are asked to pay a fee of \$30 per year. This fee covers the cost of the ID card, Westley's welcome, Kings' Fling, dances, motivational speakers and numerous events throughout the year. The I.D. card is required to attend dances and to obtain a parking pass. Failure to pay the student fee limits participation in extracurricular activities, including athletics. Students will not be denied participation due to financial reasons. Any concerns regarding finances should be taken to the Student Council advisor.

VISITORS

Students are not permitted to have guests during the school day. Visitors are to check in at the main office.

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.