

# *Appalachia High School* Student Handbook



Home of the *Avalanche*  
Believe – Achieve – Succeed

Our objective as a school is to aid in the intellectual, social, emotional, and moral development of each and every student. The staff at Appalachia High School is here to support the students in their academic success, as well as co-curricular and extra-curricular activities. There are many opportunities available for our students and we all strive to assist them in developing their particular talents and skills. Students and staff are working together to create a positive learning environment whereby students see the value of lifelong learning.

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<http://ahs.westernlite.ca>

## GRADUATION REQUIREMENTS

Course	Required # of Credits
English Language Arts	6
Optional Language Arts	2
Mathematics	4
Science	4
World Studies	2
Canada Studies	2
Career Education*	2
Fine Arts	2
Physical Education	2
Any Subject Area	6
Other Required Credits** (Enterprise Ed., French, Religious Ed., Technology, Family Studies)	4

\* This requirement includes a community contribution component of 30 volunteer hours.

\*\* Students must complete courses from any **two** of these categories. However, students may use 4 French credits to fulfill this requirement.

Notes:

1. At least 20 of the total credits must be from Level 2 & 3 courses
2. At least 10 of the total credits must be from Level 3 courses (9 credits for those in the basic program).
3. A student cannot use more than 4 local course credits (including alternate courses) to contribute to the 36 credits to graduate.

## GRADUATION CATEGORIES

**Honours:** A student is awarded HONOURS high school graduation status if s/he attains an overall average of not less than 80% in five Level 3 courses. At least one course must be selected from each of: English 3201, Mathematics 3204/05, Science, and Social Studies or French plus any other 2 credits at Level 3.

**Academic:** A student is awarded ACADEMIC high school graduation status if s/he meets the minimum graduation requirements with an overall average of not less than 50% in five Level 3 courses: English 3201, Mathematics 3204, Science, and Social Studies or French, plus any other 2 credits at Level 3 with an overall average of not less than 50%.

**General:** A student is awarded GENERAL high school graduation status if s/he meets the minimum graduation requirements but does not meet the additional requirements for Academic or Honours graduation.

These above regulations govern the awarding of a Provincial High School Graduation Diploma. They are not intended necessarily to satisfy entrance requirements to Post-Secondary institutions.

Students planning to attend Post-Secondary institutions should consult the entrance requirements to that particular institution and select appropriate courses accordingly.

**All potential graduating students MUST have a minimum of 23 credits by their graduating year to attend Prom Ceremonies.**

### **COURSE LOAD**

The normal course load for high school students is 14 credits each year. The school reserves the right to prescribe minimum or maximum course loads. Under no circumstances may a student challenge a course for credit by simply doing a final exam. All students are expected to have a full schedule. However, if a student has a free period assigned by the office, the student will either leave the building at that time (with parental permission) or will be assigned to a classroom for supervision. Students with free periods are not permitted to be in the cafeteria without the permission of the Administration.

The final deadline for application to add / drop courses is one 14 day cycle. An application to drop / add a course does not necessarily mean that it will be granted. Course changes after this time will be at the discretion of the administration in consultation with parents. Program changes will result from a recommendation of the school's Student Delivery Team.

### **EVALUATION OF STUDENT ACHIEVEMENT**

Examinations are formally scheduled twice during the school year: Mid-Term Exams (January) and Year-End Exams (June). Grade 9 mid-term assessments will begin the week prior to the senior high exams. Grade 9 mid-term assessments occur during regularly scheduled classes and those students are not permitted to leave after the assessment is completed. Only senior high students have block AM and PM mid-term exams. During mid-term and final exams, the student area will be closed and all students will stay in the cafeteria or leave the building during their free time.

Student evaluation and academic progress take place over the entire year, and final marks are based upon tests, examination results, assignments and projects, class participation, quizzes, etc. *No assessments are to be given one week prior to Mid-Term or Final Exams.* The specific course evaluation format is provided to students early in the school year. It is required that students complete all evaluation criteria for each course according to a schedule stipulated by the teacher.

Student absenteeism will not exempt students from assessment. Upon return to school, arrangements will be made for students to complete missed assessments or an alternate form of the original assessment without academic penalty. In extreme circumstances, exemptions may be granted in consultation with parents/guardians, teachers and administration. *Requests for rescheduled mid-term or final exams will be at the discretion of the school's administration.*

### **PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES**

Students receive a grade report of their academic progress and achievement four times during the school year: Progress Reports are distributed in November, February and April. A Final Report is

issued in June. Formal parent-teacher conferences are scheduled in November and February however teachers are available to confer with parents and students by appointment throughout the year. Progress updates may be obtained, upon parental request, at any time during the school year.

### **THE NON-SUBMISSION OF WORK IS NOT ACCEPTABLE**

Work completed at home is a natural extension of the school day and an important part of a student's educational experience. It encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning.

#### **Teacher Responsibilities**

- ✓ To assign work which has evolved from class work.
- ✓ To explain all assignments clearly and thoroughly and inform students by writing on the board and / or posting the work on the teacher's webpage.
- ✓ To check, review and evaluate assignments. Feedback on student work is a required component to assist in student learning.

#### **Student Responsibilities**

- ✓ To record and organize assignments.
- ✓ To complete assignments as assigned in an accurate and timely fashion.
- ✓ To complete class work and/or assignments set during classes from which they were absent.
- ✓ To submit assignments on or before scheduled deadline.
- ✓ To get missed notes and assignments from other students as required.

#### **Course of Action for Incomplete Assignments**

- ✓ Late assignments must be passed in immediately
- ✓ If not completed, teacher will contact parents/guardian
- ✓ If still not completed, teacher will inform administration who will arrange a meeting with parents/guardians.
- ✓ Failure to submit work may result in the student not receiving credit for the course.

### **PLAGIARISM/CHEATING**

Plagiarism, the passing in of work that is not your own, is unacceptable. Plagiarism will result in disciplinary action as deemed necessary and appropriate.

Cheating on a test, assignment, etc. is unacceptable. Cheating will result in disciplinary action as deemed necessary and appropriate.

### **STUDENT RECOGNITION AND AWARDS**

Our system provides for recognition of students in academics and extra-curricular activities through certificates, plaques and medals. We have two awards ceremonies:

June - recognition of students' success in all areas with the exception of awards involving public exam marks.

December - the Cap & Gown ceremony is the official graduation ceremony. It recognizes the students who graduate from this school and any awards they would have received.

### **Scholarships and Awards**

Students are encouraged to familiarize themselves with the information on the variety of scholarships and awards available and make applications accordingly. This is especially important for those students applying for post-secondary institutions. Students seeking further information or advice should schedule an appointment with the school's Guidance Counselor.

### **APPEARANCE AND CARE OF SCHOOL PROPERTY**

The appearance of our school and the way it is kept have a great deal to do with its reputation. It is the responsibility of each of us to keep the school building and grounds as clean as possible. Refuse should be placed in the garbage containers provided. Students are expected to keep their classrooms, desks and lockers clean. Students are expected to place all garbage / recycling in the appropriate containers. Garbage / recycling is not to be left in the hallways.

Students are not to mark, carve, or in any way deface walls, desks, and other furnishings in the school. *Students and their parents or guardians will be held financially responsible for any willful damage.*

### **ELECTRONICS POLICY**

Electronic devices (cell phones, I-pods, mp3 players, cameras, etc) are not permitted to be used in the classroom during instructional time unless they are part of an instructional activity. If a student refuses to follow the electronics policy, the following consequences will occur:

First offence – the item is confiscated and the student may retrieve the item from the office at the end of the day.

Second offence – the item is confiscated and the student's parent / guardian is contacted. The parent / guardian must come to the school to retrieve the item.

Third offence – the item is confiscated and the student's parent / guardian is contacted. The parent / guardian must come to the school to retrieve the item. The student is also suspended for one day.

### **BULLETIN BOARDS**

All notices and signs to be posted must be approved by the Administration and removed by those responsible for them within a reasonable time after the event.

## **CAFETERIA**

The school cafeteria is intended to provide clean and comfortable lunch facilities for students. Sitting on the cafeteria tables and throwing items around are forbidden. Students are expected to clean up after themselves in the cafeteria.

## **LOCKERS**

Individual students are assigned a locker for storage of personal belongings and school materials. Students in grade 9, Level 1 and Level 2 may have to share lockers. If space permits, each Level 3 student will be assigned their own locker. Only combination locks issued by the school may be used unless permitted otherwise by the administration. Students are encouraged to lock their belongings in their lockers and keep their combinations a secret. The school is not responsible for theft from lockers. Money or other valuables should not be left in lockers. Students who lose their locks may be required to pay a replacement fee. Students are responsible for the proper care and cleanliness of their lockers. The display of inappropriate materials in or on lockers is strictly forbidden. *The School Administration reserves the right to inspect and search individual lockers at any time.*

In the interest of punctuality, students are required to get their necessary classroom materials at the following times:

- (a) AM homeroom (materials required for classes in periods 1 and 2)
- (b) During recess (materials required for class Period 3)
- (c) PM homeroom (materials required for classes in Periods 4 and 5)

## **LOST AND FOUND**

Students are responsible for the care of their own clothing and school materials. Money and other valuables should never be left unattended in change rooms or classrooms. Students who find lost articles are asked to take them to the General Office.

## **MEDICAL**

It is most important that the School Office be notified of any student's health problem. The school nurse visits the school regularly. Any student wishing to meet with the nurse should make an appointment through the Office. Students who become ill during the school day (necessitating their absence from class) must always report to the Office. If a student has to leave the school for any reason, s/he is expected to come to the Office and sign out. If a parent has not previously called or no note is provided, the student must contact home and allow the secretary/teacher to speak to their parent. Those students who leave without permission will be solely responsible for their actions.

## **TEXTBOOKS AND SCHOOL SUPPLIES**

Textbooks will be available to students during the first two weeks of school in September provided they have no outstanding fees for lost books. Since textbooks are provided, students are responsible for the care of these books. Students will be responsible for the replacement cost of any defaced or damaged or lost books. Students are responsible for their own consumable materials including writing materials, notebooks, and mathematical instruments, etc.

## **VISITORS**

All visitors **MUST** report to the General Office upon arrival at the school.

## **ATTENDANCE**

School attendance in Newfoundland and Labrador is compulsory up to the age of 16. Regardless of age, however, students are required to attend all classes regularly and on time unless prevented from doing so by illness or other legitimate reason.

The school's attendance policy is as follows:

- Regular attendance in all classes is essential for satisfactory progress. Students who are absent are responsible for making up all work missed and to ascertain what has been assigned by way of projects, tests, etc.
- When a student is unable to attend school, the parent or guardian is required to contact the school by telephoning 647-3381. A written explanation from a parent or guardian can also be provided to the office or to the homeroom teacher.
- **SynreVoice**, an automated telephone system, will call home daily for Unexcused Absences. *Excessive unexcused absences will be dealt with by the administration.* Skipping classes will result in consequences deemed appropriate by the Administration.
- Students who are required to leave school during the instructional day for any legitimate reason are to **Sign Out** at the General Office and have their name recorded. A note of explanation from the parent or guardian is required. The Administration will determine the appropriate consequences for any student who leaves without prior approval.
- Lateness before and between classes will be dealt with initially by the course teacher and later by the Administration in cooperation with the teacher if such a problem persists.
  - Homeroom late is defined as arriving after the 2nd morning bell.
  - Classroom late is defined as arriving after the first 3 minutes of a class.
- Extended leaves for vacations or other non-school events are discouraged since they often impact upon a student's learning. If a student is to be absent for several days, parents are to inform the school as soon as possible. It is the student's responsibility to get missed notes and homework assignments.
- To be excused over a long period a student must submit a medical certificate from their physician. Physical Education students who are unable to participate due to a medical condition must provide a doctor's note stating how long s/he is to refrain from participating. Students may be required to complete a written assignment in lieu of participation.

## **CODE OF STUDENT CONDUCT**

***Respect is essential to our school – respect for property, classmates, staff & community. This is expected of all students.***

1. During recess, lunch and at the end of the day, students may use any exit to leave the building. However, the only entrance permitted is the main entrance by the office.

2. During non-class/homeroom time, students may leave the building. If students remain in the building, the grade 9s must be in the cafeteria. Senior high students must be in the cafeteria or in the student area overlooking the gym. Loitering in the hallway by the office or in the porch is not permitted.
3. No food or drink is permitted in the classroom with the exception of bottled water.
4. If a student has to go to the senior high section of the building during recess or lunch, permission must be given by the teacher on duty in the student area.
5. No student is permitted to go to the adjoining Elementary School without the permission of the office.
6. Students are expected to be prepared for class at all times. If a student is continuously unprepared, the teacher will contact the parent. If the issue does not improve, the matter will be referred to the office.
7. Students are not permitted to use the lab computers unless accompanied by a teacher.
8. Inappropriate use of the computers during class time is not acceptable (inappropriate websites; use of technology to intentionally abuse or bully another person and / or interfere with the positive climate of the school). Teachers will contact the parent and, if necessary, refer the issue to the office.
9. Use of technology to intentionally abuses or bullies another person or interferes with the positive climate of the school is prohibited.
10. Students are not permitted to use the gym or fitness room unless accompanied by a staff member.
11. If a student is sent out of class, the teacher will contact the office and the student must come to the office immediately.
12. As per Dept. of Education regulations, smoking is not permitted on school property. Students who fail to comply with this rule will be served a one-day suspension.
13. As per Dept. of Education regulations, the consumption or use of illegal substances is not permitted. The school will follow the NLESD regulations for students suspected of being involved in illegal behavior (parental meetings, re-entry meetings, suspension, mandatory addictions counseling, etc.)
14. Persistent disruptions, poor attendance and lack of satisfactory effort will result in parent conferences and interventions to try and resolve the issue. Suspension and expulsion may also result if there is no change in the student's behaviour.
15. Respect and common courtesy is expected of students at all assemblies.
16. Students and teachers are not to be threatened, intimidated or bullied in any way. Any action detrimental to the health, safety and welfare of the school community will not be tolerated. All members of the school community are expected to respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability.
17. Students are expected to be courteous and follow the instructions and requests of their teachers. Students who feel they are being treated unfairly are to take their concern(s) to the Administration and not engage in an argument or debate with the teacher.

18. Students are required to use proper language and orderly conduct. Foul and offensive language, disorderly conduct, obscene gestures, and physical displays of affection are inappropriate to the school setting. Making derogatory or hateful comments towards an individual, group of people, idea, opinion or belief, such as racial, homophobic or transphobic comments will not be tolerated.
19. Tampering with fire extinguishers or other life saving equipment is prohibited by Law and will be reported to the proper authorities.
20. Washroom use during the first half of periods 1, 3 & 4 should be limited.
21. Students are expected to follow school rules for midterm/final exams and study hall.

## **DRESS CODE**

Students are expected to be clean and neatly groomed. Inappropriate attire or revealing clothing is not acceptable. In this respect, the following guidelines should be followed:

- All clothing must be in good taste. (Obscene T-shirts, beach wear, halter tops, gym shorts, ripped pants and similar clothing are examples of inappropriate classroom attire. All outer clothing must cover under clothing.)
- Students are not permitted to wear any clothing that promotes violence, drugs, alcohol, racism, discrimination, foul language or makes explicit references to sex.
- Heavy winter jackets are not to be worn in class.
- Caps, hats, and bandannas are not to be worn in class.
- Hoods are to be kept down during class time.
- Appropriate clothing **MUST** be worn for every Physical Education class. Physical Education is a diverse program with a variety of indoor and outdoor activities. Clothing must fit the activity and the weather condition. It is the student's responsibility to know which activity is being taught and to wear clothing appropriate to that activity. Failure to continuously have appropriate clothing will result in parent and administration notification. Continuous refusal to wear appropriate clothing will be dealt with by the administration.

## **SAFETY**

Safety of students and staff in our school is critical, particularly in the gymnasium, skilled trades shop and the science laboratory where materials and equipment tend to be. The activities conducted there present the greatest potential for accidents and personal injury in the school. For these reasons, special rules have been formulated for their use. Failure to follow those rules will result in immediate removal of the student from the class. We ask students to exercise care and caution in all that they do inside the school or on school grounds.

Every incident involving personal injury that is in any way associated with the school or school activities must be reported to the person in charge immediately, with follow-up to the Administration. In the case of a serious accident, every effort will be made to contact parents or guardians.

**Bus Conduct** (The school bus system is an extension of the school)

- Students are subject to all school regulations while travelling on school buses.
- Students are to obey the bus driver at all times.

- Students are to refrain from any activity that might cause vandalism to the bus and/or endanger another person or distract the bus driver's attention from his duty. Parents may be held responsible for any damages caused by vandalism.

*Failure to comply with the above may result in a suspension of school bus privileges and students will have to find their own way to and from school.*

### **School Evacuation.**

Emergency evacuation drills are required by law. It is essential that when the alarm is sounded, everyone obeys promptly and clears the building quickly and orderly by the prescribed route as posted in each room. Once outside, students must move away from the building and roadway in order to permit the entrance of emergency vehicles and move to the area specified by their teacher with their class. Students must remain orderly and quiet in order that the roll call may be taken. Students remain with their classroom teacher and on school grounds. Students are not permitted to enter their vehicles.

### **Lockdown**

The school will practice correct lockdown procedures yearly. All teachers are expected to be familiar with lockdown protocols. A safe area is required in each classroom and office space. Students must be made aware of safe areas and lockdown protocols during instructional and non-instructional time.

### **TUTORING**

Peer tutoring is available at the school through a government sponsored program. Tutors are fellow students. The program begins each year after the Tutor training program has been completed. CDLI also offers free online tutoring ([www.cdli.ca](http://www.cdli.ca)).

### **GUIDANCE SERVICES**

Students are encouraged to avail of the Guidance Services provided by the school. The Guidance program addresses the development needs of students in the educational/personal/social and career development areas. These services may be provided on an individual or small group basis in an effort to address the needs of the student population in a timely manner.

### **SCHOOL CO-CURRICULAR ACTIVITIES**

Co-curricular activities are designed to make available as many different types of clubs, activities, recreation and sports as possible to meet the interests of the students. The success of each activity depends on the loyalty and work of the members, and the capabilities of the leaders. Help make school worthwhile by getting involved and actively participating. The benefits and enjoyment to be derived from co-curricular activities are many and varied. Students must realize that such involvement carries with it responsibilities and obligations to team members, coaches and sponsors, as well as to their school in general. With this in mind, students' cooperation in the following is essential:

- All academic work must always take priority over co-curricular activities. Time and effort should be balanced towards this end. Students not working to potential may be asked to withdraw from the co-curricular program.

- Good sportsmanship must always prevail. Coaches', sponsors' and officials' decisions are final. Participants who feel unjustly treated have the right to appeal through the School Administration.
- When participating in any aspect of the activity (i.e., fundraising, travel, practice, events) students are to be guided by the daily regulations and expectations of the school.
- Participants owe it to other team/organization members, coaches and sponsors to attend and be on time for all practices, meetings, and formal events.

### **STUDENT COUNCIL**

The Student Council is the primary organization governing student affairs. The Council provides opportunities for students to participate in the life of the school and it promotes high standards of individual responsibility, initiative, cooperation and maturity. The student council shares in the development, promotion, coordination and management of school activities.

### **SCHOOL COUNCIL**

School council is made up of community, parent, teacher and student volunteers. Together, they build on the collective knowledge, skills, abilities, interests and resources to enhance the education and development of students. School council efforts are intended to have a positive influence on the schools teaching and learning environment.

### **DAILY SCHEDULE**

Students are expected to be punctual in following the daily schedule. Getting to class on time and beginning work immediately is an essential component of student learning.

The daily schedule for start times, recess, lunch and dismissal are as follows:

8:45 am Warning Bell	12:05 pm Lunch
8:50 am Homeroom	12:50 pm Warning Bell
8:55 am Period 1	12:55 pm Homeroom
9:50 am Period 2	1:00 pm Period 4
10:45 am Recess	2:00 pm Period 5
11:03 am Warning Bell	3:00 pm Dismissal Bell
11:05 am Period 3	

### **WEBPAGE**

The school maintains a current webpage to keep parents and students informed. Each teacher maintains a webpage where basic information about their courses is available (course outline, test dates, assignments, etc.). The webpage is located at <http://ahs.westernlite.ca> and it is an excellent tool to keep up to date on school events, news and student work.