

Pugwash District High School

Dr. Joseph Rotblat Hall

Jean Wallace Art Gallery

MISSION STATEMENT

**To educate all students in a safe, encouraging
learning environment in preparation for success
in the global community**

Student Handbook 2023-2024

- 1. Attend regularly and be punctual.**
- 2. Demonstrate responsible work habits.**
- 3. Show respect for yourself and for others.**
- 4. Show respect for persons in authority.**
- 5. Treat all school property and the property of others with care.**



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ADMINISTRATION

Principal:	<i>Mr. Shawn Brunt – M.Ed., (Psych.) Dipls. (Counsel. & Tech.)</i>
Vice Principal:	<i>Mr. Sean Ethier – M.Ed. (Leadership and Administration)</i>
School Counsellor:	<i>Mr. Jeff Purchase – M.Ed. (Counselling)</i>

PRINCIPAL’S MESSAGE

On behalf of the staff of PDHS, I would like to extend a warm welcome to the grade 7 students and welcome back to our students in grades 8 through 12. There have been some changes at Pugwash District High and we are looking forward to a successful school year. We are committed to offering the rich educational experience our school community has come to expect regardless of the unprecedented times we find ourselves in.

We all share responsibilities to ensure our students meet their full potential and we offer a variety of opportunities for students to achieve their personal goals, however we must place the emphasis on academics. Staff will continue to work hard to fulfill their roles as outlined in the Education Act of Nova Scotia; however we require students and parents to fulfill their roles as well. Students are expected to put forth their best effort and parents are encouraged to communicate regularly with our school. We are all part of the PDHS community and must work as a team.

The essence of this handbook is RESPECT. Respect for self and respect for others. Important examples of this include studying diligently, staying focused and on-task in class, punctual attendance, following school rules, and most importantly, making the most of your school experience. Take time to read and discuss the information within this Handbook and become familiar with our schools’ rules, policies, and procedures.

I would encourage parents/guardians and students to take advantage of the [Public Portal](https://sisccrce.ednet.ns.ca/public) (<https://sisccrce.ednet.ns.ca/public>). The Portal provides students and parents/guardians access to daily attendance, assignments connected with Outcomes and assessment feedback, as well as other important course/school related information. Ultimately, the Public Portal supports communication within our schools’ community.

In closing, I encourage all students to make the most of your school experience. Strive to reach your academic potential. If you have any questions, comments, or concerns, please do not hesitate to contact me or drop by the Main Office.

Yours in education,
Shawn Brunt, M. Ed.
Principal

STUDENTS' COUNCIL MEMBERS FOR 2023 / 2024

Student Council Executive

President
Madison Allen

Vice President
Liam Nix

Secretary/Treasurer
Olyvia Fahey

Student Council Committees

Assemblies
Emma Wilson
Gavin McEachern
Nash Parker

Spirit
James Nesbitt
Rhys Davies
Grady Rushton
Trent Ferdinand

Panther Wellness
Casey VanDeWiel
Bree Hebb

Dance
Georgia Price
River Schofield
Maiia Solodiuk

Technology
Arin Hebb
Erika Thompson

Sports Promotion
Sven Schouten



Student Council Advisor
Mr. Pearson

YEARBOOK STAFF

Yearbook Advisor
Mrs. Smith
Mr. Brunt

Editors
Olyvia Fahey

Photographers
Olyvia Fahey



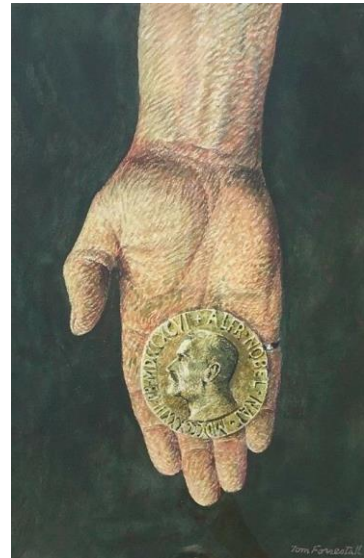
A Short History of the
Dr. Joseph Rotblat Hall & the Jean Wallace Art Gallery

By Louise Cloutier

Dr. Joseph Rotblat Hall at Pugwash District High School was named to honour the man who was Secretary-General at the first Pugwash Thinker's Conference in 1957. Dr. Rotblat spent a good part of his life fighting against the threat of nuclear weapons. In 1995, Dr. Rotblat and the Pugwash Conferences were awarded the Nobel Peace Prize for their efforts. Although Dr. Rotblat passed away Aug.31, 2005, his legacy is a vibrant force in the "Pugwash Movement" for international peace and cooperation.

In the beginning, the Jean Wallace Art Collection consisted of 14 paintings that hung on the former PDHS Art Teacher's classroom walls. A fire in 1991 sent the damaged collection away for cleaning and restoration while the school underwent reconstruction. With financial assistance from the Nova Scotia Teacher's Union, a section of the school was transformed into a permanent exhibition space that was dedicated in 1996 as the Jean Wallace Art Gallery.

Today, the gallery houses over 90 works by both professional and amateur artists and is a vital educational tool that is used by the entire school population. Carrying out Jean Wallace's vision for the gallery's future, an artist volunteer program to man the gallery on designated days will make the exhibit more accessible to the community and, as of 2003; notable student works are being added to the collection. The Northumberland Trust, composed of members who act as legal guardians of the collection, is bound to ensure that the town of Pugwash and its facility of highest learning remain the collection's home for all time. Unique in the province, and perhaps the country, the Gallery is a timeless jewel in our midst.





DAILY SCHEDULE 2023/2024



Time	Juniors	Seniors
8:30	Classrooms Open / Teachers Available	
8:45	Students Go to First Period Class	
8:50	O Canada / Announcements / Attendance	
9:00 – 9:40	Period 1	Period 1
9:40 – 10:20	Period 2	
10:20 – 10:35	Break	Period 2A
10:35 – 11:00	Period 3	
11:00 – 11:15		Break
11:15 – 11:55	Period 4	Period 2B
11:55 – 12:35	Lunch	Period 3A
12:35 – 1:15	Period 5	Lunch
1:15 – 1:45		Period 3B
1:45 – 2:55	Period 6	Period 4
2:55 – 3:00	Dismissal	

SCHOOL IMPROVEMENT



School Success Planning

Our School Success Plan (SSP) consists of three goals, Mathematics, Literacy, and Well-Being. Staff members of PDHS created Strategies to meet these goals based on current data, initiatives of the CCRCE, and the insight of our school community. For more information, refer to the SSP Annual Reports located on our website.

STUDENT AGENDAS

PDHS does not provide students with agendas. Students are encouraged to use their personal devices and/or devices provided by the school to maintain their calendars. It is a necessary skill for students to use digital calendars as they transition towards graduation. Students who may require a traditional student planner is asked to speak to their teacher(s).

SCHOOL SUPPLIED ITEMS

All students are issued numbered textbooks or other materials, such as calculators, which are recorded by the teacher. It is the responsibility of the student to return that same numbered item(s), in the same condition as when issued, to the teacher at the end of the semester for semester courses or at the end of the year for grades 7, 8, and 9. A student will have to pay for any item(s) that cannot be accounted for. The school will not be responsible for any items which are left laying about unattended in classrooms, hallways, unlocked lockers, or backpacks. It is the responsibility of the student to make sure their textbooks are either with them or safely put away.

STUDENT FEES

PDHS covers the cost for all essential learning supplies, however there are instances where students may choose to enhance their projects and therefore a fee may be charged. Such items could include supplies for courses such as Tech. Ed. or Art. Students may incur fees associated with extra-curricular activities such as athletics. More information can be found on page 25 of this handbook.

SCHOOL COMMUNICATION

DAILY COMMUNICATION

Students can make necessary phone calls from the Main Office. Students may not be able to use their personal devices during class time depending on the learning situation. Parents who must speak to their children during instructional time are encouraged to contact the Main Office at 902-243-3930.

GENERAL COMMUNICATION

There are several methods of communication available to our school community:

- Website: www.pdhs.ccrce.ca
- Facebook: Like us at Pugwash District High School
- Twitter: PDHS Panthers@PDHS_Panthers
- Public Portal: <https://sisccrce.ednet.ns.ca/public>
- E-mail: Directory is located on our Website
- Phone: 902-243-3930
- Fax: 902-243-3940



BRING YOUR OWN TECHNOLOGY

BYOT

As the number of students who choose to bring technology that is capable of supporting and enhancing their learning continues to grow, it has become necessary to develop protocol which will allow and encourage the use of these devices. The potential for using these devices within the classroom is great, and we wish to continue to explore the different uses. However, it is important that we also support students in developing the skills needed for them to become responsible digital citizens and that we face the challenges that these devices can pose in both instructional and non-instructional settings.

Devices which can record and transmit information have both positive and negative potential in their impact on students, staff, and community. Please take note of the following.

Transmitting Information:

Students are reminded when using personal devices they are to adhere to the [CCRCE BYOT Expectations](#) found in the Document Depot of our website.



Class Use:

Personal devices **may** be used in appropriate situations as determined by teachers. While some teachers may allow this technology, others may not. Please respect each teacher's classroom expectations.

Free Time Use:

During student's free time (i.e. Prior to classes beginning, Recess/Break, Lunch) students are permitted to use personal devices in the [Dr. Joseph Rotblat](#) Hall

Devices capable of recording photos or sounds are **NOT** permitted in any space or circumstance where students or others expect privacy (i.e. washrooms, change/locker rooms, etc.).

Personal Devices used inappropriately and/or disrespectively may be given to the Administration. Should this occur, the device will only be returned to Parents/Guardians or law enforcement agencies if appropriate.

BYOT Principles

- ✓ Respect for the privacy, safety, & legal rights of each person.
- ✓ Respect the integrity of the Education process.
- ✓ Respect the Learning Environment.

SENIOR HIGH COURSE SELECTION

In senior high, students **MUST** register for a full course load of four courses each semester. **THERE ARE NO STUDY/FREE** periods. All students are advised to choose their courses wisely. University bound students should have a minimum of five academic courses per year. College bound students should verify their entrance requirements at the Guidance Office during the first weeks of school.

STUDENTS HAVE 10 DAYS TO CHANGE THEIR CLASSES AFTER THE START OF CLASSES.

**** NOTE ****

Parent's signature is required for each senior high student's "course selection sheet".

CREDITS REQUIRED FOR A HIGH SCHOOL GRADUATION DIPLOMA



***3 English
1 Fine Arts
3 Mathematics
2 Sciences
1 Other from Science, Math or Technology
1 Global studies
1 Canadian History
1 Physical Education***

TOTAL: 13 compulsory credits + 5 electives

No more than 7 of the 18 credits may be for grade 10 courses. At least 5 must be grade 12 courses. Students may not count 2 credits in the same subject at the same grade level toward the minimum of 18 credits required for high school graduation.

ASSESSMENT, EVALUATION, AND REPORTING

A variety of formative and summative assessments in the form of conversations, observations, and products (such as projects, essays, tests, etc.) are used to evaluate a student's final grade in each of their courses. Refer to each teacher's Course Communication Plan (on PowerSchool/sent home with students the first week of classes) for more details and/or the provincial [Student Assessment Policy](#).

REPORTING PERIODS

Take Note:

- There are three reporting periods for students in Grades 7 & 8
 - There are four reporting periods for students in Grades 9 - 12
-

CCRCE Reporting Periods are:

November: First-term report for students in Grades 7 & 8

First-term progress report for students in Grade 9

Mid-term progress report for students in Grades 10-12

February: Second-term progress report for students in Grade 9

Report with Semester One Final Grades for students in Grades 10-12

April: Second-term report for students in Grades 7 & 8

Third-term progress report for students in Grade 9

Mid-term report students in Grades 10-12

June: Third-term reports for students in Grades 7 & 8

Fourth-term progress and Final Grade report for students in Grade 9

Report with Semester Two Final Grades for students in Grades 10-12

Note: For half-year courses, (Tech. Ed./FST/Music, and/or Art) in Grades 7 & 8, the final grade will be determined at the end of the semester in which the course is offered. Semester 1 course grades will appear on the April Report.

REPORT CARDS



Report cards for grades 7 – 12 have four parts:

1. Attendance - Reports the number of days the student has absent from school. Teachers monitor student attendance daily using PowerSchool and include the information in report cards.
2. Learner Profile - Reports on the social development and work habits using codes that show how often they are displayed over the reporting period. The codes are assigned based on the grade level expectations for social development and work habits:

C – Consistently demonstrates

U – Usually demonstrates

S – Sometimes demonstrates

R – Rarely demonstrates

N/A – Not applicable

3. Course comments – A short summary of what the student has learned, which includes:
 - Strengths
 - Areas of the curriculum where your child is having success
 - Needs
 - Areas of the curriculum where your child is still developing
 - Suggestions
 - Support further learning.
4. Grades - Grades represent academic achievement only. Although social development and work habits also impact student achievement, they are reported in the Learner Profile.

Grades are based on the evidence that the student is learning and understanding the concepts and skills taught in the classroom. Evidence is collected over time in a variety of ways, including work products, conversations and observations, etc.

Reporting codes are used to describe how well a student understands the material covered and how well they can apply concepts and skills in relation to the learning outcomes for each subject:

Teachers in Grades 7-12 will use the same grades and descriptors.

Note: Percentage grades are in 5% increments for students in grades 7 & 8.

- 90-100% - Demonstrates *excellent* understanding and application of concepts and skills in relation to the learning outcomes.
- 80-89% - Demonstrates *very good* understanding and application of concepts and skills in relation to the learning outcomes.
- 70-79% - Demonstrates *good* understanding and application of concepts and skills in relation to the learning outcomes.
- 60-69% - Demonstrates *satisfactory* understanding and application of concepts and skills in relation to the learning outcomes.
- 50-59% - Demonstrates *limited* understanding and application of concepts and skills in relation to the learning outcomes.
- Below 50% - Has not met minimum requirements of the course
- N/A - Not Applicable at this time
- INS - Insufficient evidence to determine a grade

For grades 7-8, in Mathematics students will receive a grade for each major area (Strand) of the curriculum. Number Sense is assessed each term.

In English Language Arts major Strands for evaluation are: Speaking and Listening, Reading and Viewing, and Writing and Other Ways of Representing. There is only one grade for ELA.

In Mathematics, the major Strands for evaluation are: Number Sense, Patterns and Relations, Measurement, Geometry, and Data Management and Probability.

Teachers' communication plans and year plan/course outline will give you information on course outcomes as well as assessment and evaluation processes that the teacher uses.

ASSESSMENT DUE DATES

If a student is unable to meet an assessment due date, they are expected to contact their teacher in advance of that day. Consideration for extensions will be given on an individual basis in accordance with the [Classroom Assessment Due Date and Extension Procedures](#).

MISSED SUMMATIVE ASSESSMENTS

If a student is going to be absent during a scheduled summative assessment (i.e. test, major project, class presentation, etc.), **a parent/guardian must contact the school excusing the absence.**

The first day back to school following an absence, the student is to see their teacher(s) regarding the missed assessment(s). Students should be prepared to write a makeup test, submit their project, or complete their presentation, etc. the day of return or as determined by their teacher.

CULMINATING ASSESSMENTS

Students in grades 9 to 12 will have Culminating Assessments at the end of the First Semester in January and at the end of the Second Semester in June. These assessments could be in the form of an exam, presentation, project or a combination of all three.

Culminating Assessments are valued at no more than 20% of the final grade, 10% for grade 9 students.

MISSED EXAMS

A Parent/Guardian must contact the school prior to the start of an exam. Missed exams will be rescheduled through the Main Office.

CCRCE ACADEMIC RECOGNITION

CCRCE HONOURS CERTIFICATES

A student will graduate from high school with a CCRCE Honours standing if he/she has achieved an average of 80% or greater in the mandatory 18 courses prescribed by the Dept. of Ed. Only open, academic and honours level courses may be used in computing the average (Co-op courses are excluded).

CCRCE HONOURS WITH DISTINCTION CERTIFICATES

A student will graduate from high school with a CCRCE Honours with Distinction standing if he/she has achieved an average 90% or greater in the mandatory 18 courses as prescribed by the Dept. of Ed. Only open, academic, and honours level courses may be used in computing the average.

PDHS ACADEMIC RECOGNITION

HONOUR ROLL & PRINCIPAL'S LIST

Honour Roll: Given to students in grades 10-12 for achieving an average between 80% and 89% in their four courses of that semester with no mark lower than 75%.

Principal's List: Given to students in grades 10-12 for achieving an average between 90% and 100% in their four courses of that semester with no mark lower than 80%.

HIGHEST AVERAGE

Senior High: 1st and 2nd highest average is determined by averaging all open and academic courses taken during the same year. Only students taking a full course load will be considered.

Grade 9: 1st and 2nd highest average is determined by averaging all courses taken.

PDHS HONOURS CERTIFICATES

Grade 9: This certificate is granted if the student has achieved an average above 80% (inclusive) in ALL subjects, with no mark lower than 70%.

Senior High: This certificate is granted if the student has achieved an average between 80% and 89% in six (6) subjects (or three (3) subjects if registered for only one Semester), one of which must be English, with no mark in any course lower than 70%.

PDHS HONOURS WITH DISTINCTION CERTIFICATES

Grade 9: This certificate is granted if the student has achieved an average above 90% (inclusive) in ALL subjects, with no mark lower than 80%.

Senior High: This certificate is granted if the student has achieved an average between 90% and 100% in six (6) subjects (or three (3) subjects if registered for only one Semester), one of which must be English, with no mark in any course lower than 80%.

RANKING FOR AWARDS & SCHOLARSHIP

PDHS students will be considered eligible for scholarships based on their ranking on the 18 courses required to graduate in Nova Scotia, which must include:

- * 5 academic or open gr.12 level courses
- * 13 academic or open gr.10-11-12 courses (highest grades)

Students enrolled in advanced courses will be acknowledged with extra points through aggregate scores.



PDHS PINS



PDHS Pins are awarded to students who exemplify our School and Student Expectations.

To earn a PDHS Pin, a student must be in at least Grade 10 and must have earned a minimum of 60 points. Points are awarded for both academics as well as extra-curricular activities. If students earn over 100 points or more by Grade 12, they will be awarded an “Outstanding Participation” certificate during a celebration held in June.

Detailed information regarding the point system as well as Pin Sheets are available in the Main Office and from teachers.

TIME TO LEARN

Pugwash District High School is a combined Junior and Senior High school. Whereas our Senior High students collect credits, our Junior High students do not. Due to the age and maturity of our Sr, High students they are given privileges.

NON-INSTRUCTIONAL TIME

Students are asked to use the courtyard, back field, and bus turn-around during their free time. Please play ball or catch in the field away from the building.

Bus Students in grades 7-9 are to stay on campus during the school day unless picked up with permission from a parent/guardian. Village students are required to bring a note from home to the office should they wish to go home for lunch.

Students in grades 10-12 are permitted to leave the school grounds at lunch. This is a privilege for Seniors and students are expected to conduct themselves in a highly responsible and respectful manner within our community.

ATTENDANCE & ENGAGEMENT

This provincial attendance policy, [Student Attendance and Engagement](#), recognizes 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.

Promoting and supporting regular student attendance is a shared responsibility. All partners, including students, parents/guardians, teachers, principals, Regional Centres for Education (RCEs), and community partners must work together. This policy is to be applied in a fair and equitable way and is not intended to punish or marginalize students for circumstances beyond their control.

The policy provides flexibility by allowing teachers and principals to use their professional judgment to determine when there may be extenuating circumstances affecting a student's attendance. In these cases, the school will work with the student and/or their family to respond with the appropriate incentives and supports, and/or to develop accountability mechanisms that recognize the student's unique situation.

DAILY ATTENDANCE

All absences must be excused at the Main Office and will be kept on file. A written note, e-mail, verbal contact by the parent/guardian, or by use of [School Messenger App](#) indicating the reason for the absence is requested. If the school is not contacted, the absence will remain as unexcused.

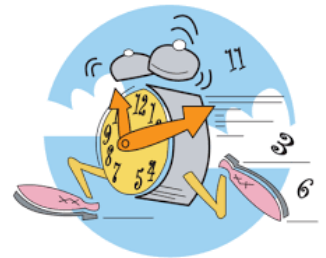
It is preferred parents/guardians contact the school on the morning(s) of absences
School Messenger can be used to excuse students in advance of the actual date.

Should attendance become a concern, students may be placed on Extracurricular Suspension and will be ineligible to participate in extra-curricular activities until such time attendance improves.

LATE TO SCHOOL/CLASSES

Students who arrive late to school are to **sign in at the Main Office immediately upon arrival.** Students are to bring a note with them or have their parent/guardian contact the Main Office to explain their tardiness. Excuses will be kept on file.

Students who are repeatedly late will be given consequences by the Administration in accordance with the Provincial Code of Conduct.
Five “Lates” to a Course per semester is equivalent to one Unexcused Absence in that Course.



SIGNING-OUT DURING THE SCHOOL DAY



All students are required to sign out at the Main Office if they are leaving school during the day. Signing-out requires written permission or a phone call/e-mail from parents indicating why they are leaving. Students MAY NOT sign themselves out to go the hospital unless it is an emergency. Please attempt to make medical appointments in advance. Please SIGN IN at the Main Office if you return to school or are just arriving for the day.

PROVINCIAL CODE OF CONDUCT

The Nova Scotia Code of Conduct (Values, Ethics, & Conduct) will be referenced during any and all disciplinary actions. More details can be found within the [Provincial Code of Conduct](#)

SCHOOL RULES

BACKPACKS

Please keep your backpack with you or in your classroom. Please keep your backpack off the floors in hallways and doorways to prevent obstruction in the event of a fire.

SITTING ON FLOORS AND STAIRS

Students are asked not to sit on the floors or stairways anywhere in the building due to HEALTH, SAFETY, and FIRE reasons.

SMOKING / VAPING POLICY – PDHS IS A SMOKE/VAPE FREE ENVIRONMENT

There is to be NO SMOKING or VAPING on school property. Please do not stand on the road in front of, or near the school building to smoke/vape. *Students are not permitted behind the school at any time unless authorized by school staff.*

DRUGS AND ALCOHOL

Please note students suspected of using drugs/alcohol at any time/anywhere during the school day will be automatically suspended. Having the smell of drugs on you will also result in suspension.

PERSONAL ITEMS

Please do not bring personal items that are expensive and/or inappropriate to have at school. It is also encouraged students do not bring large sums of money to school.

APPROPRIATE ATTIRE

School is a place of study, work, and business and it is expected staff and students dress in a manner considered appropriate for a school setting. The wearing of appropriate clothing fosters a positive learning environment and demonstrates respect for self and others. Staff

reserves the right to determine inappropriate dress. Students could be asked to cover the inappropriate attire, required to go home and change, and/or other disciplinary action.

Students are asked not to wear hats or hoods in the building. Hats may be confiscated.

SCHOOL PARKING LOT

The first three rows of the main parking lot are reserved for staff as well as the parking lot behind the building. Students are able to park in the main parking lot, but are asked not to gather or sit in their cars during the school day.

VEHICLES & TRANSPORTATION

➤ Non-Motorized Vehicles:

- Permitted on school property.
- Must remain appropriately parked and locked as appropriate until the student is ready to leave school property.
- **Helmets are required.**

➤ Off-Road Vehicles:

- Not permitted on school property.

➤ Licensed Vehicles:

- Students may park their vehicles within the first three rows of the parking lot (closest to Church Street). If these parking spots are full, students are to park off school property.

➤ Extra-Curricular Student Travel:

- Drivers must complete a **Form J annually** prior to transporting students to school sanctioned events. (Form Js are available in the Main Office)
- Participating students cannot drive other students to school sanctioned events. (Refer to Form J)
- All drivers must complete a CCRCE Volunteer Package.
- Students leaving school property early must have parent/guardian permission (refer to Signing-Out policy in this Handbook).
- Participating students must be listed on a Vehicle Occupancy form prior to leaving school property on the day of the event.
- Parents/Guardians are to inform event chaperones if student's travel plans change.



SCHOOL BUS SAFETY CODE

Expectations of Students

The School Bus Safety Code, along with drivers, and the CCRCE expect students to:

- Participate fully in the learning process related to School Bus Safety
- Conduct themselves in an orderly fashion while getting on or disembarking the school bus.
- Be accountable for their behaviour.
- Respect the rights of drivers, students and others.
- Make every effort to understand the rules and procedures for their school bus.
- Be on time, and never stand on the roadway while waiting for the bus.
- Be absolutely quiet while the bus is approaching a railway crossing.
- Be picked up and discharged only at bus stops approved by the School Board, in conjunction with the Dept. of Transportation.
- Obey their driver and avoid any unnecessary conversation with him/her while the bus is in motion.
- Cross in front of the bus, not closer than 3 meters. (*Do not cross the road behind the bus and always look both ways before crossing in front of the bus*).
- Occupy seats assigned by the driver or other school officials.
- Not use emergency doors or windows except for emergencies.
- Refrain from throwing anything out the windows or extending hands, arms, or legs through these openings, as serious injury could result.
- Assist the driver in maintaining a clean and safe bus.
- Not eat or drink on the bus except for medical reasons (i.e. diabetes)

Additional Expectations of Students:

- Use or display of matches, lighter, or tobacco is not permitted on a school bus.
- Any display of alcohol/drugs will not be tolerated.
- Fighting, unacceptable behaviour, noisy or profane language, will not be tolerated.
- In case of an emergency, remain seated in the bus until directions are given by the driver, or another responsible person.
- Any intentional damage to the bus will be paid for by the offender, parent or guardian.
- Any items designed to harm others are not be permitted at any time.
- Violations of guidelines set out in this handbook will result in appropriate consequences, from being interviewed by the principal and a letter sent home, to suspension of bussing privileges.
- Criminal offences committed on a school bus will be reported to the proper authorities, and will result in suspension from riding on the school bus.

TO RIDE ON A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT, AND
PRIVILEGES MAY BE REVOKED UNDER SECTION 127 OF THE
EDUCATION ACT.

Procedures for Dealing with Safety of Passengers on School Bus:

Offences on school buses shall be classified as MINOR, MAJOR or SERIOUS and will be dealt with accordingly.

Bus Travel from your Regular Routine:

If a student wishes to travel on a bus which is different from their regular routine, they are required to bring a note from home to the office the day before a morning change or the morning of the expected afternoon change for approval by Administration. **Students who wish to travel on an alternate bus route must have a note approved from the Office.**

Please Note: Not all changes can be accommodated due to bus capacity.

DETENTIONS

Occasionally, a teacher may give a detention to a student for a particular infraction. The student will be kept in the classroom or detention/study hall at recess or at lunchtime and spend the detention with a staff member.

After school detentions may also be given. Teachers will advise the parent as to when the detention will be served so appropriate arrangements can be made for the student to get home.

During a detention, students are to complete unfinished assignments.

EXTRA-CURRICULAR ACTIVITIES **POLICY & PROCEDURES**

Students who represent our school are to be students who conduct themselves responsibly and demonstrate respect for the rights of all others.

PDHS offers a variety of extra-curricular activities. Activities may be added or removed depending upon interest and availability of staff advisors and/or coaches.

Before participating on a team or being involved in any activity or club, students may be required to pay an additional fee. Fees vary according to the activity.

Participation in any extra-curricular activity is a privilege; not a right. Therefore, only students who are meeting our Student Expectations will maintain these privileges.

Student Expectations:

Students must...

- Be enrolled in a full program at the junior high level or four courses or equivalent per semester at the senior high level.
- Adhere to affiliated Code of Conducts and Policies.
 - i.e. - Attend classes regularly, demonstrate positive behaviour, etc.
- Demonstrate acceptable achievement in all grades:
 - ○ Maintain a **minimum grade of 60%** in each class/course.
 - Maintain an indicator of “Consistently” or “Usually” on their current Learner Profile
 - Social Development and Work Habits.

Note!

Students are responsible to know their grades using the PowerSchool Public Portal or by asking their teacher -
<https://siscrsb.ednet.ns.ca/public>

Extracurricular Suspension:

- Students will be placed on Extracurricular Suspension (ES) if our Student Expectations are not being met.
- In the event a student is placed on ES, Parents/Guardians will be notified.
- Depending on the reason for ES (Code of Conduct/Academics/Learner Profile), an intervention will be developed in conjunction with the student and parent/guardian:
 - Contract with students to adhere to the Code of Conduct and Policies
 - Academic plan designed to improve grades
 - Learner Profile plan to increase indicator status
- Students may be able to participate to some degree during the suspension period. This is at the discretion of the Administration.

The Goals of Extracurricular Suspension:

- **To ensure academic success**
- **Reinstate students to extracurricular activities ASAP**

Reinstatement to Extra-Curricular Activities

- Verify the successful completion of the Extracurricular Suspension intervention with the associated staff member(s)
- Verify the successful completion of the intervention with the parent/guardian
- Complete the Academic Success Form (following page) confirming acceptable achievement in all classes/courses. This form must be approved by Administration prior to participating in extracurricular activities.

Academic Success Form

Student Name: _____ **Extracurricular Suspension Intervention Completed:** Yes/No

*It is the responsibility of the student to **complete this form once the Extracurricular Suspension Intervention is completed.**
Your teacher's time is to be respected. Completion is not to take place during instruction periods.*

Course	Date	Grade (Current %)	Descriptors (Circle)	Teacher Signature/Initials
			VG B I N	
			VG B I N	
			VG B I N	
			VG B I N	
			VG B I N	
			VG B I N	
			VG B I N	
			VG B I N	
			VG B I N	

Descriptors:

VG – Very Good
I – Improving / Making Effort

B – Behavioural Problems / Poor Attitude
N – Not completing work / Poor Effort

Form Complete: Yes/No **Student Signature:** _____ **Parent Signature:** _____

Office Use Only

Reinstatement Approved: _____ (Admin. Initials)

Staff Informed: Yes/No **Parent Informed:** Yes/No **Date:** _____

PDHS ATHLETIC PHILOSOPHY

The PDHS Code of Conduct Committee (Comprised of Students, Staff, and Members of the Athletic Department) have outlined the following three criteria for the unfolding of our Athletic Program:

- To give our student – athletes the chance to represent their school and community in a positive manner. (Athlete-Centered)
- To field competitive, respectful, sportsmanlike, and ethical teams driven towards fun, development, and competing in NSSAF Championships at the District, Regional and Provincial Levels. (Coach-Centered)
- To provide a number of well-organized athletic opportunities for the students of Pugwash District High School. (School-Centered)



DANCES/PROM

- Students are to dress appropriately for all school sanctioned events, including dances.
- All students/guests must have a ticket prior to the dance; money will not be accepted at the door.
- Guests must be in the Public School System and in good standing. Students over the age of 21 are not permitted to attend dances, including Prom.
- Students in grades 10-12 are invited to attend our Prom. **Students in grade 9 are by invitation only from a Graduate.** Students in grades 7 & 8 are unable to attend the Prom.
- **Dance times are from 6:00-9:00PM** and Prom is from 7:00-10:00 PM.

TRANSCRIPTS

Transcripts will be provided upon request to current students free of charge. After graduation or leaving school, a fee of \$10.00 will be charged for each transcript after a “Request for Transcript” form is completed. Forms may be obtained at the school office.

RELEASE OF PERSONAL INFORMATION

PDHS has always been cautious when dealing with personal information. Generally speaking, we release personal information only to a student’s family member on a need to know basis in accordance with the Freedom of Information and Protection of Privacy Act (FOIPOP).

We often allow media personnel to photograph and/or provide photos and information to the media recognizing individual success or school based events. As well, we provide contact information to Home and School members to help arrange for events.

If you have concerns with photos and/or information being used for both school and/or media purposes, please indicate this in the appropriate location on the Acknowledgement Form.

ACKNOWLEDGMENT FORM

Students and Parents/Guardians are asked to sign the Acknowledgement Form indicating they have read the information above.

This form is given to students on the first day of school. These forms are to be returned on **Wednesday, September 7** to their Homeroom teacher. After this date, please return to the Main Office.

Should you have concerns, please contact the Main Office.

SUPPORT & RESOURCES FOR OUR SCHOOL COMMUNITY

Kids Help Phone	1-800-668-6868
Sexual Health Centre for Cumberland County	902-667-7500
Cumberland Mental Health.....	902-667-3879
Addiction Services	902-667-3879
Autumn House Crisis Line.....	902-667-1344
Maggies's Place Resource Centre for Families.....	902-667-7250
Public Health.....	902-667-3319
North Cumberland Memorial Hospital.....	902-243-2521
Open Hamper Food Bank	902-664-8961