



# HAMPTON HIGH SCHOOL

## STUDENT HANDBOOK

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

**Telephone: (506) 832-6024  
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**Principal: Amber Lenihan Lingley  
Vice-Principal: Colleen Flower  
Vice-Principal: Heather Porter  
Guidance Counselor: Krista Hovey  
Guidance Counselor: Sarah Ainsworth**

**Administrative Assistants: Bonnie Rankin  
Nicole Hill**



**Mission:**

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

## STUDENT FEES

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

Each grade 9 student at Hampton High School is required to pay a student fee of \$60.00. This covers the cost of renting a locker and a school-issued lock, a HHS T-shirt, a student ID, Science fee, Visual Art fee, Technology 9 fee, and helps the student council finance school events and activities.

Each grade 10, 11 and 12 student is required to pay a student fee of \$25.00 which covers the cost of renting a locker, a replacement lock (if required), a student ID, and contributes to school-wide events that are offered by the student council.

Only school locks can be used on lockers. Lockers are assigned to be used by one person – sharing lockers is not permitted.

Student fees must be paid to participate in extracurricular activities.

Additional **\*COURSE FEES** include:

Applied Technology 110	\$30
Metals Processing 110/120	\$90 (for both as it is combined)
Mill & Cabinet 120	\$30
Framing & Sheathing 110	\$30
Residential Finish 120	\$30
Culinary Tech 110 and 120	\$45 each
Visual Arts 10	\$8 each
Visual Arts 110 and 120	\$20 each
Outdoor Pursuits 110	\$100
Science 10	\$2 each
Chemistry 112 and 122	\$2 each
Physics 112 and 122	\$2 each
Biology 11 and 12	\$10 each
Environmental Science	\$5
Astronomy 120	\$5
Computer Science 120	\$5
Forensic Science	\$3
Marine Biology	\$25
Sport & Rec. Leadership	\$20
Housing & Design 120	\$10
Dramatic Arts 110	\$25

\*Subject to change.

These fees pay for consumables in these classes as well as the maintenance and purchasing of equipment when required.

## STUDENT BEHAVIOUR

A student at Hampton High School is expected to embrace the HHS Code of Conduct below:

### *The Husky Way!*

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

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

1. Students are to be punctual for class and for handing in assignments.
2. Students are expected to come to class prepared and to keep course materials well-organized.
3. Students are expected to complete all homework assignments and to be responsible for catching up on work they have missed.
4. Students are only permitted to have water in the classroom during class time.
5. Profane language and hate speech are not permitted.
6. Students are not permitted to have any illicit substances (including alcohol, cannabis, and vapes) and/or paraphernalia on school property.
7. Students are not permitted to fight under any circumstances.
8. Academic dishonesty of any nature will result in the parent/guardian being notified, documentation of the offence(s) in PowerSchool, and an academic penalty, as per the Academic Integrity Policy (see below).
9. The throwing of snowballs is not permitted on school property.
10. Students are not permitted in the wooded area surrounding the school at any time during the school day.

11. Washroom use should be limited to breaks. When leaving during class time, only one student is permitted out at a time. Students will require to sign out and sign in, and cellphones are to be left behind. Students are expected to use the closest washroom and to promptly return to class.

## **Hampton High School Communication Device Policy**

Research shows that reducing social media consumption and communication device use will help build strong social connections and support mental wellness. Furthermore, by minimizing distractions caused by devices, this policy will help students be present in the lesson and engaged in their learning.

The use of communication devices (i.e.: cell phones, SMART watches, headphones/earbuds, etc.) will be permitted before and after school, between classes, and during lunch.

The use of communication devices will not be permitted during periods 1-5 in the classroom, including Working Period and restroom breaks.

- If students choose to bring a communication device to school, they **MUST** place their device in their backpacks, lockers, or designated phone storage area in the classroom (i.e.: basket, cell hotel, etc.), at teachers' discretion.
- If a student needs to leave the room, communication devices must remain in the classroom.
- School staff are not responsible for the loss or damage to students' devices. Students are strongly encouraged to keep their devices in their locker or backpack to ensure safe keeping.
- If students need to place an emergency phone call during class time, permission from the classroom teacher is required to go to the office.
- If parents/guardians need to contact their child, in case of an emergency, they should call the school's main office: (506) 832-6024.
- SMART watches may be worn in class, but they must be placed on "airplane mode" or "do not disturb" mode.
- If a student refuses to comply with the communication device policy, they may face the following consequences, including but not limited to:
  - A reminder/warning will be issued. The classroom teacher will notify parent(s)/guardian(s).
  - The device will be brought to the school office, where it will be kept until dismissal, and a tier 1 detention, with the teacher, will be assigned. The classroom teacher will notify parent(s)/guardian(s).
  - The device will be brought to the school office, where it will be kept until dismissal, and a tier 2 detention will be assigned. An administrator will contact the student's parent(s)/guardian(s).
  - Phone Suspension: The student's device must be checked into school office upon arrival or left at home.
  - Repeated Infractions: Administrators will take action (i.e.: long-term phone suspension, out of school suspension).



## Hampton High School Communication Device Policy

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**Why?**

The use of communication devices (i.e.: cell phones, SMART watches, headphones/earbuds, etc.) will be permitted before and after school, between classes, and during lunch. The use of communication devices will not be permitted during periods 1-5 in the classroom, including Working Period and restroom breaks.

**What?**

-  Communication device must be put away during class time.
-  If students need to place an emergency phone call, during class time, they may do so in the office with permission from their teacher.
-  If a student needs to leave the room, communication devices must remain in the classroom.
-  If parents/guardians need to contact their child, in case of an emergency, they should call the school's main office: (506) 832-6024.
-  School staff are not responsible for the loss or damage to students' devices.
-  SMART watches may be worn in class, but they must be placed on "airplane mode" or "do not disturb" mode.

## DRESS CODE

Anything with offensive messages or which promotes drugs, profanity, sex, racism, or violence is not permitted to be worn in school. Students are not permitted to wear a head covering of any kind unless it is a prescribed religious article.

## DISCIPLINARY PROCEDURES

It is our expectation that students follow the school's Code of Conduct both on and off school property. If students do not abide by the rules within a classroom, they can expect to be held accountable by the classroom teacher, and that the teacher will take the appropriate steps of disciplinary action. The continuation of poor behavior may include a referral to the vice principal, a loss of school privileges, or the assignment of detentions. In addition, and in accordance with Anglophone South School District policy, a warning letter will be sent to the parent/guardian. After this, the student faces suspension from school, and in the case of very serious infractions, students can be suspended immediately without a warning letter being sent home. Fighting, hands-on behaviour (ex: pushing, shoving, etc.), playing with fire, smoking/vaping anything on school grounds, possession of illegal substances, intoxication, hate-speech, or extreme insolence towards a staff member are examples of serious infractions.

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

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

Students that have a 5 – day suspension for fighting, drugs, alcohol, or behaviour resulting in multiple suspensions, will NOT be permitted to attend the SEMI WINTER FORMAL and/or SPRING FLING. This could also result in students not being allowed to participate in other school sanctioned events.

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

## **APPEALS PROCEDURE**

Appeals of suspension are possible if the student has accumulated more than five days of suspension in one school year. Appeals should be made to the principal within ten days of receiving the suspension letter.

## **NON-SMOKING/NON-VAPING POLICY**

Hampton High School is a smoke-free/vape-free environment. Therefore, smoking and vaping is not permitted anywhere on school property. The school bus is an extension of the school and will be treated the same as being on school property. This policy includes any kind of cigarette, vape, and e-cigarette.

Consequences for not abiding by this policy are:

- 1<sup>st</sup> offence: one day out of school suspension; confiscate material.
  - 2<sup>nd</sup> offence: three days out of school suspension; confiscate material.
  - 3<sup>rd</sup> offence: five days out of school suspension; confiscate material.
- Any offence thereafter is an automatic 5-day out of school suspension.

Violating this policy may also result in a fine issued by the RCMP.

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

To assist students with their efforts to stop smoking, HHS is working with the Clean Air Initiative to provide programs and support.

## SCHOOL PROPERTY

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

## ACADEMIC INTEGRITY POLICY

**Academic Dishonesty** is the willful submitting of another's ideas, words, images or data without giving credit or proper acknowledgement – equates to stealing and will not be tolerated. You have committed academic dishonesty when you:

- Use phrases, quotes, or ideas that are not your own. This includes the use of Artificial Intelligence programs (AI).
- Paraphrase the work of another or AI even though you may have changed the wording or syntax. This includes copying even a brief phrase or sentence.
- Use facts or data not considered common knowledge without citation.
- Submit a paper written for another class (without prior consent from your teacher).
- Submit a paper by another person (even though that person may have given you permission to use it or you paid for it).
- Plagiarism also includes computer data, research, musical scores, video programs, AI, and visual arts.

Any quotation/work cited from a source must include a citation directing the reader to the source.

**Plagiarism** is a serious issue, especially in an academic environment; in post-secondary, a student can be expelled for plagiarism. **All students will receive education on and reminders of this policy.**

**Cheating**, including giving or receiving help from a peer, website, unauthorized notes, etc., is also a breach of academic integrity.

### Consequences for Breaches in Academic Integrity

If a student refuses to comply with the academic integrity policy, they face the following consequences, including but not limited to:

#### **1st Offence**

- The teacher informs the parent/guardian and the vice-principal; parent(s)/guardian(s) reminded of policy.
- The teacher gives the student another opportunity to assess the standard.

#### **2nd Offence**

- The teacher informs the parent/guardian and the vice-principal; parent(s)/guardian(s) reminded of policy.
- The teacher gives the student another opportunity to assess the standard in an academic detention with the teacher.

### 3rd and Subsequent Offences

- The vice-principal will contact the student's parent(s)/guardian(s).
- Administrators will determine appropriate action – such as detention, suspension, or other consequence – based on the severity and/or frequency of the plagiarism.
- The student will be required to complete an alternative assessment in a supervised setting.

### ATTENDANCE PROCEDURES

It is crucial that students attend their classes on a regular and punctual basis. Every class contributes to student success and should not be missed without a very good reason. If a student must be absent, or tardy, the following list outlines the appropriate protocol:

1. When students are aware of an upcoming absence or a delayed arrival to class, a phone call, note, or email sent in advance from a parent or guardian to the teacher/office is helpful to assist with planning.
2. When there is an unforeseen absence, a phone call, note, or email should be sent to the office on the day of the absence or when the student returns.
3. Students must provide each of their teachers with advance notice if they will be absent because of a school related activity.
4. Students who either arrive at school late or leave early must sign in/out at the office. If no note is present, an administrative assistant will call to speak to a parent/guardian to confirm knowledge that the student is leaving the school grounds.

### ATTENDANCE GUIDELINE

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

When a student misses one or more classes in a day, School Messenger will make an automated call home in the evening to notify parents of the absence(s). After *five unexcused absences* in one or more classes, a message will be sent home stating that the student has missed said time without providing an excuse. The homeroom teacher will meet with the student and determine if a referral to the guidance department is necessary. When a student has *ten unexcused absences* in one or more classes, a second message will be sent home, and the vice principal will contact home and meet with the student.

If vacation time is taken outside of the holiday school closures as indicated in the ASD-S school calendar, please be aware that it is *not the responsibility of the teacher to provide class work, assignments, projects etc. in advance of the vacation, nor is it their responsibility to tutor the student upon their return.* It is strongly recommended that the student make arrangements with a classmate to complete any missed notes, handouts, etc. upon return. It is also strongly advised that if a student is facing academic struggles that parents will reconsider taking the student away from valuable class time. Assignments and tests missed during time away will be recorded as zero until missed work is completed for each subject teacher by a deadline determined at their discretion. Students are still responsible for everything they missed in their absence.

## **GRADUATION REQUIREMENTS**

In accordance with the Department of Education, all students at Hampton High School are required to achieve a minimum mark of 60% to receive credits for a course. Each course is worth 4 credits.

Graduates must:

- have met learning requirements prescribed in grade 9 curriculum
- have successfully passed the NB English Language Proficiency Assessment
- have completed compulsory credit-hours in grades 10 through 12
- have accumulated 100 credit hours to apply for graduation
- have developed a career-life plan

## **ADVANCED PLACEMENT (AP) COURSES**

Hampton High School offers AP Calculus AB and AP English Literature and Composition 120. ASD-S also has a new program that allows students to sign up for a remote AP class being offered at another high school. In either case, students have the opportunity to write an AP exam in May that could potentially lead to a university credit. Students writing an AP exam are:

1. Required to pay a fee for each exam. The exam fee is based on the exam cost in CDN dollars after a conversion from USD. (approx. \$130).
2. Able to miss other classes the day of an AP exam (May).
3. To be marked absent for a school related commitment.
4. Responsible for all missed work in other classes (teachers will continue teaching as usual).

## **STUDENT LEADERSHIP TEAM**

Engagement in The New Brunswick Global Competencies is an important role for the Hampton High School's Student Representative Renaissance Council (SRRC). The holistic curriculum framework has been developed through a series of consultations launched as part of the review and adoption of the New Brunswick Global Competencies. The HHS SRRC is committed to this idea and places great importance on the skills, knowledge, and attitudes that empower learners to reflect and take agency in their own learning and lives. Students who wish to join SRRC will complete an application and interview process that reflects The New Brunswick Global Competencies. Student leaders will be expected to take the Develop and Lead 110 course (with the option to continue with Develop and Lead 120 the next year) to further develop these skills.

The student executive includes a president, vice president, secretary, and treasurer. In the event that more than one strong applicant applies, there may be two students fulfilling a role. There are also grade reps and volunteer coordinators involved in this team of student leaders. Several members of the staff act as advisors to the SRRC. The SRRC conducts student leadership in the school, looks after finances for student groups (in accordance with administration and advisors), represents interests of the students, fund-raises, and organizes student activities such as assemblies, presentations, transition day, and special events. HHS spirit clothing will also be on sale at various times throughout the year.

## PARKING/DRIVING ON SCHOOL PROPERTY

It is a privilege to drive to school and students who wish to bring vehicles to school must park in the assigned student parking areas. Students may park at the back of the school on the paved area, but they do so at their own risk. Any student who parks in an area not designated for their use risks being towed at the owner's expense. A student who chooses to drive recklessly at school will no longer be permitted to drive on school property. All vehicles must be registered in the office and always display their parking permit, which students can pick up in the main office.

## EXTRA CURRICULAR PARTICIPATION GUIDELINES

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

Fall – Football, Cross Country, Soccer, Baseball

Winter – Basketball, Hockey, Swimming

Spring – Volleyball, Badminton, Rugby, Track and Field, Ultimate Frisbee

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

Once the season begins, the following policies will apply:

<b>Action</b>	<b>Consequence</b>
<b>Failing</b> one subject	An academic review will be completed by the athletic director and/or an administrator, and the student will be informed of concerns.
<b>Failing</b> two or more subjects at any time during the season	Suspension from play and practice until the student is passing at least four courses.
<b>Absent</b> for one or more periods in a day	Students must be present on the day of the activity (game or practice). If there is an approved valid reason for a student to miss one or more periods, it must be approved ahead of time by the Athletic Director, Alex Richard, or an administrator. Examples of unapproved absences are things like hair appointments, driving hours, sleeping in, etc. Students that miss school due to illness are not permitted to attend the activity on that day. Students will also not be permitted to participate if they are chronically tardy.
<b>Suspensions from school</b>	Any student participating in extra-curricular activities who receives a suspension risks removal from the extra-curricular activity, subject to review by administrator.  At minimum, the student will have a suspension from practice and play during the suspension.  For more serious infractions (including but not limited to drug use, alcohol use, fighting, hate speech, etc.) or repeated offenses, students will be ineligible to participate in the first game following their out-of-school suspension.

<b>Inappropriate use of technology</b> (ex. use of social networking to criticize or threaten another school team, coach, player, game official, or the NBIAA)	Subject to review by administration, which could result in a suspension from the activity or removal from the extra-curricular activity.
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## EXTRACURRICULAR ACTIVITIES

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

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| <ol style="list-style-type: none"> <li>1. Athletics</li> <li>2. Student Representative Renaissance Council (SRRC)</li> <li>3. Yearbook</li> <li>4. Drama</li> <li>5. Tech Crew</li> <li>6. Drama Crews (stage, hair &amp; make up, construction, set painting, props, costume and house committee)</li> <li>7. Climate Action Committee</li> </ol> | <ol style="list-style-type: none"> <li>8. Gender and Sexuality Alliance (GSA)</li> <li>9. Scare Fest &amp; Trick or Eat</li> <li>10. Coffee Houses</li> <li>11. International Citizenship and Understanding Club (ICU)</li> <li>12. Peer Tutors</li> <li>13. Multi-Cultural/Anti-Racism Group</li> <li>14. Skills Canada</li> <li>15. Clean Air Initiative (CAI)</li> <li>16. Grad Class</li> </ol> |
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Students who choose to become involved in extracurricular activities may be required to pay a participation fee. This helps pay for costs associated with activity and/or sport. Students who participate in extracurricular activities represent the school through their participation and are expected to maintain an acceptable level of behaviour in class, attend all classes, go to class prepared and be passing.

## EXTRACURRICULAR RECOGNITION

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

## SCHOOL/COMMUNITY PARTNERSHIPS

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

## **PARENT SCHOOL SUPPORT COMMITTEE (PSSC)**

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

Again, remember our **Mission** at HHS:

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