

# Musquodoboit Rural High School

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## STUDENT HANDBOOK 2023-2024



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# Principal's Message

Welcome Back to another school year! As the new principal of Musquodoboit Rural High School, I look forward to getting to know you and supporting you in another year of learning and growth. I would like to welcome new students and their families to our school. Although I am new to this school, I know our school community has dedicated, talented members committed to doing what is in the best interest of our students. We will continue to put students first at MRHS and work diligently to ensure their success.

This handbook outlines some basic information of the key components of school life and can be used as a reference throughout the year. With that said, please don't hesitate to reach out to the school administration if you have any further questions or concerns; we will be happy to help in any way we can.

Overall, I would like to extend best wishes to all for a successful and fulfilling school year!

Sincerely,

Joanne Rushton - MRHS Principal

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## Daily Schedule

Students may enter the school at **8:40am** when student supervision begins.

Time	Junior High/Senior High Class Times & Breaks
8:55 am	Warning Bell/Morning Announcements/O Canada
9:00 am – 10:00 am	Period 1
10:00 am – 10:10 am	<b>RECESS</b>
10:10 am -11:10 am	Period 2
11:10 am -12:10 am	Period 3
12:10 pm -12:50 pm	<b>LUNCH</b>
12:50 pm	Warning Bell
12:55 pm – 1:55 pm	Period 4
1:55 pm – 2:55 pm	Period 5
2:55 pm	<b>DISMISSAL BELL</b>

## Senior High Schedule (Blocks)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday (1)	Friday (2)
9:00 am	C	D	A	B	A	A
10:10 am	D	A	B	C	B	B
11:10 am	A	B	C	D	C	C
12:55 pm	A	B	C	D	D	D
1:55 pm	B	C	D	A	Rotating	Rotating

## School Calendar of Events 2023-2024

Below is a list of important dates for MRHS events this school year. Due to our unique grade configuration of 7-12, the **yellow** highlighted section is specific to MRHS only and is different from the dates posted on the HRCE calendar. You can also click on “Calendar at a Glance”, located in the drop-down menu on the right-hand side of our school webpage to view any upcoming events that are added throughout the year.

### September

Friday, September 1	Organization Day (no classes)
Monday, September 4	Labour Day (no classes)
Tuesday, September 5	Professional Learning Day (no classes)
Wednesday, September 6	Professional Learning Day (no classes)
Thursday, September 7	First Day of classes for students
Thursday, September 14	Stand up Against Bullying Day - <b>wear pink!</b>
Thursday, September 21	<b>Curriculum Night &amp; Ice Cream Social</b> (6:00 - 7:00 pm)
Monday, September 25	AARAO Career Fair
Wednesday, September 27	School Photo Day
Friday, September 29	National Day for Truth and Reconciliation- <b>Orange Shirt Day</b>

### October

Monday, October 2	National Day for Truth and Reconciliation observed ( <b>no classes</b> )
Thursday October 5	Grade 12 Parent Information Night (6:30-7:30 pm)
Monday, October 9	Thanksgiving ( <b>no classes</b> )
Thursday, October 19	Coffee House (6:30-8:00 pm)
Friday, October 27	Provincial Conference Day ( <b>no classes</b> )

### November

Wednesday, November 1	Graduation Photos
Thursday, November 2	Graduation Photos
Monday, November 13	Remembrance Day observed ( <b>no classes</b> )
Friday, November 17	Assessment & Evaluation Day ( <b>no classes for Junior High only</b> )
Wednesday, November 22	SH & JH report cards sent home
Thursday, November 23	Professional Learning for Staff/ Parent/Teacher ( <b>no classes for all</b> ) Parent/Guardian/Teacher meetings ( <b>1-3 pm &amp; 6-8 pm</b> )

### December

Monday, December 4	Professional Learning Day ( <b>no classes</b> )
Thursday, December 7	School Christmas dance
Monday, December 18	Coffee House 6:30-8:00 pm
Wednesday, December 20	Last day of classes before Holiday Break

## January

Tuesday, January 2	Schools Re-open
Thursday, January 4	Grade 6 Parent/Guardian Information Night (6:30-7:30 pm)
Thursday, January 18	Grade 9 Parent/Guardian Information Night (6:30-7:30 pm)
Tuesday, January 23	NSVS Summative Assessments
January 25-30	High School Summative Assessments
Wednesday, January 31	Assessment and Evaluation Day ( <b>no classes for High school students</b> )

## February

Thursday, February 1	Semester 2 Begins
Monday, February 5	SH Report cards sent home
Monday, Feb. 19	Heritage Day ( <b>no classes</b> )
Thursday, February 29	Band concert (7:00 pm)

## March

March 11 - 15	March Break ( <b>no classes</b> )
Monday, March 18	Assessment & Evaluation Day ( <b>no classes for Junior High only</b> )
Friday March 29	Good Friday ( <b>no classes</b> )

## April

Monday, April 1	Easter Monday ( <b>no classes</b> )
Wednesday, April 3	JH Report cards sent home
Thursday, April 4	<b>All Students present</b>
Tuesday, April 16	SH Report cards sent home
Thursday, April 18	<b>Professional Learning for Staff/ Parent/Teacher (no classes for all)</b>
	Parent/Guardian/Teacher meetings (1-3 pm & 6-8 pm)

## May

Monday, May 20	Victoria Day ( <b>no classes</b> )
Thursday, May 30	Spring Band Concert

## June

Thursday, June 6	Awards Night
Thursday, June 13	JH Year End Semi-Formal Dance
Monday, June 17	NSVS Exams
Wednesday, June 19	Grad Rehearsal
Monday, June 17	NSVS Summative Assessments
June 19-25	High School Summative Assessments
Tuesday, June 25	Senior High Prom
Wednesday, June 26	Assessment and Evaluation Day ( <b>no classes for High School students</b> )
Thursday, June 27	Assessment and Evaluation Day ( <b>no classes for all students</b> )
Thursday, June 27	Graduation
Friday, June 28	Last Day of School- Reports cards sent home electronically

## **Registration Policy/Procedure**

**Course Load:** All students in Grades 7 to 11 will take a full load of courses, with no unscheduled periods. All students in Grade 12 must register in sufficient courses to enable an accumulation of at least 18 credits, with a minimum of three courses in each semester in attendance.

**Course Selection:** All students in Grades 7 to 9 will take all courses prescribed for the stream or program in which they are enrolled. All students entering Grade 10 will enrol in English 10, Science 10 and a grade 10 mathematics course. Grade 10 students will also usually enrol in fine arts and physical education courses if they are available in the schedule.

**Special Programs:** Students entering or continuing in the Options and Opportunities Program (O2), Integrated French Program, and/or the Instrumental Music Program will take all courses provided in these programs. These courses will take precedence over other required courses that can be deferred to a later year, and over all elective courses.

**Eligibility for Courses:** Students will be admitted to a particular course only if he or she has passed any prerequisite course specified in the Program of Studies. Additionally, for English, Mathematics (academic and advanced), chemistry, physics and global studies, students must be in the grade specified for the course, or higher. For example, a student may not take Physics 11 in Grade 10, or English 12 in Grade 11.

1. The courses offered for registration at Musquodoboit Rural High School shall continue to be offered unless the number of students registered in a particular course is too small. The principal and appropriate staff will determine insufficient registration.
2. Adjustments to a student's course registration will be made when final marks and credits obtained (from the current year) are known.
3. Course changes subsequent to the spring course selection period are limited by staffing and class size considerations, and will only be made for educationally sound reasons.
4. Students who have earned a high school completion certificate may return to MRHS at the discretion of the school administration and only for the purpose of improving their marks from the previous year. Returning graduates must register in at least three courses per semester. At the end of the first term, returning graduates must show a significant improvement in their marks from the previous year or they will be withdrawn from MRHS.

## **MRHS School Advisory Council(SAC)**

The duties of the School Advisory Council are declared in Provincial legislation (The "Education Act", 1996, section 22). These duties include advising the principal and staff on matters related to the operation of the school; preparing a school improvement plan and approving expenditures for the plan, preparing an annual report, advising on the development of school policies, practices, fund raising, etc. The council welcomes input from any and all community groups. Any person who wishes to make a presentation to the council should contact the chairperson a week prior to the meeting. Our School Advisory Council consists of parents, community members, teachers, students and school administration. This group meets six times per year.

Please see the MRHS school website for further information regarding our SAC, and its current membership. All SAC meeting minutes are housed in this location as well: [School Advisory Council | Musquodoboit Rural High](#)

Additional information regarding SACs can be found here: [School Advisory Councils | Halifax Regional Centre for Education](#)

## MRHS Expected Behaviours

Musquodoboit Rural High School and the Halifax Regional Centre for Education believe that school is a place for teaching and learning, where students feel safe, secure and supported. It is expected that:

- school members will accept responsibility for the rights, property, and safety of themselves and others.
- school members will accept responsibility for their behaviour in order to maintain a safe and productive learning environment.
- school members will honour the rights of others through learning and demonstrating appropriate behaviour in the context of social responsibility.

A positive school climate is a process involving several partners in education including students, parents, community members and professional staff. The purpose of a code of conduct is to ensure a teaching/learning environment that allows every student to reach their potential. Every partner has an important role to play.

For more details regarding the Provincial School Code of Conduct Policy, please visit:

[Provincial School Code of Conduct Policy](#)

### Off School Property Expectations

**Students in grades 7 & 8 are required to remain on school property at lunch.** If a parent or guardian arrives at school during the lunch hour, the student will be permitted to leave with the adult once the adult has notified the main office by calling from the parking lot. We ask that the adult call the main office as well when the student returns. Any exceptions must be made in consultation with school administration and the parents/guardians. Any grade 7 or grade 8 student who leaves school property without appropriate permission, will receive a consequence for not adhering to this expectation.

**Students from grade 9-12 are automatically permitted to leave school property at lunchtime or during an unscheduled block.**

## Attendance Policy

**Every Day Counts! Students learn something new in school every day. Missing classes means missing out on learning. That's why we need you here!** Student attendance is a shared responsibility between students, parents/guardians, and school. Please click here for more information on the [Student Attendance and Engagement Policy](#).

5 Unexcused Absences	Classroom teacher contacts home
10 Unexcused Absences	Admin contacts home
15 Unexcused Absences	VP requests a meeting
20+ Unexcused Absences	Principal determines whether loss of credit (Senior High only)

## **Excessive Absences & Loss of Credit for Grades 10 – 12**

For Senior High students, loss of credit may occur if a student misses 20% or more of class time in any one course. Students who lose credit(s) due to absenteeism are not eligible for Credit Recovery for that course.

### **Procedures for students arriving late, leaving early, or absent for the whole day:**

- If your child is going to be absent from school for the whole day, or part of the day, we have an absence phone line for you to call and leave a message. The absence will then be updated on PowerSchool based on the information you provide.
- If we do not receive a message, your child will be marked with an unexcused absence for any or all classes missed.
- If your child is in Grade 7 or 8, you will receive a phone call during the 1st period of the day as part of our Safe Arrival procedures.
- If the student is in grades 9-12, you will receive an automated phone call around 5:00 pm that same day to inform you of your child's absence(s).
- If a student arrives late, we ask that the person dropping off the student call the main line from the parking lot or pop in the office to inform the administrative assistant of the late arrival. The student may proceed directly to class, and the absence will be recorded on PowerSchool as "L" (late).
- If a student is leaving school early, we ask that the person/guardian picking the student up call the main line from the parking lot or pop into the main office so that we can notify the student of your arrival, and the absence will be recorded as "LE" (left early).
- Permission for arriving late or leaving early is still required from a parent/guardian by leaving a message on the absence line.

**To report an absence, please call (902) 384-2320 and follow the prompts.**

Attendance codes used by teachers:

- **Unexcused Absence (A)**- the school has not been notified of the absence
- **Absence with Notification (AWN)**- the school has been notified of the absence by a parent or guardian
- **Late (L)**- the student arrived late to class
- **Left Early (LE)**- the student left early from class
- **School Activity (ACT)**- the student missed class due to participating in a school based activity
- **School Approved Absence (APP)** \*new code- this can be used in situations such as when a student is meeting with an administrator or a counsellor or a co-op student who has completed the classroom component of the course but is not out on placement.
- **In School Suspension (ISS)**: The student is present at school, but not permitted to attend regular classes as the result of receiving an in-school suspension in accordance with the NS School Code of Conduct.
- **Out of School Suspension (OSS)**: The student is absent and not permitted to attend school or classes due to a suspension by school administration, in accordance with the NS School Code of Conduct. Students placed on an out-of-school suspension are prohibited from participating in extra-curricular activities while on suspension. Students are not permitted on school property during a suspension.
- **Religious Observance or Holiday (R)**: The student is absent due to a verifiable religious observance or ceremony such as funeral.
- **Medical Reason (MR)**: The student has a medical condition requiring hospitalization or a specialist medical appointment.
- **Operational Issue (OI)**: The student is absent due to an operational issue, such as no buses running, as determined by HRCE or the school administration.



## **Providing Materials for Absent Students**

In accordance with the NS Provincial Student Attendance and Engagement Policy, teachers are not required to prepare additional materials or release test/examination materials prior to their release to the class and that, in accordance with provisions set out in the Teachers' Professional Agreement, teachers will provide students with the materials that were distributed in class during the student's absence, if requested by the principal.

For greater certainty, teachers are not required to prepare a physical package of materials where students have access to online tools (e.g., Google Classroom) that can provide any materials that may have been missed. Students are strongly encouraged to communicate with their teacher in advance of a planned absence to discuss steps that they can take to mitigate the risk of falling behind in their coursework.

## **ATTENDANCE-BASED EXAM EXEMPTION POLICY (Grades 10-12)**

There are currently no planned exam exemptions for this school year. (2023/24)

## **Learning Outcomes**

The Provincial Department of Education and Culture has developed a learning outcomes framework for each curriculum area in the Public-School Program. This framework consists of a series of curriculum outcome statements describing what knowledge, skills and attitudes students are to demonstrate as a result of their learning experiences. These outcomes are broken into general curriculum outcomes (intended for grades P-12), key-stage curriculum outcomes (outcomes to be achieved by the end of grades 3, 6, 9 and 12), and specific curriculum outcomes (outcomes described for each subject at each grade level).

Please visit the following websites for a complete list of all outcomes for grades 7-12.

[Learning Outcomes Framework, Grades 7–9](#)

[Learning Outcomes Framework Grades 10–12](#)

## **Reporting & Evaluation**

The Department of Education and Early Childhood Development has implemented a **Student Assessment and Evaluation Policy** that acknowledges that assessment, evaluation, and communication about student learning are essential components of the education process. For more information please click the link to the [Student Assessment Policy](#).

Teachers are expected to contact parents on an ongoing basis throughout the school year. The frequency of contact will depend upon the teacher's overall concerns regarding the student's progress in their course, missing assignments, behaviour issues, etc. Teacher contact should also include positive feedback. Parents are encouraged to exercise their responsibility to maintain an ongoing dialogue with their child's teacher through phone calls, parent/teacher interviews, and/or written notification via email to discuss their child's progress.

## **POWER SCHOOL**

The Halifax Regional Centre for Education in partnership with the Department of Education provides a student information system called PowerSchool. PowerSchool allows students and parent(s)/guardian(s) to log on to a private online account (parent/student portal) to view grades, track attendance, and to see upcoming assignments. The system is accessible via the MRHS website ([mrh.hrce.ca](http://mrh.hrce.ca)). To access the portal a username and password is required. Please contact the registrar - Ms. Mackenzie @ 902-384-2320 extension 7801003 or email [angelamackenzie@hrce.ca](mailto:angelamackenzie@hrce.ca) to obtain information about accessing the system. Parents and students are encouraged to check Power School on a regular basis to track academic progress in all courses.

## **PARENT CONCERN PROTOCOL**

Did you know that there's a protocol in place to help families contact schools or the HRCE office when you have concerns about your student's education or well-being?

- All concerns should first be shared with your child's teacher.
- If your concern is not resolved, you should then contact the principal.
- If your concern remains unresolved, you can reach out to [HRCE's Parent Navigators](#) who can provide information about a wide range of supports and resources or connect you with the school supervisor.
- If your matter continues to be unresolved, you can then initiate a formal review process in which the matter will be investigated by the appropriate HRCE Directors.
- The final step is for your concern to be passed on to the Regional Executive Director.

Click here to view the [Parent/Guardian Concern Policy](#).

## **REPORT CARDS**

Student achievement is evaluated in terms of expected learning outcomes established by the Department of Education for each grade level and for each subject, or individualized outcomes developed by a Student's Planning Team.

Report Cards are only one means of communicating student progress. They provide a snapshot of your child's progress at a given point in time. In junior high grades, the academic school year is divided into three terms. In senior high grades, the academic year is divided into two semesters, and report cards are emailed to all families. Anyone wishing to receive a paper copy of their child's report card is asked to contact the main office.

Teachers are required to use a variety of assessment strategies in appropriate balance in order to address all individual learning styles, and to best capture the skills and knowledge their students have attained. Written tests, quizzes, in-class assignments, projects, one-to-one conversations, and observations are some examples of a well-balanced assessment approach.

All courses include a final assessment that allows students to demonstrate an appropriate range of learning outcomes. This final summative assessment (exam) constitutes no more than 20% of the final mark, and the remaining 80% of the final mark is comprised of work completed by the student, as well as any assessments completed throughout the term/semester.

## **Extra-Curricular Programs**

Co-curricular and extra-curricular programs offered at MRHS are intended to contribute to the development of appropriate skills and attitudes and enhance the self-esteem of every student. MRHS has a proud tradition related to participation and excellence in both intramural and inter-school sport. Participation in extracurricular activities is a privilege at MRHS. The extra-curricular programs at MRHS have typically included, but are not limited to school sports, band programs, school musical, mathematics contests, student leadership team, winter carnival, school dances, etc.

### ***Criteria for Student Eligibility:***

Students must maintain satisfactory and acceptable attendance, academic performance and demonstrate appropriate behaviour aligned with the expectations of the school community to be involved with extracurricular activities.

**Behaviour and Conduct** - Any participant serving a school suspension will not be permitted to participate in an extra-curricular activity during the suspension from the moment of the infraction until the student returns to school. The administration, staff advisor or coach maintains the right to extend the suspension from the activity or to declare the participant ineligible to participate depending on the severity of the situation and the number of previous suspensions.

### **Trip Policy and Procedures**

Some procedures to keep in mind regarding typical trips, such as sports trips, are:

- Students for whom permission has not been secured may not go on the trip. Note: permission given over the phone for school trips is not considered legally binding by the HRCE. Therefore, written permission must be received before a student will be allowed to leave the school grounds.
- Parents are not permitted to drive students (other than their own children) to extra-curricular or co-curricular activities, unless they complete a **“J” form**, which is available at the office.
- Students are not authorized to drive other students for any school-related activity.

### **Student Leadership**

The Student Leadership Team at Musquodoboit Rural High School, supported by a staff member, provides opportunities for students to participate in the planning and organization of school activities throughout the year. The team participates in fund-raising activities related directly to these events. In addition to this, two Student Leadership representatives (total) from the Student Leadership Team are invited to participate as active members of the MRHS School Advisory Council.

### **School Dances**

School Dances are held to provide an opportunity for socialization and social development. They also contribute to the development and maintenance of “school spirit” and provide an opportunity for fund-raising to support a variety of activities. Dances held at MRHS are school dances (not community dances) and are intended for our students only. Only in special circumstances are students from other schools or community members allowed to attend our school dances. Guest passes are available in these circumstances and must be completed and signed by school administration before the designated deadline. Administration will give final approval on guest admittance to all dances. Guests are expected to follow all school policies of MRHS while attending school functions.

There are three dances scheduled for this year: Christmas Dance, JH Semi-formal, and SH Prom.

### **MRHS Dance Protocol:**

- Any student who repeatedly shows disregard for our school's Code of Conduct, or who has been issued a suspension (internal or external) may, at the school administration's discretion, be prohibited from attending an upcoming dance.
- Any student having excessive "absences" or "lates" on their attendance records may, at the school administration's discretion, be prohibited from attending an upcoming dance.

### **Volunteers**

There are times throughout the school year that we may be in need of parent or community volunteers to support school trips and other various school-based activities. When these situations arise, teachers typically reach out to families to see if there might be someone available to help us out. In order to be a school volunteer for any event, where there will be direct contact with students, we require a completed and current Criminal Records with Vulnerable Sector check and a Child Abuse Register search which is kept on file at the main office to ensure that all records are up to date. This practice is mandatory in accordance with the HRCE policy and protocols for volunteering in our schools, and no exceptions are permitted. For more information please click the following link: [Volunteering | Halifax Regional Centre for Education](#) .

## **Support Services**

### **School Counsellor Services**

MRHS has one full-time school counsellor. Except in emergency situations, an appointment is usually required to meet with the school counsellor. The counsellor is available to discuss a wide variety of topics, including issues of a personal nature, occupational, vocational or career concerns, course selection and registration. The counsellor may make referrals to outside agencies such as Public Health, Mental Health Services, nutritional consultants, etc. All information shared with the school counsellor is confidential except when the student's safety to self or others is at risk. In addition, the school counsellor may offer assistance in study skills, self-esteem, time management, anger management, etc.

Students are encouraged to take advantage of "*My Blueprint*", a career guidance computer program. This computer-based program allows students to research career areas, educational institutions, labour market information, and to complete self-assessments. It is a very effective tool to help students with career and occupational planning.

### **The Youth Health Centre**

The Youth Health Centre (YHC) is a youth-focused and youth-friendly space. Accurate and non-judgmental information and services from a youth perspective are provided in a safe and confidential manner to enable the youth to make healthier decisions. Programs and services are provided on a health promotion model. Clinical services are not provided, and medications are not dispensed. Information, support and referrals are available for students.

Programs and services will be based on the needs of the student community and may be offered on an individual basis, group sessions or in a classroom setting. Some examples of these programs/services include but are not limited to: body image, alcohol & drugs, smoking/vaping, teen parenting, anger management, hunger, anxiety, stress, piercing/tattoos, eating disorders, suicidal thoughts, abuse, sexual orientation, gambling, sexual decisions, homelessness, pregnancy tests, birth control, safer sex, and bullying. The programs of the YHC complement and enhance other services and supports available to youth at the school. Referrals to outside agencies can be made through the YHC in person or by phone.

## **Schools Plus / Child Youth Care Practitioner (CYCP)**

MRHS offers a variety of services through the Schools Plus Program to support our families in the following ways:

- Help get answers to your questions.
- Connect you with services that can make a difference for your family.
- Help you fill out forms.
- Help you apply for funding (to pay for things like recreation programs, eyeglasses, etc.)
- Provide support during a stressful time
- Help you get ready for a meeting with a school, agency, landlord, etc.
- Work with you and school staff to help your child be successful!

Schools Plus services, which are free and confidential, are provided by a Schools Plus social worker, Schools Plus Community Outreach Worker, and a Child Youth Care Practitioner (CYCP). To contact any of these individuals, please call 902-384-2320 ext. 7802208.

## **Operational Information**

### **Early Closure/Cancellation of School**

School cancellation and early dismissal announcements will be made as early as possible on local radio stations, the HRCE school cancellation line (902-464-4636) and the following website [HRCE School Cancellations](#).

Occasionally during bad weather, there are times when the buses will not be travelling on some roads in our school area. If this should occur, please leave a message on the absence line so that the absence may be recorded accurately in Power School as OI (Operational Issue). It's important to have a conversation with your child and develop a plan in the event of an early closure and dismissal.

In case we have to close early due to inclement weather conditions or other circumstances, students will be dismissed and travel home in their usual manner unless an alternate arrangement has been communicated to the school in writing.

### **Fire Drills**

Fire drills will be held regularly throughout the school year. Directions regarding proper exits are mounted and visible by the exit door in every room. Fire drills are important exercises in safety and are to be treated seriously. Drills will be held at irregular intervals without notice. Each teacher must clearly indicate the exit door to be used by the class occupying the room at the time of the fire drill. Students must walk – keeping in line – not talking – listening for instructions. Students are not to stop for coats/books.

### **Lockdown/Hold & Secure Drills**

Throughout the year, lockdown and hold & secure drills will be held as part of regular and on-going emergency planning at MRHS. During these drills, signs will be posted on the main entrance doors advising that visitors will not be permitted to enter the building until the drill is completed.

### **Student Parking on School Grounds – “Park, Lock, & Walk”**

*Parking spots are available on a “first come - first serve” basis. Grade 12 students are given priority, followed by grade 11, and in the event that all spots are taken, a waiting list will be established. If parking spots open during the school year, they will be filled, in order, from the compiled list.*

Courtesy parking is available to students as a privilege. To earn and keep this privilege, every school year students and parents/guardians must sign a parking contract that will allow students to park in a single, designated spot. As part of the contract, students must provide appropriate vehicle documentation, attend classes regularly, drive responsibly on school property, and help keep the parking grounds clean by collecting litter upon request from administration. The full contract contains a complete list of requirements that must be met at all times by students who receive a parking spot. Students must not smoke or vape in cars while they are parked on school property during the school day.

Any student not adhering to these expectations may lose their parking privileges, and depending on the circumstances, may be directed to park their vehicles off property for a specific amount of time. Required vehicle documentation includes: 1) Proof of insurance 2) Motor vehicle inspection 3) A valid driver’s license 4) Vehicle Registration

### **Bicycle Safety on School Grounds**

1. A helmet must be worn at all times while on school property.
2. The bicycle must be stored in the bicycle rack at the front of the school.

*Due to safety concerns, at no time are students permitted to use skateboards or scooters on school grounds (unless this activity is done as part of a Phys. Ed. class and supervised by a teacher).*

### **Buses**

The school bus is an extension of the classroom and therefore, the school discipline code shall apply to the bus. It is vital that students feel safe and respected on their journey to and from school. Students are reminded that the bus driver has complete authority on the bus regarding seating and conduct. Persistent misconduct may result in a student’s suspension of bus privileges.

If you have any questions about your child’s transportation to school, please access this link for more information: [Student Transportation | Halifax Regional Centre for Education](#) .

### **School Elevator**

Elevator usage is available only to those members of the school community who require its use for mobility concerns. Anyone needing to use the elevator must first receive permission from administration.

### **Allergies/Sensitivities**

Many students, staff and community members who visit the school have sensitivities and/or allergies to scents and nuts. In order to ensure the health and safety of everyone in the building, students are reminded to refrain from using scented products and bringing nuts and nut products into the school or on the bus. Heavily scented colognes/perfumes are not permitted to be sprayed in the school. Signage is placed throughout the building as a gentle reminder of these expectations.

### **Accidents**

Any accident or incident involving injury to a student must be reported to the office immediately and appropriate medical help will be summoned. Depending on the situation, the incident may be followed up with the completion of the appropriate documentation.

### **Cell Phones**

Grade 7 & 8 students are required to keep their cell phones in their locker during instructional time. Students are permitted to use their cell phones during non-instructional times such as recess, lunch, or during an unscheduled class (for grade 12 students). Teachers for grades 9-12 will use their own discretion for granting permission to use cell phones in their classrooms. In other words, it is up to each individual teacher as to whether or not they will permit use of cell phones in their classrooms, and it is also up to the teacher to clearly communicate their individual expectations to their students, from the very beginning of the year. If a student is asked by the classroom teacher to put their phone away, it is expected that the student will comply immediately. Persistent non-compliance will result in consequences ranging from a verbal warning by administration, notification to parents, loss of a privilege, or a suspension for insubordination. This also includes the inappropriate use of cell phones.

Phones cannot be used to take photos or videos of anyone without their knowledge and consent.

*If an emergency situation arises, and a student needs to be contacted right away, parents/guardians are asked to not text or call their child's cell phone during class time, but to call the main office instead, and administration will immediately deliver the message to the student, as well as provide any support needed.*

If your child needs to contact home during the day, and does not have access to a cell phone, they may use one of the phones in the main office. They will only be permitted to do so during recess or lunch, unless it is an emergency.

### **Medications**

It should be noted that over-the-counter drugs such as Tylenol, Aspirin, ointments, etc. will not be given to students by any staff member, for any reason. If your child requires prescription medications to be taken during the school day, please contact administration, and a meeting will be arranged to discuss the protocols and procedures around this policy, and to sign the appropriate documents.

### **Illness/Emotional Upset During the School Day**

Students who become ill or upset during the school day should inform their current classroom teacher, and then report to the main office for further assistance. Students who must leave during the school day should contact home before leaving.

### **Outstanding Fees**

Textbooks that are signed out to students remain the property of the school. These books are to be maintained at all times in the condition in which they were received, and the student is responsible for the textbook(s) at all times. If the textbook is not returned, or returned in poor condition, the student or parent/guardian must pay for a replacement copy. If textbooks, replacement costs, or other fees such as intentional damages to Chrome Books remain outstanding, students may be denied participation in certain activities. Graduating students with outstanding amounts may not receive grad gowns or transcript services until these amounts have been remitted in full to the school.

### **School ChromeBooks**

Chromebooks and chargers are available for at-home use by all students. Chromebooks are issued in the same way as textbooks and library books; they are all barcoded and tracked through our library services. All students who borrow a chromebook are required to sign, along with their parents, a contract indicating full responsibility for the Chromebook while in the students' possession. Detailed information is contained in the contract document. Students who are graduating or not planning to return to MRHS the following year must turn in their Chromebook and charger prior to graduation.

### **Student Fees**

Student fees are charged on a user-pay system. Students will only be required to cover costs for any activities they wish to take part in, or to pay for any school-related items they wish to purchase, such as school clothing. All fee amounts will be made available as part of the parent permission form, which will be sent home prior to the event.

### **Graduation Fees**

Graduating students are required to pay a grad fee to cover expenses relating to the graduation ceremony and senior prom. The fee amount will be determined by the end of May in an effort to get the most accurate cost amounts at that time. This information will be communicated to the grads through the Google Classroom for Graduation.

### **Lockers/Locks**

Lockers and combination locks are the property of Musquodoboit Rural High School, and students have free use of these for the year. Each student is responsible for keeping their locker neat and tidy. All students are to get books required for their first class before morning registration. In an effort to minimize the loss of instructional time, students are not permitted to go to lockers between classes or during class time, unless permission is given by the teacher in special circumstances. **Please note:** The school administrator reserves the right to check all lockers at their discretion, if deemed necessary.

### **Valuables/Personal Belongings**

Students should not leave valuables in classrooms or changing rooms at any time. The school will make reasonable attempts to help students recover belongings; however, the school does not assume responsibility for any lost, stolen, or damaged articles.

### **Breakfast Program/Cafeteria Services**

MRHS has a thriving breakfast program and offers excellent cafeteria services which operates five days per week. When students arrive at school in the morning, they are welcome to take part in the **free** breakfast program in the cafeteria. Our school cafeteria provides nutritious meals every day at a reasonable cost. Snacks such as muffins, cookies, biscuits, etc, and a variety of beverages are available for sale at recess and lunch as well.

### **Library**

The Musquodoboit Rural High School library provides students with a wealth of information and recreational reading material. The library has an automated catalogue, internet access, and many full text and encyclopaedic CDs. In addition, we subscribe to a variety of magazines and the daily newspapers.