



# **STUDENT HANDBOOK**

## **2024 - 2025**

# WELCOME

## WELCOME TO NIVERVILLE HIGH SCHOOL!

At this school we think, act and dream big! Our enthusiasm and energy for learning is big. We have big goals and big ideas! Our school is a caring, positive and supportive environment that empowers everyone to do their best and be involved - where individuals are compelled to step forward and develop the courage to persevere. We are dedicated and committed to improving student learning and demonstrate this in our words and actions. There is a climate of high expectations and success for all students. There is heart and soul in everything that goes on at our school and it is the combined effort of students, staff, parents and community that nurtures this culture. We look forward to getting to know you and working together to create the best high school experience ever. This handbook has been written to help you gain insight into the beliefs and values of Niverville High School and allow you to better understand how our school functions.

While innovation and flexibility are at the core of how we operate, we also believe that high standards of conduct and character development are important for providing clear guidelines for students. Our handbook outlines our expectations and procedures, which allows students plenty of room for self-expression, creativity, growth and exploration, and also provides NHS the ability to address individual needs and circumstances.

The items contained in this handbook are a small part of the many policies and regulations that have been set out by the Hanover Board of Trustees. This is not meant to be a policy book, but an overview of a few procedures, policies, and regulations that most often affect the students of Niverville High School. The full policies are available on the Hanover School Division website.

We will update the handbook each year to reflect changes in our practice and the changing world in which we live. The suggestions of parents are welcome and can be directed to the principal.

We look forward to connecting with you and anticipate many successful moments throughout the school year.

# OUR SCHOOL

Our school strives for strong connections through a collaborative, active learning environment that aims to challenge and inspire all students, and foster a culture of respect and social responsibility in partnership with families and our community. We are committed to making Niverville High a place where students feel a sense of community and connectedness, experience both academic and personal success, and feel well prepared for their futures.

## OUR MISSION

### CONNECT. GROW. THRIVE.

It is our mission to engage students in rich, authentic learning experiences that reflect real world challenges and opportunities for the purpose of:

- creating connections
- personal growth
- participating successfully in today's complex society

## OUR VISION

To develop strong positive relationships built on collaboration and compassion that will create trust and personal respect for one another.

To create an authentic learning environment that is connected, meaningful, engaging, interdisciplinary, inquiry-based, and relevant.

We believe that learning is richer when it is active, that ideas and information are best understood when given a real world context, and that classrooms can expand beyond the walls of the school. We want to challenge and empower each individual to pursue his/her potential, to develop a love for learning, and to embrace each day as a new possibility.

We believe it's not what you know, but what you can do. The value of learning is discovered through initiating and sustaining complex work, applying creative and critical thinking skills in new, unpredictable situations, and presenting quality work.

We believe students will achieve success when they:

- feel included and appreciated by their school community
- are respected for their diverse abilities, cultures, interests and dreams
- are actively involved in their own learning

Through our intentional work, every student will have the opportunity to actively participate in school life; find connection and community; encounter new ways of thinking and being in the world; acquire 21st century skills and abilities; and experience rich authentic learning.

# GENERAL INFORMATION

## ADMINISTRATIVE STAFF

Kimberley Funk - Principal  
Graham Sereda - Vice Principal  
Karin Koop - Administrative Secretary  
Phyllis Ens - Secretary  
Michelle Friesen - Learning Commons Support Specialist

## OFFICE HOURS

8:00 - 4:30

## DAILY CLASS SCHEDULE

<b>AM</b> 9:00 - 12:30
<b>LUNCH</b> 12:30 - 1:20
<b>PM</b> 1:20 - 3:40

NHS operates on a M-F schedule. Period start times and length vary each day but the school day start and end times remain consistent.

## LEARNING COMMONS HOURS

8:00 - 4:00

The learning commons is a centralized collaborative learning environment designed to foster relationships and intellectual engagement. This welcoming common space at Niverville High encourages connection, exploration, creation, and collaboration; a place where information, ideas, deep thinking, and conversation come alive.

Our learning commons is a flexible space that accommodates small group collaboration, presentations, meetings, and individuals needing a quiet space. It promotes a culture of reading, literacy, and technology integration; therefore providing a variety of areas to serve the different learning needs of its users. A learning commons support specialist is on site to assist students with locating digital and print material, Chromebook support, and to facilitate students in their efforts to discover, create and share knowledge.

## LIFE GROUPS

All grade 9 and 10 students at NHS will belong to a LIFE group comprised of approximately 15 students and rotating teacher mentors. LIFE groups will meet every Wednesday morning from 9:00-10:00 for the purpose of:

- L** - Life/Work Inquiry & Exploration
- I** - Individualized Goal Setting
- F** - Fostering Relationships
- E** - Emotional Intelligence

## **LOCKERS**

Lockers are available for students to keep their belongings safe. The school will provide a lock and advises that students use their lockers daily to keep track of their belongings. Combinations should be kept confidential and lockers are to be kept clean. Locks will need to be returned at the end of the year.

## **SCHOOL FEES**

A complete list of school fees can be viewed on the NHS website under the “students” tab.

## **CANTEEN - LUNCH SCHEDULE**

Tuesday - **MEAT BUNS** 3 for \$2

Thursday - **PIZZA** \$2.50/slice

## **WHAT TO WEAR**

Everyone is asked to dress in a manner that is appropriate to a school setting and sets a tone for a respectful learning environment. Clothing choices should show respect for personal health and hygiene, respect for self and others, and be appropriate for the public learning space. The intent of the guidelines listed is to help develop and protect the safety, self-confidence, self-respect and self-esteem of all people who attend Niverville High School. In situations of non-compliance, individuals will be asked to change their dress accordingly:

1. Clothing must comply with the specific program requirements along with health and safety policies in selected areas eg. gym, science labs, shops, and kitchens
2. Clothing and accessories that are offensive and potentially demeaning to a group or individual may not be worn - this includes printed material involving alcohol, drugs, sex, violence, profanity, gangs, sexism or racism
3. Hats, toques and hoods need to be removed during the national anthem
4. Clothing must be sufficient to conceal undergarments at all times

These guidelines are representative but not exhaustive. Teachers and principals will make the final determination on what constitutes appropriate attire. Those who come to school dressed inappropriately will be asked to remedy the situation by changing into different attire. If the problem persists, parents will be contacted by the principals.

## **PARKING**

Use of the NHS parking lot for all motor vehicles, is a privilege and must be done under the following guidelines:

1. Students are required to park in designated student parking areas only.
2. Designated “visitor parking” is reserved for guests only. Students may not park in visitor parking and are subject to being towed if they do.
3. NHS and HSD will not accept any responsibility for missing items and/or damage to, or from, vehicles.
4. Reckless driving may result in loss of privileges, school suspension, and/or a written police report.

All bicycles are to be placed in the racks provided at the front of the school.

# DEEPER LEARNING

At Niverville High School we believe that all students have the potential to be active, independent thinkers and learners. An effective education must prepare students with the skills needed for success in an ever-changing world. We believe that confidence and motivation are the seeds of life-long learning and that with these, education can be an exploration of ideas and values. Student engagement is critical to inspire students to pursue their own interests and push their personal limits of achievement.

NHS strives to meet the changing educational demands that students face in the 21st Century. In addition to a strong academic foundation, we give priority to developing the skills of collaboration, communication, creativity, and critical thinking within our curriculum. While fostering a sense of global mindedness, and a strong sense of self, students are given opportunities to develop their strengths and build a personal sense of character and citizenship.

**Communication:** being purposeful, meaningful, and intentional about how we receive and share ideas by utilizing a variety of methods and strategies

**Critical Thinking:** evaluating information and constructing meaningful knowledge for the purpose of making informed opinions and effective decisions

**Collaboration:** learning from and contributing to the learning of others

**Creativity:** considering, developing and pursuing new ideas, perspectives and opportunities

**Character:** fully engaging in the learning process while effectively managing failure and success along the way

**Citizenship:** viewing conflict and problems from multiple perspectives and contributing to communities in a positive way

## INTERDISCIPLINARY PROJECT-BASED LEARNING

In grade 9 and 10 the core academic subjects of English, Social Studies and Science are taught through an interdisciplinary, or cross-curricular, approach. Interdisciplinary course options are also available in grade 11 and 12. The learning outcomes in each content area are explored inter-connectedly through projects that have real world application.

This dynamic, rigorous, student-centered approach connects curriculum to authentic learning experiences and develops 21st century skills through meaningful work. Knowledge is applied and skills are developed through inquiry that has context and purpose. Students have opportunities to connect with community members and industry experts to deepen their understanding as they explore essential questions and learn to think critically. Through interdisciplinary PBL, students develop a love of learning as they see purpose in the work they do. For more information visit [New Pedagogies for Deeper Learning](https://www.npdl.global/) at <https://www.npdl.global/>



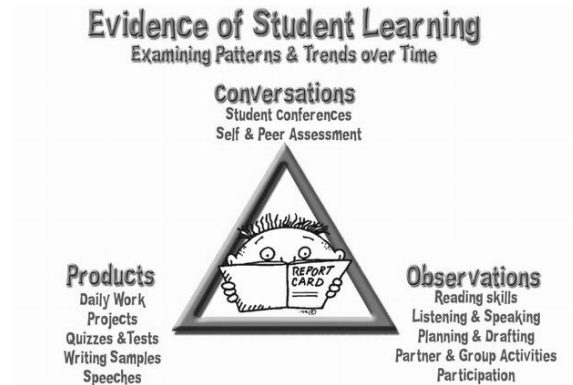
# LEARNING SUPPORT

A variety of instructional approaches and assessment methods are used by teachers to engage students and allow them to think critically and solve complex problems; work collaboratively; communicate effectively; incorporate feedback; and develop the academic mindsets necessary to direct their own learning and master essential academic content.

## ASSESSMENT OF LEARNING

Assessment is part of the learning process that represents each learner's unique understanding and skill development. Our goal at NHS is to provide authentic feedback and assessments that allow students to demonstrate their learning in a variety of ways and encourages them to adjust, improve and extend what they know and can do.

Report cards are issued in November, January, April and June.



## LEARNING SUPPORT

Our intent is to make the school experience positive and to help each student be as successful as possible. Students experiencing difficulty with learning, or who are struggling in a specific course, may request the help of the learning support teacher or may be referred by school staff. Where warranted, the learning support teacher may administer tests to help diagnose a student's learning ability and skills, and if necessary, refer the student to a divisional clinician for further assessment or assistance.

**Student Care Team:** This team consists of the learning support teachers, school counsellor, principal and vice principal, who work with students, parents, and classroom teachers to assist, make adjustments and monitor progress where individualized programming is necessary.

**School Counsellor:** The primary goal of the school counsellor is to help every student find success at school. The counsellor works with whole classes, small groups, individual students, parents and teachers. The counsellor works with students to develop positive learning behaviours (time management, study skills, goal-setting), positive social skills (peer relationships, family relationships, managing feelings, solving conflict, character education, self-esteem), and explore career options (identifying personal interests and skills, career paths). The school counsellor also provides information and guidance in the areas of course selection and graduation requirements, university entrance requirements, and scholarship availability.

All students are welcome and encouraged to visit the counsellor at any time. Parents who are concerned about their child should feel free to contact the counsellor at any time who will see that the best possible care and consideration will be given to the student in need. If circumstances warrant, students may be referred to other professionals for further assistance. Student concerns are kept strictly confidential except in situations of child protection, potential harm, legal action, or consultation.

# GRADUATION

## GRAD REQUIREMENTS

Niverville High School offers an academic program that will prepare students to enter post-secondary institutions such as university or college or to move directly into the work force upon graduation. To meet the province's graduation requirements, each student must attain a minimum of 30 credits. Some credits are compulsory; they are designed to ensure a quality education and represent a range of subject areas as chosen by Manitoba Education. The remaining courses may be chosen as electives.

## MANITOBA COURSE REQUIREMENTS

These are the courses required by the Province of Manitoba for graduation:

<b>English Language Arts</b>	4 credits	Grade 9, 10, 11, 12
<b>Mathematics</b>	4 credits	Grade 9, 10, 11, 12
<b>Physical Education/Health</b>	4 credits	Grade 9, 10, 11, 12
<b>Science</b>	2 credits	Grade 9, 10
<b>Social Studies</b>	1 credit	Grade 9
<b>Geography</b>	1 credit	Grade 10
<b>History of Canada</b>	1 credit	Grade 11

**Note:** Students planning to attend university will require a minimum of 6 courses at the Grade 12 level with the total number of credits remaining at 30 or higher.

## NHS COURSE REQUIREMENTS

These are the courses required by Niverville High School as part of our comprehensive educational program:

<b>Career Development</b>	1 credit	Grade 9 & 10 (½ credit at each grade level)
<b>Keyboarding</b>	½ credit	Grade 9
<b>Grade 9 "Try-a-Trade" - students will choose 3 out of the 4 options</b>		
Business Innovations	½ credit	Grade 9
Interactive Digital Media	½ credit	Grade 9
Drama	½ credit	Grade 9
Art	½ credit	Grade 9

## SPECIAL GRADUATION RECOGNITION:

**Merit:** A student who successfully completes a minimum of two (2) credits over and above the 30 credit provincial grad requirement will receive Merit recognition.

**Distinction:** Students who have demonstrated excellence in any Grade 12 course will receive Distinction recognition for those specific courses.

## GRAD PLANNING

The school counsellor is actively involved in each students' graduation plan. Students are encouraged to meet with the counsellor to discuss course options, required credits, and educational goals.

An overview of MB grad requirements can be found at [https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad\\_req\\_en.pdf](https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad_req_en.pdf)



# STUDENT CONDUCT

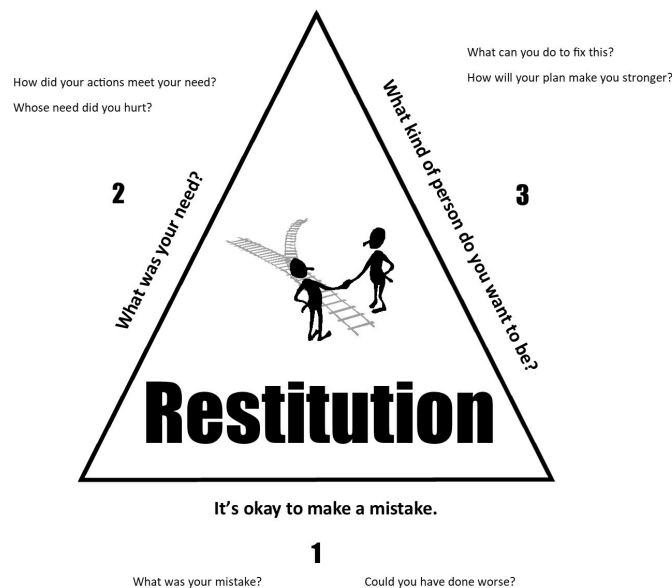
Niverville High believes that a healthy learning environment depends upon every student's trust in the safety and integrity of the school community. It is expected that every student and staff member will contribute to the building of that trust by respecting the rights of others within the community while striving toward his/her individual goals.

## CREATING A POSITIVE LEARNING COMMUNITY

We ask that students:

- ◆ Interact with all members of the school in a respectful manner;
- ◆ Make the most of educational opportunities through active classroom participation and involvement in extra-curricular school activities;
- ◆ Use electronic devices in a mature and respectful manner, without disruption to learning;
- ◆ Show respect for school property and the personal belongings of others;
- ◆ Use appropriate, inclusive, profanity-free language (racist language will not be tolerated);
- ◆ Resolve interpersonal conflicts and difficulties through discussions with the other person or through seeking assistance from school personnel

NHS focuses on a proactive approach and early intervention as the key to maintaining a positive school environment in which students can learn. We use a restitution model of discipline to foster the building of healthy relationships and develop appropriate behavior. Conduct that interferes with teaching and learning or threatens the safety of others will be addressed in an effort to correct the behavior and maintain a safe environment for everyone.



As much as possible, conduct issues will be handled on an individual basis, where all circumstances will be considered, including the welfare of the individual child, as well as the school. Follow-up to incidents will be reasonable, and in keeping with the nature of the offense.

Students who are unable to conduct themselves accordingly will be directed to the office where the issue will be addressed with principals. Anytime a student is sent to the office for disciplinary reasons, they will be required to hand in their cell phone until they are cleared to return to class.

# STUDENT CONDUCT

## **ATTENDANCE**

The learning experience that takes place in the classroom environment is a meaningful and essential part of the educational structure. Classroom attendance is considered to be an integral part of the student's course of study. Time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between student and teacher.

We ask that parents/guardians contact the office to let us know when your child will be away from school. This can also be done through the Parent Portal, which is also where parents may check their child's daily attendance. If you do not have parent portal access, please contact the NHS office. In situations of repeated and/or chronic absenteeism, the school team will meet with parents/guardians to strategize how attendance can be improved and also discuss potential outcomes of continued non-attendance.

## **LATES**

Niverville High values being on time for class. This sets the tone for optimal learning and shows respect for the entire learning community. In the event where being late is unavoidable, students are to check in at the office for a late slip. This will assist with our attendance records and minimize disruptions to the classroom.

## **HALLWAYS**

While classes are in session, hallways become extensions of the classroom and need to support learning. Students on spare are asked to spend their time in the learning commons, multipurpose area, outside, or in a classroom under staff supervision. Students may also leave campus if they choose.

## **SMOKE, ALCOHOL, DRUG FREE ENVIRONMENT**

We recognize that use and abuse of harmful substances seriously impedes a student's education and threatens the welfare of the entire school community. Niverville High School, in conjunction with Hanover School Division, is committed to protecting the school community from harm and exposure to harmful substances.

All school division property shall be smoke, alcohol, and drug free which includes chewing tobacco and vaping. Smoking and vaping products/paraphernalia are not allowed at school at any time, including evenings, weekends, or at off-site school sanctioned events. Persons under the influence of alcohol or illicit drugs are prohibited from being on school property or participating in school or student-related activities. Student failure to comply with this policy will result in consequences such as a verbal warning, in-school suspension, and out-of-school suspension.

# COMMUNICATION

Communication opens doors and build trust. Open and frequent communication cultivates a climate of mutual respect that builds rapport and fosters relationships between students, staff, parents and community members.

## ANNOUNCEMENTS

Daily announcements and event information are made available in classrooms during period one. They are also posted in the school and on the NHS website.

## SCHOOL WEBSITE: [nhs.hsd.ca](https://nhs.hsd.ca)

The primary purpose of the NHS website is for communication with parents/guardians and students. The website is kept updated with daily announcements and events. Additionally, it provides school and teacher contact information, schedules and programming details, as well as links to social media accounts and the Hanover School Division website.

## PARENT PORTAL

Stay connected and informed! The HSD Parent Portal is a communication tool designed to enhance and increase parent/guardian involvement in the education of their children. With a single username and password, parents/guardians can access a variety of information for each of their children attending an HSD school. Go to [hsd.ca/schools/parent-portal/](https://hsd.ca/schools/parent-portal/) to login or create an account or click the link on the homepage of the NHS website. If you require assistance accessing the portal please contact the school office.

## SOCIAL MEDIA

Follow us on Instagram @nivervillehs



## PARENT ADVISORY COUNCIL (PAC)

Volunteering on the PAC is a great way to get involved, meet new people, and stay connected to what's happening in your child's school.

Details and contact information is available on the school website under the Parent tab.

## LINES OF COMMUNICATION

Teachers may contact parents at any time to discuss student academic progress, attendance or behaviour. Parents may also contact the teachers or principals during the school year if they have any concerns. If there is an issue in a particular classroom, please phone or send an email to the teacher. Often this will help to resolve concerns. If a teacher has a concern, they will do the same.

Regardless of the level on the following outline, the communication process remains the same:

1. Start at the level of your concern
2. Clarify your concern
3. Discuss the concern with the other person to find a resolution
4. If the concern cannot be resolved, consult the next level

Level 1	Student
Level 2	Parents/Teachers
Level 3	Principals
Level 4	Superintendents
Level 5	Trustee(s)
Level 6	Provincial Government

# TECHNOLOGY

We live in a technology and media-driven world, marked by access to an abundance of information, rapid change, the ability to collaborate, and to make individual contributions on an unprecedented scale. Effective citizens must be able to exhibit a wide range of information and media literacy skills. Our goal is to integrate technology into the school environment in an effort to develop these specific skills, as well as to strengthen the learning experience and help students navigate complex problems in a globally competitive information age.

## **1:1 CHROMEBOOK INITIATIVE**

Niverville High is a 1:1 school, meaning each student is provided with a personal chromebook for the four years they are in high school. Teachers and students will be able to leverage technology to enhance learning and develop essential digital literacy skills. Students and parents will need to sign the User Agreement Form and pay an annual insurance fee of \$20. Further details are available on the website under the Student tab.

## **RESPONSIBLE USE of TECHNOLOGY**

It is important that we provide a safe and productive learning environment for our students and responsible use of technology is an imperative piece to achieving this goal. The purpose of outlining expectations is to minimize the distractions that personal devices may cause and allow students to fully engage in their learning.

Hanover School Division provides each grade 9-12 student with a Chromebook to support and enhance their learning in school and at home. Our goal at NHS is to develop innovative and engaging learning environments and collaborative learning partnerships by using this technology. Students are expected to use technology in an ethical and responsible way at all times. Students have signed a Chromebook User Agreement and a Responsible Use of Technology Agreement to access and use technology at school. Please be reminded that access to technology and the internet is a privilege which may be limited, or removed altogether, if these agreements are not adhered to.

### Student expectations for using technology:

- Be respectful - do not use technology to degrade, defame, bully, or harass others
- Avoid inappropriate or offensive online content - do not access, forward, or share
- Cell phones are to be stored away during class time (in a locker or backpack)
  - \*If parents need to get a hold of students during class time (ie. messages, pick-ups, emergencies) they may call the school and a message will be relayed
- Students are not permitted to use their electronic devices on school property, or at school events, to take and/or post pictures, videos, or voice recordings of another student or adult without their permission
- The use of phones or cameras is strictly prohibited in all school washrooms and change rooms
- Chromebooks are to be charged and brought to each class - using a phone because the student was not prepared for class is not an option
- Personal devices can be used during breaks and lunch

### Actions for misuse of technology:

- Students will be reminded of the expectations and given an opportunity to respond accordingly
- Use of a personal device during prohibited times or in an inappropriate manner may result in confiscation of the device by the teacher or principal
- Chronic misuse may result in limited access, removal of privileges, and/or suspension
- Severe misuse may result in immediate suspension and/or permanent loss of privileges

These expectations and related disciplinary measures reflect HSD policy as they pertain to current areas of concern at NHS. Please review these expectations with your students and adhere to them in all learning environments. Please notify principals and/or parents if you require additional support. It is our hope that we can work together with students towards responsible use of technology.

# SAFETY

## A SAFE AND SECURE LEARNING ENVIRONMENT

Niverville High believes everyone in the school community shares in the responsibility of creating, maintaining and promoting a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Students are expected to behave in a manner that supports the goal of a safe and secure environment for fellow students, staff and others at all times, but especially while on school property and when moving between school, home and at school activities.

## VISITORS

Sincere efforts are made to provide parents and other visitors with a courteous welcome. Please call ahead to make an appointment if you want to meet with a specific person. Parents and visitors are asked to check in at the office upon arrival at the school and staff will provide directions to scheduled meetings or will call a specific student to the office. Visitor parking is available in the school parking lot and is designated as such.

## SCHOOL CANCELLATION

There may be times when school will be cancelled due to extreme weather or in the case of an emergency. Hanover School Division automatically phones to inform families of school closures and posts the news on the HSD website: [www.hsd.ca](http://www.hsd.ca). School closure announcements will also be made over the radio stations CHSM AM 1250 and MIX FM 96.7 at 6:30 a.m.

## SAFETY PROCEDURES

The safety of all students and staff of Niverville High School is of great importance. We have established appropriate safety measures for the various situations that may occur and affect our students, staff and school visitors. To ensure everyone's safety, we need to be prepared should an emergency occur.

## EMERGENCY RESPONSE

In order to facilitate a common understanding among the school division the following protocols are in place in the event of threats to school safety:

**Shelter in Place** - used for an environmental or weather related situation where it is necessary to keep all occupants within the school (protecting them from an external situation). In Sheltering in Place, everyone may move freely within the school while exterior doors and windows are locked. Students and staff must remain in building until advised by authorities that outside conditions are safe. Examples: chemical spills, explosions, dangerous animal or extreme weather.

**Hold and Secure** - used when it is desirable to secure the building due to a threat occurring outside the building but not related to the school. An active police incident in a neighborhood would trigger a Hold and Secure. No one leaves the school during this time. School functions normally with all exterior doors locked until the situation is resolved.

**Lockdown** - used only when there is a major incident or threat of violence toward the school. Staff and students are restricted in their movements to a specific area which is then protected through locking of exterior and classroom doors, and covering windows. In Lockdown, the school will be locked with NO arrivals or departures of anyone including staff, students and parents/guardians.

**Evacuation** - used in the event that students and staff must leave the school building due to some environmental concern in the school. Example: fire, bomb threat, or gas leak in or near the school.

Safety drills occur regularly throughout the school year. In the event of a real emergency students must respond to directions from the staff quickly and orderly. Regularly scheduled classes/activities will resume when it is safe to do so. Parents will be notified when these situations occur.

# CONNECTING with NHS

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@nivervillehs



[nhs.hsd.ca](https://nhs.hsd.ca)



[nhs@hsd.ca](mailto:nhs@hsd.ca)



204-388-9761



Parent Portal