

# Welcome to Harrison Trimble High School

“Home of the Trojans”



## Student Handbook 2022-2023

## 2022-2023 ANGLOPHONE EAST SCHOOL CALENDAR

Yellow shaded areas denote "NO ATTENDANCE" for students for FULL DAY

		August 2022							September 2022								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
23	New Admin Meeting															1	EECD Professional Learning: K-12 (full day)
24	Opening Admin Mtg		1	2	3	4	5	6					1	2	3	2	Full Administration Day
29	First Day for Teachers	7	8	9	10	11	12	13	4	5	6	7	8	9	10	5	Labour Day
30/31	NBTA Council Day School Based	14	15	16	17	18	19	20	11	12	13	14	15	16	17	6	First Day for Students
		21	22	23	24	25	26	27	18	19	20	21	22	23	24		
		28	29	30	31				25	26	27	28	29	30			
		October 2022							November 2022								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
10	Thanksgiving							1			1	2	3	4	5	11	Remembrance Day
11-14	Registration for Students Entering Kindergarten 2023-2024	2	3	4	5	6	7	8	6	7	8	9	10	11	12	14	9-12 Report Cards
		9	10	11	12	13	14	15	13	14	15	16	17	18	19	18	K-8 -Full day- Professional Learning; School base PL
		16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	9-12 Teacher/Parent Interviews School Based PL
		23	24	25	26	27	28	29	27	28	29	30					
		30	31														
		December 2022							January 2023								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	Report Cards Issued K-8					1	2	3	1	2	3	4	5	6	7	2-6	Holidays
2	K-12 Full Day SIP	4	5	6	7	8	9	10	8	9	10	11	12	13	14	9	First Day for Students
9	K-8 PT Interviews (1/2 day) / School Based PL (1/2 day)	11	12	13	14	15	16	17	15	16	17	18	19	20	21	23-27	9-12 Assessment / Demonstration of Learning / Course Recovery
9	9-12 PL Day School Based	18	19	20	21	22	23	24	22	23	24	25	26	27	28	30	HS Turnaround Days/ No School for High School
23	Last day of classes (1/2 day)	25	26	27	28	29	30	31	29	30	31					31	HS Turnaround Days/ No School for High School
26-30	Holidays																
		February 2023							March 2023								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
1	9-12 Semester 2 Begins / Report Cards Issued				1	2	3	4				1	2	3	4	6-10	March Break
20	Family Day	5	6	7	8	9	10	11	5	6	7	8	9	10	11	24	K-8 Full Day - Professional Learning (1/2 Day Report Cards, 1/2 Day School Based)
		12	13	14	15	16	17	18	12	13	14	15	16	17	18		
		19	20	21	22	23	24	25	19	20	21	22	23	24	25		
		26	27	28					26	27	28	29	30	31			
		April 2023							May 2023								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
6	Report Cards Issued K-12							1		1	2	3	4	5	6	5	NBTA Council Day
7	Good Friday	2	3	4	5	6	7	8	7	8	9	10	11	12	13	TBD	NBTA Branch Day
10	Easter Monday	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
14	K-12 Full Day PT Interviews 1/2 / PL School Based 1/2	16	17	18	19	20	21	22	21	22	23	24	25	26	27	22	Victoria Day
		23	24	25	26	27	28	29	28	29	30	31					
		30															
		June 2023															
		S	M	T	W	Th	F	S									
12-16	9-12 Assessment / Demonstration of Learning / Course Recovery					1	2	3									
23	Learning Outcomes Course Recovery Week High School Only	4	5	6	7	8	9	10									
23	Last Day for Students	11	12	13	14	15	16	17									
26	Full Admin Day	18	19	20	21	22	23	24									
27	Full Admin Day Last day for Teachers	25	26	27	28	29	30										

WEBSITE  
<http://asdeast.nbed.ca>

SNOWLINE  
856-SNOW (7669)

# Recommended School Supplies

Below is a list of recommended school supplies you will need for your classes. These materials can be purchased at many retailers, such as: Walmart, Staples, Dollarama, etc.

<p style="text-align: center;"><b>Backpack</b></p> 	<p style="text-align: center;"><b>Lined Paper</b></p> 	<p style="text-align: center;"><b>Calculator</b></p> 
<p style="text-align: center;"><b>Binder</b></p> 	<p style="text-align: center;"><b>Binder Dividers</b></p> 	<p style="text-align: center;"><b>Highlighters</b></p> 
<p style="text-align: center;"><b>Pens</b></p> 	<p style="text-align: center;"><b>Pencils</b></p> 	<p style="text-align: center;"><b>Eraser</b></p> 

**NOTE:** A scientific calculator will be helpful for all high school math classes.

# Safe Arrival and School Messenger

Safe Arrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

Click [here](#) to access School Messenger.



URL: <https://asdeast.nbed.ca/safearrival/>

# School Fees and Forms

Complete school forms and pay school fees online. The school fee is \$45 each year. Click <https://asdeast.nbed.ca/school-fees-forms/> to access School Cash Online.

## SchoolCash Online

### Sign In

Email Address

Password

[Forgot your password?](#)

Remember me

**SIGN IN**

New to SchoolCash Online?


**REGISTER NOW**

URL: <https://asdeast.nbed.ca/school-fees-forms/>

# Parent and Student Portal

The Parent and Student Portal provides parents with the ability to view child's schedule, attendance, and report card marks. Click [here](#) to access the Parent and Student Portal.



 PowerSchool SIS

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**Notice**

By accessing this site, you implicitly accept that you are subject to all provincial and school district policies and regulations related to information communication technologies and acceptable computer use, as well as the Right to Information and Protection of Privacy Act in regards to student privacy

**Student and Parent Sign In**

**Username**

**Password**

[Forgot Username or Password?](#)

URL: <https://sisasde.nbed.nb.ca/public/home.html>

# School Bus Information

Find the most up-to-date bus information for your child. Click [here](#) to access this information.



URL: <https://asdebp.nbed.nb.ca/Default.aspx>

# Laptop Subsidy Program

Information about New Brunswick's laptop subsidy program can be found [here](#).



URL:

[https://www2.gnb.ca/content/gnb/en/services/services\\_renderer.201514.Laptop\\_Subsidy\\_Program.html](https://www2.gnb.ca/content/gnb/en/services/services_renderer.201514.Laptop_Subsidy_Program.html)



# Bell Schedule 2022 - 2023

8:40	Warning Bell
8:45 - 9:48	Period 1
9:58 - 11:01	Period 2
11:07 - 12:10	Period 3
12:10 - 1:03	Lunch
1:08 - 2:11	Period 4
2:17 - 3:20	Period 5

**NOTE:** This schedule is typically followed on Mondays, Tuesdays, Wednesdays, and Thursdays.

# Homeroom – Bell Schedule 2022 – 2023

8:40	Warning Bell
8:45 – 9:05	Homeroom
9:10 – 10:08	Period 1
10:18 – 11:16	Period 2
11:22 – 12:20	Period 3
12:20 – 1:13	Lunch
1:18 – 2:16	Period 4
2:22 – 3:20	Period 5

**NOTE:** This schedule is typically followed on Fridays.

# Assembly – Bell Schedule 2022 – 2023

8:40	Warning Bell
8:45 – 9:00	Homeroom
9:00 – 10:00	Assembly
10:10 – 10:58	Period 1
11:04 – 11:52	Period 2
11:58 – 12:46	Period 3
12:46 – 1:33	Lunch
1:38 – 2:26	Period 4
2:32 – 3:20	Period 5

**NOTE:** This schedule is used when the school is hosting an assembly or special event. Teachers will advise students when this schedule is used.

## Harrison Trimble High School Cell Phone Policy

For the benefit of your overall academic success and mental health wellbeing, at Harrison Trimble High School...

- Students and staff are permitted to bring mobile phones and electrical devices (e.g., Bluetooth headphones and wearables) to school but do so at their own risk.
- The school and its staff are not responsible for any damage to or theft of a student's cellphone.
- During the instructional time a *no cellphone policy* will be in operation. Cellphone use is prohibited in classrooms, halls, restrooms, during assemblies, and in school offices during this time.
- Emergency phone calls during the day, may be made from and to the main office phone (856-3417).
- Students may be subject to disciplinary action if their use of the cell phone disrupts the school's educational environment. Examples of this include, but are not limited to cheating, bullying, harassment, recording or photographing without consent, and violating other school rules.
- Students and their parents must read the cellphone policy and return a signed copy to the office at the beginning of the school year or via SchoolCash Online. Signing the policy acknowledges acceptance. Failure to sign this document will prohibit your use of these devices (e.g., cellphones, Bluetooth headphones, and other wearables) at school.

### Expectations - Put it Away

- During the instructional day students are expected to turn off and put away (in a locker or backpack) all mobile phones, listening devices, and accessories connected to that phone (e.g., Bluetooth headphones and wearables.)
- Students must properly secure and take care of their own phones.

### Consequences

- First offense: The student's cellphone will be confiscated by the classroom teacher and held until the end of class.
- Second offense: The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones after-school.
- Third offense: The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up
- Fourth offense: Students may bring devices to school but will need to check them in at the office day upon arrival and pick it up at the end of the school day.

## Harrison Trimble High School Student Dress Code

Four key principles:

- School is a professional location
- All students are encouraged to dress in a manner that is comfortable and conducive to an active school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.

Students must still wear:

- Bottoms
- Tops
- Shoes
- Clothing that covers genitals, buttocks, and areolae/nipples with opaque (you cannot see through it) material

**\*\*Courses that include attire as part of the curriculum (for example, co-op/career explorations, culinary and trades technology, physical education courses) may include assignment-specific dress, but the assignment should not focus on covering students' bodies or promoting culturally specific attire. And teachers can require specific types of shoes for certain activities (such as physical education or shop).**

Students may still wear:




- Bandanas, including religious headwear
- Hoodie sweatshirts
- Fitted pants, including leggings, yoga pants, and "skinny jeans"
- Sweatpants, shorts, skirts, dresses, pants
- Ripped jeans, as long as underwear is not exposed
- Tank tops, including spaghetti straps and halter tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the guidelines in the 'CANNOT WEAR' section below
- Sun-protective clothing, including but not limited to hats, for outdoor use during the school day

Students CANNOT WEAR clothing with:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Images and/or language that create a hostile or intimidating environment based on any protected class
- Visible underwear including boxer, sports bras, etc.
- Swimwear
- Headgear that obscures the face (except as a religious observance)

\*School administration will make the determination as to whether or not clothing is appropriate to wear to school.

<b>HTHS Tech Guide: Student Start-Up</b>	<b>Need your school username and password?</b>	<b>Check off all programs you currently have on your device:</b>	
	Ask any of your TEACHERS or GUIDANCE COUNSELORS.	<input type="radio"/> Excel <input type="radio"/> Outlook <input type="radio"/> PowerPoint <input type="radio"/> Word	<input type="radio"/> OneDrive <input type="radio"/> Microsoft Teams <input type="radio"/> Google Chrome

	<b>Installing Google Chrome</b> <ul style="list-style-type: none"> <li>• Launch Microsoft Edge web browser (for Windows) or Safari (for Mac)</li> <li>• Go to: <a href="http://www.google.com/chrome">www.google.com/chrome</a></li> <li>• Click on blue “Download Chrome” button and follow the prompts</li> </ul>
	<b>Installing Microsoft Teams</b> <ul style="list-style-type: none"> <li>• Launch any web browser and go to: <a href="http://www.microsoft.com/en-ca/microsoft-teams/download-app">www.microsoft.com/en-ca/microsoft-teams/download-app</a></li> <li>• Click on purple “Download for desktop” button</li> <li>• Under “Teams for work or school”, click “Download Teams”</li> <li>• Follow the install prompts</li> <li>• Once installed, log in using your school username and password</li> </ul>
	<b>Installing OneDrive</b> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> Almost all Windows computer and most Mac computers have OneDrive already downloaded.</li> <li>• If you are missing this program, launch any web browser and go to: <a href="http://www.microsoft.com/en-ca/microsoft-365/onedrive/download">www.microsoft.com/en-ca/microsoft-365/onedrive/download</a></li> <li>• Click on blue “Download” button and follow the install prompts</li> <li>• Once installed, log in using your school username and password</li> </ul>
Do you need the <b>Microsoft Office programs</b> ? Refer to the back of this page.	

<b>Need help?</b>	<b>Teams Chat</b>	<b>Email</b>
Scan one of the QR codes to connect with Mr. Furlong.	 <b>SCAN ME</b>	 <b>SCAN ME</b>

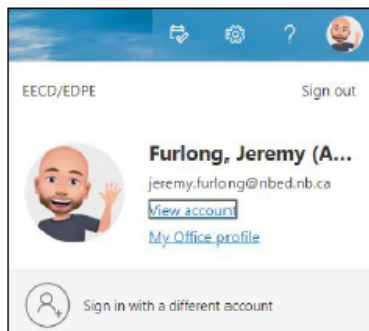


## HOW TO DOWNLOAD MICROSOFT OFFICE FOR YOUR LAPTOP

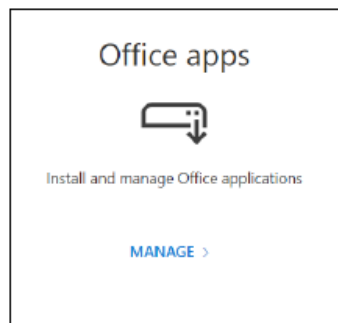
1. Visit [www.office.com](http://www.office.com). Click on the “Sign in” button. Use your student username/password to sign in.



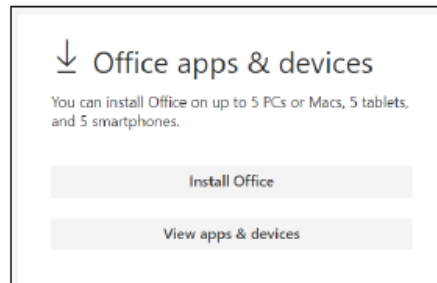
2. Once logged in, click on the icon on the top right corner of the screen (it may contain your initials, or your profile picture – see below). Select “View account”.



3. Under “Office apps”, click on “Manage”. There will be a link to invite users to download the Office programs to their device.



4. Under “Office apps & devices”, click on “Install Office”.



5. Follow the prompts to continue downloading the Office suite. It may take several minutes for the installer to download all the programs to your device.



6. If you run into any issues, please contact Mr. Furlong for help via email ([jeremy.furlong@nbed.nb.ca](mailto:jeremy.furlong@nbed.nb.ca)) Teams chat.