

Millwood High School

2026 – 2027

Student Handbook



Millwood High School Vision Statement

At Millwood High School, we are committed to creating a respectful, inclusive community where caring, integrity, and equity are at the core of everything we do. Our goal is to provide a safe and respectful environment where everyone is valued and supported to make positive contributions to our school and community.

Dear Students and Families,

Welcome to the 2026-27 school year!

As the new principal of Millwood High, I am excited to join a school community known for its caring staff, strong school spirit, and commitment to student success. In the time I have spent meeting students, families, staff, and community members, I have been impressed by the pride people have in this school and the positive relationships that make Millwood such a special place.

At Millwood, we believe students are most successful when they feel connected, supported, challenged, and valued. Our staff are dedicated to creating a safe, welcoming, and respectful learning environment where every student can grow and achieve their full potential. We believe that strong relationships, high expectations, and meaningful support help students thrive both academically and personally.

This handbook provides important information about our programs, services, routines, expectations, and opportunities for involvement. Strong partnerships between students, families, staff, and the community play an essential role in helping students succeed and in maintaining a positive school culture.

As we begin this school year together, we remain committed to high expectations, meaningful support, and opportunities for every student to learn, contribute, and thrive. Whether you are new to Millwood or returning for another year, we are pleased to have you as part of our community.

We look forward to working together and celebrating the many accomplishments of our students throughout the year.

Wishing you a successful and rewarding school year.

Sincerely,

Jamie Taylor

CONTACT INFORMATION:

Phone: 902-864-7567

Website: www.mlh.hrce.ca

Attendance Line - press 1

Email: mwhs@hrce.ca (no attendance emails please)

Main Office Phone - press 0

You are encouraged to contact your child's teacher through Power School or the school email address: mwhs@hrce.ca. School staff may take up to 48 hours to respond to you.

CONTACT INFORMATION FOR SCHOOL ADMINISTRATION:

Jamie Taylor, Principal

Ryan Lutes, Vice Principal (A-L)

Trish Fee, Vice Principal (M-Z)

SCHOOL COUNSELLORS:

Jen Welcher, School Counsellor (A-L)

Kate Lovett, School Counsellor (M-Z)

VISITORS TO SCHOOL:

Visitors must report to the office. Students from other schools or former Millwood students are not permitted to visit unless prior permission from school administration has been granted.

VIDEO SURVEILLANCE

Video surveillance is in use throughout the school to support a safe learning environment. Recordings are collected and managed in accordance with Nova Scotia privacy legislation and are accessible only to authorized personnel. Surveillance footage may be used to support school safety and investigations when necessary.



SCHOOL HOURS:

School hours: 9:00 AM – 3:45 PM. Students are not permitted in the building or modular after 3:35 PM unless being supervised by a staff member.

MILLWOOD BELL SCHEDULE:

1st Am Warning Bell	9:15 am
1st AM Class	9:20 am
2nd AM Class	10:45 am
Lunch	12:00 pm
1st PM Bell	12:45 pm
1st PM Class	12:50 pm
2nd PM Class	2:10 pm
Student Dismissal	3:25 pm

MILLWOOD CLASS ROTATION:

	Day A	Day B	Day C	Day D
1st Class 9:20-10:35	Block 1	Block 2	Block 4	Block 3
2nd Class 10:45-12:00	Block 2	Block 1	Block 3	Block 4
	Lunch			
3rd Class 12:45-2:00	Block 3	Block 4	Block 1	Block 2
4th Class 2:10-3:25	Block 4	Block 3	Block 2	Block 1

MODULAR

Students who do not have a class in the Modular building are not permitted to be in that building during class time.

SCHOOL CANCELLATIONS and DELAYED - LATE START TIMETABLE:

Due to inclement weather or other unforeseen circumstances, HRCE may announce a delayed start. Buses will pick students up, two hours later than their scheduled time.

MID-DAY SCHOOL CANCELLATION PROTOCOL:

There may be circumstances when school is cancelled during the instructional day. **This decision will be communicated to all schools as close to 11:00 a.m. as possible. Any decision to cancel school or school busses will be available on:**

- **HRCE Website** - www.hrce.ca (please sign up for notifications)
- **Communicated to local radio stations**

The following procedures apply to decisions about dismissal of students when school cancellation occurs during the day:

“When school is cancelled prior to the beginning of lunch, teachers are to continue instruction and hold students in class until the noon bell.”

Millwood High School buses are serviced after the Elementary and Junior High schools, it can take 1-2 hours for buses to come to Millwood after the communicated closure time. Therefore, unless communicated otherwise, all bussed students are to remain in class until the end of that instructional period.

If the buses have not arrived by 12:45pm, students at school must go to their first period after lunch.

STUDENT TRANSPORTATION:

Everything you need to know about student transportation including eligibility, stop times and stop locations can be found on BusPlanner. Once you register and subscribe, you can choose to receive email and/or text message notifications on changes to routes, bus delays or cancellations.

To sign up, go to BusPlanner at hrce.mybusplanner.ca and click on Parent Portal. Follow the instructions to create an account.

Don't have a BusPlanner Parent Portal account? Need help logging in? Please contact the HRCE Student Transportation Team through the Transportation Inquiry Form [here](#).

STUDENT SERVICES:

High school can be exciting, challenging, and sometimes overwhelming. At Millwood High, students do not have to navigate those challenges alone. We encourage students and families to reach out whenever support is needed.

Need Someone to Talk To?

School Counsellors
Youth Health Centre
SchoolsPlus Team
Student Support Workers

New to Nova Scotia or Canada?

School Counsellors
EAL (English as an Additional Language) Support

Need Help with Attendance or School Success?

Vice Principals
School Counsellors
SchoolsPlus Team
Youth Health Centre Coordinator

Looking for Connection?

Student Council
Clubs and Activities
Athletics and Intramurals
Volunteer Opportunities

One Conversation Can Make a Difference

Whether a student is experiencing academic challenges, attendance concerns, friendship issues, anxiety, stress, mental health concerns, family challenges, or simply needs someone to talk to, support is available. We encourage students and families to connect with us early so we can work together to help every student succeed.

SCHOOL counsellor OFFICE:

Jennifer Welcher - School counsellor Students with last names A-L
Kate Lovett – School counsellor Students with last names M-Z and Nova Scotia International Student Program students
Kayla Costard- Office manager

Grade Level Google Classroom Codes: School Counsellors use grade level Google Classrooms to post helpful information about course selection, post-secondary planning, scholarships and bursaries, job and volunteer opportunities. Please follow your classroom closely throughout the year!

Grade 9: sowqa2n2

Grade 10: jesyn3pl

Grade 11: yvs7m6sb

Grade 12: warqjequ

Course Changes: Course changes will take place within the **first 3 days of the semester** and will close at 3:30 pm on the 3rd day with no further course changes taking place after that time. Students can request a course change **via google form posted on their Google Classroom**. [No course changes for grade 9s.](#)

Acceptable reasons to change a course include:

- You wish to pick up an additional course
- You do not have the prerequisite course
- You failed a course and need to retake it
- You changed your plans for post-secondary and need a required course
- You need this course to graduate this year.

*Students need to follow and attend classes as assigned in PowerSchool until a change is made. Students will be notified about your change request via gnspe email.

Students Visiting counsellor Offices: Students can ask their teacher to see their School Counsellor. If they are seen by the School Counsellor, they will send the student back to class with a note indicating the time they arrived and left the office. Students in grade 11 or 12, are encouraged to go to the school counsellor on their study block.

PowerSchool Password Resets: Can be done by either of the School Counsellors, Ms. Costard, Ms. Munden, or Mr. Cooper.

GNSPES forgotten passwords or account activation: MUST be done by one of your classroom teachers.

Grade 12 parent/guardian Post-secondary transition meeting will take place in the cafeteria immediately following curriculum night- **Thursday Sept 10th at 7- 8 pm**. Students are welcome to attend with their parents/guardians, but will get the same information the following week.

AARAO Fair – Millwood’s Atlantic Association of Registrars and Admissions Officers fair will take place on **Oct 13th from 1-2 pm in the gymnasium**. 1-1:30 pm will be for grade 11 classes, 1:30-2 pm will be for grade 12 classes.

RESOURCE: (Please note the [letter](#) sent to Grade 9 families in the Spring.)

Sarah Clark is resource for grade 10 and 11

Raeann Jerrett is resource for grade 9 and 12

(they change every year to stay with the same kids all 4 years)

Learning Centre: Krista Nash is grade 9 and 10, Sara Swales grade 10 and 11, Stephanie White grade 12 and Returning Grads.

POWERSCHOOL:

The Halifax Regional Centre for Education uses the Student Information System called PowerSchool. The system allows students and parents/guardians to log on using their own private online account to see grades, track attendance, learn about upcoming assignments, and catch up on school events and announcements.

Information is made available about how to log onto a private account and access real-time information.

PARENT TEACHER AND CURRICULUM NIGHTS:

There will be two curriculum nights (Sept. 10 & Feb. 10) for parents and two progress conferences (Dec. 4 & April 30).

Important Dates for 2026-2027 Semester One:

September 1	Staff Organizational Day (No Classes)
September 2	Staff Professional Learning Day (No Classes)
September 3	First Day of Classes for Students
September 25	Professional Development Day (No Classes)
September 30	Truth & Reconciliation Day (No Classes)
October 1	Treaty Day
October 12	Thanksgiving (No Classes)
October 23	Provincial Conference Day (No Classes)
November 11	Remembrance Day (No Classes)
November 16-19	Mid-Term Report Cards Sent Home
December 4	Staff PD Day (morning) Progress Conferences (No Classes)
December 18	Last Day of Classes Before Holiday Break Holiday Break (December 21-January 1)
December 21	Staff PD Day (No Classes)
January 4	Classes Resume After Holiday Break
January 26-29	Exams
February 1	Assessment & Evaluation Day (No Classes)

NOVA SCOTIA PROVINCIAL SCHOOL CODE OF CONDUCT

The Provincial School Code of Conduct Policy, took effect in September, 2025 . The Province has created a [Provincial School Code of Conduct Guide for Parents](#), in it are links to the policy.

We will be holding grade-level assemblies over the first few days to clearly communicate the student expectations outlined below. In addition, teachers will be reinforcing expected behaviour and signs will be posted around the school to support students' adherence to the policy.

MILLWOOD HIGH SCHOOL STUDENT EXPECTATIONS:

At Millwood High School, we expect students to contribute to a safe, respectful, and inclusive learning environment.

1. All students must follow the [Provincial Code of Conduct](#).
 - a. In particular, the [Cell Phone Directive](#), phones are to be turned off and stored during instructional time.
 - i. Phones are never permitted in the washrooms.
 - b. **Smoking/Vaping/Chew are not permitted on school property.** Students are not to hold or store Tobacco products/vape devices on their person or their property. (The school property extends to the sidewalk and beyond the tennis court.)
2. Under the [Student Attendance and Engagement Policy](#) students are responsible for maintaining regular attendance and arriving at school on time and ready to learn. Students are supposed to be in class before or when the bell rings.
 - a. Students who are absent from a class without notification (parents/guardians did not call in) may not be permitted to participate in that day's extra curricular activity.
 - b. Students need to be absent with notification to participate in any make-up assessment opportunity.
 - c. Students are expected to be in attendance for at least 80% of class time, students who miss more than 20% of class time may lose the opportunity to earn the credit.
3. Come to school prepared for the day, EVERYDAY!
4. Take care of the school textbooks and Chromebooks. You are financially responsible for them. Please return them in the same condition that you received them.
5. Students are expected to remain in their assigned class for the duration of the period. There will be no "hall walking" during class time.

6. Respect yourself and others. Millwood is an inclusive environment, and any language, clothing, gestures, etc., demeaning in nature, will not be tolerated.
7. Parking in the lower parking lot is a privilege, not a right. Please drive carefully and conduct yourself responsibly. Parking privileges may be revoked for irresponsible drivers.
8. Keep up with your learning and monitor your progress regularly. It may not be easy at times, but time goes by fast in high school. Monitor your progress on PowerSchool.

CELL PHONE DIRECTIVE:

The [Provincial Directive on Cell Phones in School](#) recognizes the importance of maintaining a learning environment that is free from unnecessary distractions so that students can focus, feel safe, and be successful in school.

At our school:

- During instructional time, students must have cell phones turned off and stored out of sight.
- Instructional time is **bell to bell** during all scheduled classes.
- Students may use cell phones during non-instructional times, including before school, between classes, at lunch, and after school.
- Students who have a scheduled study block may use their phones in designated areas such as the cafeteria or library.
- Cell phones are **not permitted in washrooms or change rooms at any time during the school day.**

When Expectations Are Not Met

School staff will respond using progressive discipline measures that are consistent with the **Nova Scotia School Code of Conduct Policy**. Responses may include:

- Reviewing expectations with the student
- Contacting parents/guardians
- Loss of privilege such as: storing the device in the office for the school day
- Out of school suspensions

Communicating with Your Child During the School Day

If you need to contact your child during the school day, please call the main office at **(902) 864-7535 ext. 0**. Students may access a dedicated phone line in the Main Office area. Because students have regular access to their phones during non-instructional times, families can generally expect students to receive messages between classes, at lunch, or after school.

WASHROOM EXPECTATIONS:

Be Quick!

Washrooms are intended for student use and should remain clean, safe, and available for everyone. Students are expected to use washrooms respectfully, avoid congregating in groups, and return promptly to class.

Be Alone!

Only one in a stall at a time. What you're supposed to be doing, only needs one person. Multiple people in the stall will be met with consequences.

Be Screen Free!

School cell phone policy is in effect. No Cell Phones in the washrooms.

Be Considerate!

We all need to use the washroom during the day; please be respectful of the space.

PHONES ARE NEVER PERMITTED IN THE WASHROOMS.

There are close to 1000 students at Millwood High School. Please do what you need to do and move on to keep our washrooms available. **Thank you for supporting all the Knights!**

SCENT AWARE:

Millwood is committed to the provision of a healthy and safe environment. Some staff and students are sensitive to perfumes and colognes and become quite ill when exposed to the slightest amount of these products. In consideration of these individuals, please refrain from wearing or spraying scented products.

TEXTBOOKS/LIBRARY BOOKS and CHROMEBOOKS:

Textbooks, library books and chromebooks for grade 12s are barcoded and linked to a student number. Students are responsible for returning the items they are issued to the library at the end of each semester.

FREE PERIOD

Having a “Free Period/Study Block” is considered a privilege in a student’s schedule. Students are to be in the cafeteria, library or outside during a study block.

ASSEMBLIES:

Students are to attend their regularly scheduled class for attendance and await direction from the Main Office prior to assemblies. Teachers who are scheduled to teach during this time frame will accompany and stay with their students throughout the presentation. Cell phones should remain powered off and stored during assemblies. Students are to be quiet and attentive during all presentations. **Attendance at assemblies is mandatory for students.**

ANNOUNCEMENTS:

The PA system will be used at 9:20am for O’Canada, land acknowledgements and announcements. The only other use of the system will be for emergencies or with the permission of Administration.

SCHOOL LUNCH PROGRAM:

We're looking forward to the 2026-27 launch of the Nova Scotia School Lunch Program! Beginning this school year, the program will be available in all public schools across the province.

Start date: Lunches at your school will begin on Tuesday, September 8.

Key dates for the first ordering cycle:

- Ordering opens: Friday, August 28
- Ordering closes: Wednesday, September 2, at noon

Registering and ordering

All lunches must be ordered through the online ordering system. To get started, visit www.NSLunch.ca and click "Order Now." Returning users can sign in using their existing account. More information, including instructions on how to create a diner account, is available at www.NSLunch.ca.

ABSENCE CALLS:

If your child is going to be absent and/or must leave early for an appointment, a parent or guardian needs to call the school attendance line at **902-864-7535 extension 1**. **Please do not leave attendance messages for administrators or teachers. DO NOT SEND EMAILS OR LETTERS FOR ATTENDANCE PURPOSES.**

ATTENDANCE

Regular attendance is one of the strongest predictors of student success. Being present for learning helps students build relationships, stay engaged, and achieve their goals. There is a [Provincial Student Attendance and Engagement Policy](#) in effect in Nova Scotia.

To earn a course credit in high school, students are expected to be present for at least 80 percent of class time. A teacher can recommend loss of credit when a student has missed 20% (approximately 18 classes) of class time due to any absences (including chronic lates), and strong efforts have been made to improve the student's attendance, but no improvement has been demonstrated by the student. Administration will inform students and families when a student is no longer eligible to receive their credit based on the circumstances listed above.

Attendance will be entered into PowerSchool every period.

Research shows that there is a strong connection between students' academic success and the amount of instructional time they receive in a classroom setting. All students are expected to be in class, on time and remain in class for the duration of the instructional period. The codes that Nova Scotia uses to record students' attendance are as follows:

A	= absent, unexcused
AWN	= absent with notification
ACT	= absent due to school approved activity
L	= late to class
LE	= leave early
OSS	= Out-of-school suspension
OI	= operational issue
R	=observance of a religious holiday or ceremony

EXTENDED ABSENCES:

If a student is going to be away for more than **FIVE (5)** school days, an **Extended Absence Form** must be filled out and submitted to the main office for approval. The form is on our school website, you can select the “Our School” tab and “For Students” section. Students do not have access to their GNSPES accounts when outside of Canada and will need to fill out the form so that access can be requested from HRCE.

We understand that families may occasionally need to request an extended absence (more than five school days). Please note the following:

- Students are responsible for all missed learning.
- Students will complete assessments when they return. Assessments will not be administered in advance.
- Some learning opportunities (group work, class discussions, labs, etc.) cannot be replicated outside the classroom. In those cases, achievement of outcomes will be assessed through available summative tasks when the student returns.
- Provincial assessments and examinations must be written on the dates set by EECd.
- Students will not be exempt from an exam due to a planned absence.

SCHOOL ADVISORY COUNCIL:

The School Advisory Council (SAC) is a committee of people who meet throughout the year to discuss issues of importance at Millwood High School. Equal representation from students, staff, parents, and community members provides the framework by which the council operates. We welcome your input and encourage you to connect with parents, community, and student representatives to improve learning experiences at Millwood High.

LOCKDOWN AND HOLD AND SECURE:

The safety of students and staff is a priority at Millwood High School. From time to time, the school may implement safety procedures in response to a situation inside or outside the building.

Lockdown

A lockdown is used when there is a potential threat inside the school or on school property that requires immediate protective action.

During a lockdown:

- Students must remain silent and follow staff directions immediately.
- Classroom doors will be secured.
- Students and staff will remain in place until directed otherwise by school administration or emergency responders.
- No one may leave a secured area until the lockdown has been officially lifted.

Hold and Secure

A Hold and Secure is used when there is a potential concern outside the school, such as police activity in the area, an environmental hazard, or another situation that requires limiting movement.

During a Hold and Secure:

- Exterior doors will be secured.
- Students and staff will remain inside the building.
- Normal classroom activities may continue with restrictions as directed by staff.
- Movement within the school may be limited until the situation has been resolved.

Students are expected to follow staff instructions promptly and respectfully during all emergency procedures, drills, and safety responses.

STUDENT PARKING:

Students driving a vehicle to school must park in the lower student parking lot or on the street if the student lot is full. Millwood is not responsible for you or your car if you choose to drive. Students **ARE NOT PERMITTED** to park in the staff parking lot. **All non-parking zones, including the fire lane, must be respected, and remain free of vehicles, at all times.**

School members driving vehicles to school are expected to follow safe driving practices and exhibit respect for others' vehicles. Please be reminded that loitering, smoking, and vaping are not permitted in vehicles while on school property. Excessive horn honking, speeding, and squealing of tires is strictly prohibited and will result in disciplinary action and/or loss of privileges. Designated accessible parking spaces must be respected. Violators may be ticketed or towed at the owner's expense.

LOCKERS:

Locker distribution will begin the week of September 7th, students should listen to announcements.

STUDENT SUPPLIES:

Backpack/lunch bag
Pens/pencil

Binder
Water bottle

Paper

VALUABLE ITEMS:

Students are asked not to bring valuable items to school, such as expensive clothing, jewelry, or large sums of money. The school is not responsible for lost or stolen items.

SCHOOL EVENTS:

School events are chaperoned by staff and are a good opportunity to socialize and have fun. The Provincial Code of Conduct Policy applies at school events.

EXTRA-CURRICULAR ACTIVITIES & ATHLETICS:

Extracurricular Activities and Athletics

Millwood High School offers a wide range of extracurricular activities, clubs, and athletic opportunities. Participation is a privilege that comes with responsibilities. Students representing Millwood at school events, competitions, and activities are expected to follow the Provincial School Code of Conduct and demonstrate respectful, responsible behaviour at all times.

Our student-athletes are ambassadors of the school. They are expected to demonstrate teamwork, commitment, respect, good sportsmanship, and leadership in school, at practices, during competitions, and in the community.

Student Expectations

Students participating in extracurricular activities and athletics are expected to:

- Attend classes regularly and remain engaged in their learning.
- Follow school rules and the Provincial School Code of Conduct.
- Demonstrate respectful and appropriate behaviour at all school-related activities.
- Refrain from hazing, initiation activities, bullying, vaping, alcohol or drug use, and any conduct that violates school expectations.
- Carry a current Millwood High School student ID card.

Athletic Eligibility

To remain eligible for school athletics, students must:

- Meet the expectations outlined in the Millwood High School Athletic Handbook.
- Maintain regular attendance and engagement in their courses.
- Demonstrate appropriate behaviour and citizenship.
- Remain in good academic standing.
- Be enrolled as a full-time student as defined by NSSAF and school requirements.

Students whose academic achievement, attendance, or behaviour becomes a concern may be placed on a probationary plan.

Spectator Expectations

Athletic events are an opportunity to show school spirit and support our athletes. Spectators are expected to:

- Treat athletes, coaches, officials, staff, and other spectators with respect.
- Use appropriate language and behaviour.
- Follow directions from staff, officials, and event supervisors.
- Remain in designated spectator areas.
- Respect officials' decisions and demonstrate good sportsmanship.
- Avoid behaviour that distracts participants or disrupts the event.

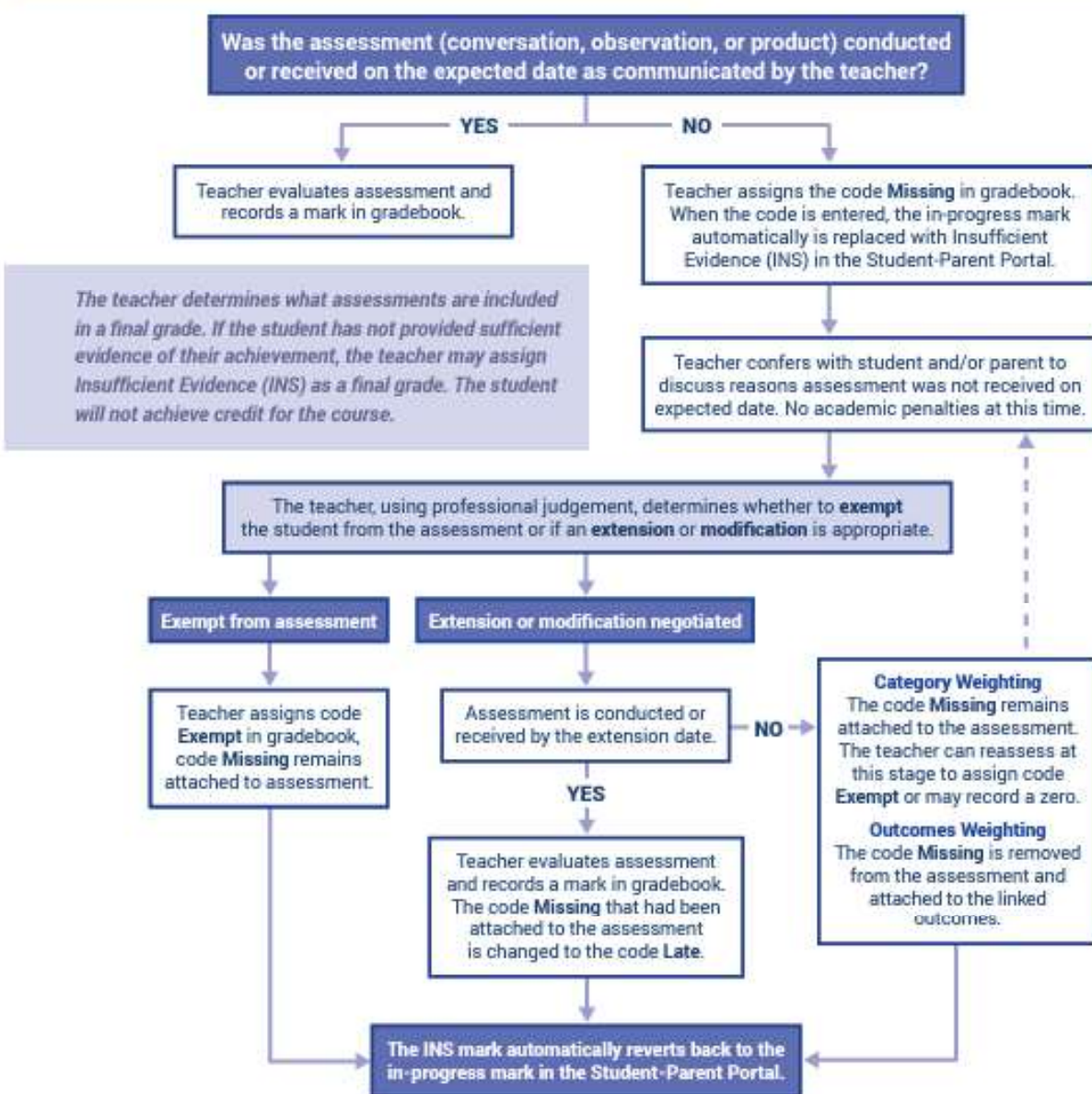
Attendance at school events is a privilege. Students attending school events must follow the Provincial School Code of Conduct and all school expectations.

For additional information regarding athletics, teams, fees, fundraising, and participation requirements, please refer to the Millwood High School Athletic Handbook.

PROCESS FOR CLASSROOM ASSESSMENTS:

Process for Classroom Assessment **Due Dates** and **Extensions**

The teacher reviews student progress and achievement on an ongoing basis throughout the term/semester. If the student is not engaging in assessment (observations, conversations, or products) as expected, the teacher will communicate with the student and/or parent(s) to discuss concerns and identify supports that may be required. The teacher and parent(s) may decide that they need to seek the advice of the Teaching Support Team.



ASSESSMENTS AND EXAMINATIONS:

Assessments

Students are expected to be present and prepared for scheduled assessments. If an assessment is missed due to an absence, a parent/guardian should notify the school through the attendance line. Students should make every effort to complete missed assessments as soon as possible.

If a student knows they will be absent for a scheduled assessment, families should notify the teacher in advance whenever possible.

Google Classroom

Google Classroom is used to support classroom learning, communication, and assignment submission. It is not a substitute for regular attendance and participation in class. Students are expected to attend classes regularly and engage in learning with their teachers and peers.

Types of Assessment

- **Formative Assessment (Assessment for Learning):** Ongoing opportunities for feedback, growth, and improvement throughout the learning process.
- **Summative Assessment (Assessment of Learning):** Tasks, projects, tests, or examinations used to evaluate learning at the end of a unit or course.

Final Exams

Final exams are an important part of the learning process and help students demonstrate their understanding of course outcomes. Exam dates are published well in advance, and students are expected to be available during the examination period.

Students who miss an exam must provide an acceptable reason and contact the school as soon as possible. Make-up exams may be arranged at the discretion of school administration. Students who miss an exam without an approved reason may receive a mark of zero.

Questions regarding assessments or examinations should be directed to the classroom teacher.

ACADEMIC INTEGRITY:

At our school, we value honesty, responsibility, and doing your best work. Academic integrity means completing and presenting your own work while giving proper credit when you use the ideas, words, images, data, or work of others.

Learning from others is encouraged. Claiming someone else's work as your own is not.

Academic Dishonesty May Include:

- **Plagiarism:** presenting another person's words, ideas, research, images, or work as your own without acknowledging the source.
- **Collusion:** helping another student engage in academic dishonesty, including allowing your work to be copied or submitted by someone else.
- **Duplicate Submission:** submitting the same assignment for more than one course or assessment without teacher approval.
- **Unauthorized Use of Artificial Intelligence (AI):** submitting work created by AI tools, such as ChatGPT, as your own when the use of AI has not been permitted or acknowledged as required by your teacher.
- **Cheating on Assessments:** using unauthorized materials, devices, information, or assistance during tests, exams, or other assessments.
- **Any other action that gives an unfair academic advantage or compromises the assessment process.**

If Academic Dishonesty Occurs:

Our goal is to help students learn from mistakes and develop strong habits for future success. Responses will depend on the student's age, the nature of the incident, and whether similar concerns have occurred before.

Possible responses may include:

- A conversation with the student about academic integrity and expectations.
- Parent/guardian notification.
- An opportunity to redo the assignment or complete an alternate assessment to demonstrate learning.
- A temporary mark of zero or incomplete until the student demonstrates the required learning outcomes.
- Referral to school administration for repeated or serious incidents.
- Loss of eligibility for certain academic awards, honours, or recognitions, where appropriate.

We encourage students to ask questions, seek support, and use available resources appropriately. When in doubt, talk to your teacher about what is acceptable before submitting your work.

ASSESSMENT AND COURSE QUESTION PROTOCOL:

If students and / or parents have questions, concerns, or require clarification around classroom activities and assessment items, your first point of contact needs to be with the classroom teacher. Classroom teachers are the best people to answer your questions about what is happening with your child in their classrooms. You may contact the teacher through

PowerSchool or email the Millwood High School email address to the attention of your students' teacher: mwhs@hrce.ca. Teachers will make every attempt to return your email or call within 48 hours.

If, after attempting to resolve / clarify something with the classroom teacher, you still find yourself needing to communicate with someone regarding the same issue, your next point of contact is with the department head for that subject.

2026/2027 Department Heads

English	Mr. Aucoin
Social Studies	Mr. Peters
Phys Ed, Tech and Fine Arts	Mr. Frost
Student Services	Ms. Lovett
Math	Ms. Kennedy
Science	Ms. Cleary

Finally, if all attempts to resolve your question or concerns are not successful, please contact your student's vice principal, followed by the principal.

Final Mark Calculations:

SEMESTERED & FULL YEAR COURSES

This course breakdown may vary slightly from course to course.

Term 80% & Exam 20%

IN SCHOOL SUPPORTS OFFERED AT MILLWOOD HIGH SCHOOL:

EAL Support – EAL (English as an Additional Language) Support is provided to students whose first language is not English and whose difficulty with English language skills is an obstacle to success in various subject areas. Students can be scheduled into the EAL Centre or use it on a drop-in basis. We offer language assessments, language development, course support, and individualized programs for improvement based on assessment needs.

African Nova Scotia Student Support Worker – Support for students of African descent is provided three days per week. The support worker helps students deal with issues that arise daily and act as an advocate on their behalf.

Mi'kmaq/Indigenous Student Support Worker – Support for Indigenous students is provided one day per week.

Youth Health Centre – Do you need a confidential place to go and talk? The Health Centre is a place where students can **receive confidential information** and talk to the social worker privately about their concerns.

Resource and Learning Centre – Support for students who have been identified through the school planning team and have identified learning challenges that could require adaptations or individualized outcomes.

Cobequid Multi-Service Centre - Are you under a lot of stress? Having family or relationship problems? Questions or concerns about your health? Questions about sexual health and birth control? Community Health Centre has services to help you deal with all of the above and more.

What services are offered to help you?

Youth Clinic

Schools Plus

Emergency Department/Diagnostic Services

IWK Community Mental Health Clinic

Family Service Association

Drug Dependency Services

Department of Community Services

Sackville Family Day Care/Resource Centre

Note: To learn more about what services and help each agency provides, refer to the Cobequid Health Centre Student Information Guide in your school or call 902-869-6100.

SchoolsPlus:

SchoolsPlus:

Stacey Oliver - SchoolsPlus Facilitator

Laura MacAvoy- Community Outreach Worker

Emilee MacDougall - Mental Health Clinician

SchoolsPlus is a confidential, free service available in every school in Nova Scotia. Our goal is to build positive relationships between families, schools, and communities. Our staff include SchoolsPlus Facilitators, Community Outreach Workers, Child and Youth Care Practitioners (in some elementary and junior high schools), and Mental Health Clinicians.

Managing Complex Situations

Sometimes students and their families are connected to many services, but still need help managing it all. Our SchoolsPlus Facilitators offer comprehensive case management support to ensure everyone involved is communicating clearly and families are receiving the best support possible.

Mental Health Clinicians

IWK-SchoolsPlus Mental Health Clinicians provide counselling in schools, for students in grades 7 to 12. Students and parents can self-refer by calling IWK Central Referral at 902-464-4110.

Resources and Supports

SchoolsPlus can connect students and their families to resources and supports in the community, such as: recreation, tutoring, food supports, clothing, glasses, dental care, etc.

Referrals

A referral for SchoolsPlus can come from a school principal or school counsellor, through a School Planning Team meeting. Students and families can also self-refer by contacting the SchoolsPlus Facilitator at megan.tobin@hrce.ca or 902-240-1148.

NOVA SCOTIA VIRTUAL SCHOOL (NSVS):

The Nova Scotia Virtual School provides an option for online high school courses to students enrolled in public high schools in Nova Scotia. Students must have space in their timetable to take an online course and the online course **should only be 1 of the 4 courses a student takes per semester**. Students are required to attend their NSVS classes and students will be held accountable as per the Nova Scotia Student Attendance and Engagement Policy.

For a complete listing of NSVS course offerings for 2026-2027, please visit the following link:

[HTTPS://NSVS.EDNET.NS.CA/INDEX.PHP/STUDENTS/](https://nsvs.ednet.ns.ca/index.php/students/)

Nova Scotia Independent Online Learning: NSIOL

NSIOL allows students in Nova Scotia to complete high school courses at their own pace, without direct instruction from a teacher, providing flexibility for students to continue their studies in a way that suits their unique needs.

For more information please visit the NSIOL website:

<https://www.ednet.ns.ca/distributedlearning/nsiol>

ACADEMIC RECOGNITION:

Academic recognition will occur in the first semester for the previous school year and at Graduation in June for Grade 12 students. Certificates will be presented to students who have achieved academic excellence.

Averages will be calculated using all courses the student was enrolled in during each of their grade 10, 11 or 12 years, using a straight average.

There will be 3 categories of recognition: Honors, High Honors, and Principal's List. (Student must be considered a "full-time student" to be eligible for this recognition.)

PUBLIC SCHOOL PROGRAM REQUIREMENT:

The following criteria is used when calculating averages for student recognition:

Honors	High Honors	Principal's List
80% - 84.9%	85% - 89.9%	90% or above

Have a great year, Knights!