



Avon View High School  
**STUDENT**  
HANDBOOK  
2017-2018



# Avon View High School

Phone: 902-792-6740

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www.avhs.ednet.ns.ca

## Mission Statement

Avon View High School challenges students to strive for their academic, social, emotional, and physical best. In a courteous, respectful and safe environment, Avon View provides opportunities with responsibilities shared by students, staff, home, and community.

<b>Principal</b>	<b>Everett MacPherson</b>	
<b>Vice-Principals</b>	Lynn Campbell Paul Hanson Tim Swinamer	
<b>Counsellors</b>	Jan Fraser / Kelly Murphy (Semester 2) Melodie Starratt	
<b>Student Support Worker</b>	Shawn Johnson	
<b>Head Custodian</b>	Dana Taylor	
<b>IT Technician</b>	Jared Bradley	
<b>Teachers</b>		
J. Adams	A. Connors	M. Muggridge
S. Anderson	K. DesRoches	K. Nottage
K. Atwell	G. Earley	R. O'Hara
A. Banks	J. Fletcher	S. Perkins
J. Barnes	S. Goucher	C. Popma
A. Boyd	K. Harnish	K. Rogers
K. Brine	N. Lamrani-Darwish	B. Ross
J. Bryan	A. Leith	I. Shaw
S. Bryan	A. Lockhart	J. Starrat
C. Campbell	S. Lockhart	T. Steeves
J. Carmichael	H. MacKeeman	J. Streeter
P. Carruthers	D. MacMillan	M. Tye
L. Chance	D. Margolian	S. VanZoost
C. Clairmont	I. Morrison	G. Wile
A. Comeau	R. Mossman	C. Whyman
E. Comeau	A. Connors	T. Woundy
S. Connelly	L. Muething	J. Zwicker

For more information and resources on many subjects, see our Avon View school website site: <http://www.avhs.ednet.ns.ca>

## AVHS Student Council

<b>Co-Prime Ministers</b>	Laken Crowell and Abby Miller
<b>Athletics</b>	Acadia Bunin and Ryan Dolliver
<b>Arts and Communications</b>	Sheng Feng and Olivia Lee
<b>Special Events</b>	Laurent Galbraith, Hannah Lynch, and Tayrn Miller
<b>Grade 10 Reps</b>	Eileen Benoit and Jayce Phillips
<b>Associates</b>	Elise Lynch and Jon Ogilvie

## AVRSB Regional Office Administration

call: 1-800-850-3887

<b>Superintendent of Schools</b>	Roberta Kubik
<b>Director of Programs and Services</b>	Dave Jones
<b>School Board Chair</b>	Lavinia Parrish-Zwicker
<b>School Board Member</b>	Phil Van Zoost
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## Semester System

Avon View High School divides the school year into two semesters. Courses may be structured as a year-long course or a semestered course. Students take half of their courses in Semester 1 from September through January and the remaining courses in Semester 2 from February through June. Final marks are issued at the end of each semester or in June for year-long courses. Not all courses may be offered in each semester. Student will not have the option in Semester 2 to repeat a course in which they were unsuccessful in Semester 1.

<b>Semester 1 Reporting</b>	<b>Semester 2 Reporting</b>
October 12: Interim Report November 9: Mid-Semester Report Card January 8: Interim Report February 15: Report Card	March 7: Interim Report April 12: Mid-Semester Report Card May 24: Interim Report June 28/29: Report Card

## PowerSchool Parent Portal

Parents, guardians and students are encouraged to monitor the student's progress through the Student and Parent Portal (PowerSchool Parent Sign In). The Portal is an excellent resource to monitor individual academic progress (assessment and grades), attendance, and school information between formal reporting periods. Parents and guardians are asked to contact the office in person or by phone to obtain an individual username and password.

## Student Expectations

At Avon View High School, students are expected to conduct themselves in an appropriate manner supported by **PEBS (Positive Effective Behaviour Support)**. PEBS is the application of a behaviourally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur.

Behavioural expectations have been developed around Accountability, Integrity, and Respect. These expectations are displayed in every classroom and reviewed by the classroom teacher.

AVHS staff is encouraged to make regular positive contact with students. Teachers make phone calls and send home postcards as recognition of a students' positive contribution to school life or progress in a course.

	<b>Accountability</b>	<b>Integrity</b>	<b>Respect</b>
<b>To Yourself</b>	<ul style="list-style-type: none"> <li>• Be reliable</li> <li>• Attend class</li> <li>• Present a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Do what is right</li> <li>• Follow school expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Be drug free</li> <li>• Dress appropriately</li> </ul>
<b>To Others</b>	<ul style="list-style-type: none"> <li>• Be polite</li> <li>• Accept differences</li> <li>• Treat others the way I would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Follow through on my commitments</li> <li>• Speak kindly about others</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite</li> <li>• Value diversity</li> <li>• Use school-appropriate language</li> </ul>
<b>To the Environment</b>	<ul style="list-style-type: none"> <li>• Recycle</li> <li>• Put things away</li> <li>• Clean up after myself</li> </ul>	<ul style="list-style-type: none"> <li>• Be scent free</li> <li>• Treat school property with care</li> </ul>	<ul style="list-style-type: none"> <li>• Report vandalism</li> <li>• Conserve energy and materials</li> </ul>
<b>To Learning</b>	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Put things away</li> <li>• Clean up after myself</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to do my best</li> <li>• Avoid plagiarism</li> <li>• Ask for teachers' help</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Participate and be attentive</li> <li>• Respect the rights of others to learn</li> </ul>
<b>To Our Community</b>	<ul style="list-style-type: none"> <li>• Keep my commitments</li> <li>• Represent my school positively</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in school activities</li> <li>• Show school spirit</li> </ul>	<ul style="list-style-type: none"> <li>• Think before I act or speak</li> <li>• Follow school rules</li> <li>• Take pride in my school</li> </ul>

## School Rules

Avon View students are expected to:

1. Be courteous and co-operative.
2. Follow directions of school staff.
3. Complete assigned class work and homework.
4. Be punctual.
5. Adhere by the expectations outlined in this handbook.

## Schedules

Avon View students follow a rotating eight-day schedule.

### Daily Schedule:

Period 1	9:00-10:20
Period 2	10:20-11:35
Recess	11:35-11:55
Period 3	11:55-1:10
Lunch	1:10-2:00
Period 4	2:00-3:15
Dismissal	3:15-3:20

### Early Dismissal:

Period 1	9:00-9:45
Period 2	9:45-10:30
Recess	10:30-10:45
Period 3	10:45-11:30
Period 4	11:30-12:15
Dismissal	12:15-12:20

#### **The Playing of Songs:**

A song will be played to signal the start of Period 1, 3 and 4. The bell signals students to go directly to class. By the end of the song, students should be in their classrooms, settled, and prepared to begin instruction. Students should not be in the hallways after the conclusion of the song.

#### **Quiet Bell:**

At the quiet bell (1:35) students must be either in the cafeteria/foyer, gym, library, learning commons or supervised classroom. During quiet bell time, students must remain quiet in the stair wells or hallways so that students can complete academic work in the classrooms.

On several occasions throughout the year students attend four forty minute classes and are dismissed at 12:20 for an early dismissal. These early dismissals provide time for teacher professional development.

**The staff expects all students to attend as academic work proceeds during these shortened classes.**

Grade 12, and in some circumstances Grade 11, students may have periods with no scheduled classes that are considered Study Periods. Students must be in the library, cafeteria, learning commons or off campus. Students leaving campus require permission from parents/guardians. Students leaving campus must sign out. Students are not permitted to be in the gymnasium at this time.

## Attendance

Regular attendance is very important to a student's success in high school. The loss of instructional time is difficult to recover. It is the responsibility of the student to catch up on any missed work prior or post his or her absence. Please note, that it is not a requirement of the teacher to provide any work packages; rather it is a courtesy to provide work for extended absences. It is best if family vacations are arranged during non-instructional time in the school year.

- Avon View expects its students to attend school daily and to be punctual.
- If students arrive late to school or class, they are to go directly to class and will be marked "late" by the classroom teacher.
- Avon View has an automated attendance notification system. A call will be made to your home twice daily to report when your child has missed one or more classes.
- Students who are late or have been absent may submit a note upon their return signed by a parent/guardian or phone call by the parent to the main office. The note must explain the reason for the absence. Signing out: Students who have to leave school during the day must sign out at the main office. They must have a written excuse. Students over the age of 20 or living on their own may write their own excuses with permission from the administration and parents.

## Open and Closed Campus

### Closed Campus: All Grade 9 Students

- Must remain on campus once you arrive at school (exit the bus, arrive by drive or walk) until dismissal.
- Must have parental permission to leave campus for medical or emergency reasons (note, phone call, sign out).
- Restricted areas include smoking section, parking lot, all off campus areas

### Open Campus: All Grade 10, 11, 12 Students

- Must have parental permission to leave campus for any reason during class time (note, phone call, sign out)
- May leave campus at recess or lunch with parental awareness/permission.
- Must not accommodate or encourage any Grade 9 student to the restricted areas include smoking section, parking lot, all off campus areas

## Personal Digital Devices

- Personal digital devices may not be used in any instructional areas during the school day, except under the supervision of and with the permission of the teacher in that instructional area.
- Personal digital devices may not be used at any time where individual privacy must be protected, such as in washrooms or change rooms.
- Personal digital devices may be used by students during non-instructional time in areas of the school where students are allowed to congregate if school policy allows such use.
- A school may decide, by school policy, to prohibit the use of any personal digital devices that have video/image recording and communication features.
- If the video/image recording feature of a personal digital device is used in such a way as to show disrespect for another's privacy or if the communication feature is used without permission during a test or examination, these actions will be considered to fall under the category of unacceptable behaviour as outlined in Nova Scotia's *Provincial School Code of Conduct Policy*.
- Users that connect a personal digital device to the school network are governed by the *Nova Scotia Department of Education and Early Childhood Development's Public School Network Access and Use Policy*.
- The Superintendent of Schools will be responsible for the implementation, monitoring and revision of this policy. This policy will be monitored annually.

Students who violate the AVRSB personal digital device policy will be dealt with in the following manner:

1st Offense: Warning from staff member involved

2nd Offense: Loss of cell phone for remainder of the class

3rd Offense: Cell phone is taken to the office for end of day pickup by the student

4th Offense: Cell phone goes to office for pickup by parent

Subsequent offenses may entail the student no longer being permitted to bring their cell phone to school; failure to comply would be considered an act of defiance, subject to suspension.

## Smoking

Since August 1, 2002, the AVRSB has prohibited the use of tobacco on school property. Tobacco/e-cigarette use by students is considered unacceptable behaviour under the *Provincial School Code of Conduct Policy*. Students who use tobacco e-cigarettes on school property may receive an external suspension and their tobacco products will be confiscated. There should be no students in the off campus smoking area during class time – this area is to be used only before school, recess, or lunch. Any students seeking support through a smoking cessation program can contact Student Services.

## Appropriate Dress at AVHS

Students must maintain a clean, neat appearance. Personal appearance should not disrupt normal educational or social processes. Specifically midriffs, front and back should be covered. Skirts and shorts are to be of a reasonable length. Headwear should be removed when in a class or an assembly. Apparel and accessories are not to display words or symbols that are disruptive, suggestive, offensive, indecent or obscene, including those related to drugs or alcohol. When, in the judgment of the principal or the principal's designate, a student's appearance at school or at a school activity is a disruptive factor, a safety hazard or an impropriety, the administration will take appropriate steps. For reasons of health and safety, certain programs require special clothing.

## Dance Rules

The Students' Council provides dances for the enjoyment of the student body. For these events to be pleasant and successful, students should know these dance regulations: **Students who accumulate a combination of 25 absences or lates and/or have been suspended since the last dance will not be permitted to attend the dance.**

1. AVHS students must present a current AVHS student photo ID card and a dance ticket at the door.
2. Students who receive an in-school suspension or an external suspension may not attend the next dance. Students not attending school on the day of a dance may not attend the dance. Such students who try to enter will lose the privilege of attending the next dance. Students using drugs or alcohol, or students who are in association with others using drugs or alcohol, forfeit the privilege of attending dances.
3. Unless they are leaving for the evening, students who enter the dance may not exit the building.

4. Invitations for guests from outside the school are available to AVHS students. Administration must approve of guests. Guests must have a current high school student photo ID card. AVHS students are responsible for their guests.
5. Coats, purses and athletic kitbags will be checked at the door.
6. The doors close one and one quarter hours after the dance begins (8:15). Students arriving after that time may not enter unless prior arrangements exist with the administrator in charge.
7. Students may not smoke at dances.
8. Students observed under the influence of drugs, including alcohol, may not remain at a dance. Such students can expect the school to contact their parents, as well as assigning an external suspension. For additional information, please check the *Provincial School Code of Conduct Policy*.
9. While attending a dance, a student whose behaviour contradicts dance regulations faces disciplinary action which may include:
  - a. the loss of the privilege to attend dances,
  - b. the loss of the privilege to participate in extracurricular activities and a suspension from school.

## **Scents**

Avon View is a scent-sensitive school. Some students and staff are highly sensitive to perfumed products. Scents may cause them to lose school time to illness. If students disregard this policy, consequences will result. Administration may ask them to leave a class, the building or issue a suspension.

## **PDA**

Public displays of affection as seen by staff as inappropriate will be addressed.

## **Allergies**

Some students have severe allergic reactions to nuts and products containing nuts. For the safety of our students, AVHS students are asked to limit nut-related products they bring to school.

## **RCH (Race Relations, Cross Cultural Understanding and Human Rights)**

It is expected that students will respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age, and ability. Name calling, ethnic or racial slurs, or derogatory statements regarding sexual orientation will not be tolerated. Bullying (any physical, verbal or other action that is deemed by anyone to be threatening or demeaning) is not permitted at AVHS.

AVRSB's Race Relations, Cross Cultural Understanding and Human Rights Policy will be followed. In addition, AVHS will provide a supporting educational component:

- At all grade levels, teachers will reinforce the need to recognize and fight racist, sexist and discriminatory behaviours.
- Counselling will be advocated and provided at student, staff, or parental request. AVHS is supported by a Student Support Worker and RCH advisor at the site level, as well as, a Coordinator of RCH and Mi'kmaq Education Consultant at the regional level.
- A culture of mutual respect will guide all personal interactions within the AVHS community.
- All students at AVHS are respected and treated equally. We have absolutely no tolerance for racial, ethnic or gender intolerance. These types of action will have serious consequences.

### **Summative Assessments**

Students will be expected to complete summative assessments throughout the semester and at the completion of the semester. They may include in-class assessments, process assessments or examinations. Students and families are asked to note the calendar with regard to the typical times for summative assessments:

- In-class assessments and Process Exams: January 18th to 23rd, 2018 and June 12th to 19th, 2018 (Approximately)
- Formal Examinations: January 26th to January 31st, 2018 and June 19th to 25th, 2018

### **Attendance During Examinations**

1. Students are to attend for their scheduled exam(s). If students are not writing, they are asked to not attend school.
2. Students absent because of illness must present a medical excuse.
3. A teacher may require a student to write a re-scheduled exam or make-up exam.
4. Students must not be absent for provincial or regional examinations as they cannot be rescheduled. A missed provincial or regional exam will result in a mark of 0. Exemptions are only granted in the case of serious illness, bereavement or exceptional circumstances. Absences due to family vacations will not be considered for exemption or re-scheduled.

## Computer Use

The proper use of the internet and the educational value gained from proper internet use are the joint responsibility of students, parents and AVRSB employees. Students must read and adhere to the *Provincial School Network Access and Use Policy*. Breaking of agreement means loss of internet access.

## Cheating and Plagiarism

- Plagiarism is the act of taking and using the ideas or writings of another and passing them off as one's own. A student does not have to copy material word-for-word to be guilty of plagiarism.
- Students who lend their work to other students know, or should know, that the "borrowers" may submit that work as their own. Such "lending" of work may be considered cheating.
- Any form of cheating or plagiarism is not acceptable. Student will receive consequences for their actions. Consequences may include work to be completed under supervision, a mark of zero or a suspension.

## General Information

### Emergency Evacuation

It is important that students know and understand what to do in an emergency. There are three types of alarms that require your immediate response:

**Regular fire alarm:** Students are expected to evacuate the building immediately and assemble at the designated location. Should an alarm occur during class time, students will follow their teacher to the designated space for that particular classroom. Students on free periods will assemble near the bus loop along with the office staff. In the event of an alarm during non-class time, student will proceed to the front of the building and line up by homeroom at the designated space. All buzzers indicating changes of classes, recess or noon, or the end-of-day are to be ignored. Once the building is evacuated all future instruction will be voice instructions.

**Lockdown and/or Hold and Secure:** This will be announced over the speaker system as a "lockdown or hold and secure". On this command, all students will remain in their rooms until further notice. Students in the library will remain there. Student out of their rooms will go to the nearest teaching area occupied by a teacher. Students in the cafeteria will go to the gym. If a lockdown is called at recess or noon, or during a student's free period, students are to proceed immediately to the gym or the nearest area occupied by a teacher.

**Evacuation:** Directions as to where to go will follow an announcement for an evacuation. Evacuations are to proceed in an orderly manner, observing the same procedures as for a fire alarm. Students will exit the building using the designated fire exits. No student is to leave in vehicles unless permitted by emergency personnel.

## **Parking**

The use of the student parking lot is a privilege for students who wish to drive their cars to school. Students must be responsible that their vehicles are safe and obey the laws outlined in the Motor Vehicle Act. To park in the student parking area, students must obtain parking passes that must be visible on their windshields. Illegal parking may result in ticketing. Parking on school grounds is a privilege that the administration may revoke if there is any misuse or inappropriate use of vehicles while on school grounds.

During school hours, students may not congregate in or around cars.

## **Lockers**

Lockers provide minimum security and students should not leave items of value in lockers overnight. Do not share locker combinations with anyone. The school is not responsible for lost articles. Lockers remain the property of the AVRSB and school administrators may open them at any time. Students are not to place their own locks on lockers without administration permission or they will be cut off.

## **Items Not Returned**

Students must return textbooks, library materials, uniforms and other school property. Students who fail to do so may not participate in extracurricular activities (dances, sports, committees) until items are returned or paid for. Drivers will lose their parking passes for items not returned.

## **Youth Health Centre (YHC)**

The Youth Health Centre is a place where youth can become involved in many activities that increase health. Examples of topics the YHC engages in are self-esteem and youth empowerment, healthy sexuality, issues surrounding mental health and leadership/peer mentorship. A Youth Health Centre Coordinator is there to support the activities or projects that youth choose to discuss or are passionate about. All students are welcome.

## **Athletics/Extra-curricular Activities**

As ambassadors of our school, you must process a code of conduct. You are expected to:

- Maintain good academic standing
- Abide by school rules and expectations
- Attend school regularly, be punctual, participate fully in learning opportunities, contribute to a safe learning environment, respect property and others, comply with all AVRSB and AVHS policies and procedures
- Apply the above when visiting other schools
- Scheduled for a minimum of three (3) courses per semester

Students who do not adhere to the above may:

- Be asked to conference with his or her coach, athletic director or administrator
- Be asked to participate in academic support / intervention programs (i.e. after school study hall, etc.)
- Be suspended from part or all of the playing season
- Disciplinary measures as decided by the administration

In the past, our students have represented the school as positive ambassadors. This is expected to continue.

## **Out of Province Trip**

When traveling as a school group, you are ambassadors of our school. To be considered for a school trip, you need to maintain good academic standing, attend school regularly and comply with all AVRSB and AVHS policies and procedures. An application to attend specific trips may require two references.

## **AVHS School Library**

The library is an active part of AVHS Learning Commons. The library is available to students Monday, Wednesday and Friday 8:30 – 2:30. Students are encouraged to sign out materials for individual use.

## General Guidelines around Course Selection

Avon View High School operates on a credit system for graduation. Instructional time in a semestered course is very compact. For that reason, students are asked to put some consideration into course selection so that course changes are at a minimum once the semester starts. If a course change is necessary, students will be permitted to do so up to five school days after the start of the first class. Simply, too much instructional time is lost after two weeks in a semestered course. A Course Change Form must be completed and signed by the student, parent and teacher. There are no guarantees of available space in specific courses.

## Adding Courses

Students are not able to add or request any additional courses to their schedules after the first five days in a semester.

## Dropping of Courses

The following procedures shall be used when students enrolled in grades 11 or 12 drop courses during the school year. Grade 10 students are not permitted to drop classes as they are to remain fully scheduled without free periods.

A Course Drop Form must be completed and signed by the student, parent and teacher. These forms are available from the Student Services Office

The deadline for dropping courses is 10 school days after the start of the semester for semestered courses and 20 school days for year-long courses. Dropped courses will not appear on the official transcript if outlined dates are followed. Students who find it necessary to drop a course after the deadlines may receive a failing grade or a “WD” (withdrawn) designation on their official transcript. A Course Drop Form must be completed in advance of dropping the course and requires the guardian/parent’s signature along with a Student Services appointment. Drop forms are available from the Student Services Office. Grade 9 and 10 students are not permitted to drop courses. Grade 11 and 12 students must maintain adequate course loads and all courses required for graduation in order to be approved for a course drop.

### Deadline to drop courses:

**10 school days**  
after the start of  
**semester**

**20 school days for**  
**year-long courses**

## **Honours Standing**

At the end of term or end of year, students may receive Honours standing to acknowledge their academic achievement. Honours standings are granted to all AVRSB students under the following guidelines:

1. The Honours standing is based upon an average of the final or term marks/grades of the following number of courses taken during the current year or term (including courses completed by correspondence, independent study and/or challenge for credit). Any marks/grades for correspondence courses shall be included in the calculation of the average for the academic year the course was completed:
  - Grades 10, 11 - any six (6) courses
  - Grade 12 - any five (5) courses
  - If Grade 12 students are attending for only one semester, he or she must take at least 3 courses in that semester to qualify for Honours or Honours with Distinction. If a Grade 12 student attends for a full year, he or she must take a minimum of 5 courses to be considered for Honours and Honours with Distinction.
2. For an average of 80% or higher, the student will receive an Honours standing. For an average of 90% or higher, the student will receive an Honours with Distinction standing.
3. The student may not have a final failing grade in any course for the term or year.

## **Homeroom Grade Promotion Policy**

Students are placed in homerooms prior to the beginning of school in September. Students must have at least five credits to be eligible for placement in a Grade 11 homeroom and ten credits to be eligible for placement in a Grade 12 homeroom. Only students scheduled with sufficient courses to graduate in June are eligible to be placed in a Grade 12 homeroom.

## **Student Fees**

Student fees defray the cost of lockers, locks, ID cards, computer access/printing and special events. They also support student activities. Student fees: \$20 for every student. At the end of the year, students must return locks.

## Important Dates

<b>Life Touch School Pictures</b>	September 13, 2017
<b>Common Early Dismissal</b>	September 20, 2017
<b>Regional Shutdown Day</b>	September 29, 2017
<b>Provincial Conference Day</b>	October 27, 2017
<b>Post-Secondary Day</b>	November 9, 2017
<b>Regional Shut Down Day</b>	November 30, 2017
<b>Winter Break</b>	December 22, 2017 – January 2, 2018
<b>Students Return After Winter Break</b>	January 3, 2018
<b>Common Early Dismissal</b>	January 17, 2018
<b>Semester 1 Exams</b>	January 26 – 31, 2018
<b>High School Marking Day</b>	February 1, 2018
<b>Early Dismissal</b>	February 2, 2018
<b>Early Dismissal</b>	March 3, 2018
<b>Spring Break</b>	March 12 – 16, 2018
<b>Early Dismissal</b>	April 19, 2018
<b>Common Early Dismissal</b>	May 3, 2018
<b>Common Early Dismissal</b>	June 6, 2018
<b>Semester 2 Exams</b>	June 19 – 25, 2018
<b>Graduation</b>	June 28, 2018
<b>Grades 9-11 Closing</b>	June 29, 2018



**Avon View High School**

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