

McAdam High School



MHS Student Handbook 2024-2025

Amy Bourgaize, Principal
29 Lake Ave.
McAdam, NB
E6J 1N6

Telephone: 506-784-6828

Website: mhs.nbed.ca

School Building Opens: 8:05 am

School Day Begins: 8:20 am

School Day Ends: 3:00 pm

MHS Vision Statement

We aspire to a learning environment that nurtures and empowers every individual to realize their full potential.

MHS Mission Statement

We strive to foster a vibrant learning community where each person is inspired to explore, grow, and excel.

School Calendar – 2024-2025

September 2	Labour Day – no school for students & teachers
September 3	First Day of School
September 30	National Day for Truth & Reconciliation – no school for students & teachers
October 14	Thanksgiving Day – no school for students & teachers
November 8	Professional Learning Day – no school for students
November 11	Remembrance Day – no school for students & teachers
November 12	Report Cards Issued – grades 9-12
November 22	Parent-Teacher Interviews/K-8 Report Writing/Professional Learning Day – no school for students
December 2	Report Cards Issued K-8
December 6	K-8 Parent Teacher Interviews – no school for K-8 students
December 20	Last day of classes before holiday break
January 6	First day of classes for students & staff after the holiday break
January 20-24	Assessment/Demonstration of Learning Week
January 27-28	Semester Turnaround Days – no school for High School students
January 29	Semester II begins
February 17	New Brunswick Family Day – no school for students & teachers
March 3-7	March Break – no school for students & teachers
March 28	K-8 Report Card Writing – no school for K-8 students
April 7	Report Cards Issued – grades K-12
April 11	Parent-Teacher Interviews/Professional Learning Day – no school for students
April 18	Good Friday – no school for students & teachers
April 21	Easter Monday – no school for students & teachers
May 2	NBTA Council Day – no school for students
May 12	NBTA Branch Meeting Day – no school for students
May 19	Victoria Day – no school for students & teachers
June 9-13	Assessment/Demonstration of Learning Week – High School Students
June 16-20	Final report cards issued; Graduation events – High School Students
June 20	Last Day of School for Students

Daily Bell Schedule

8:05	Bell to Enter Building
8:20-8:30	Homeroom
8:30-8:35	Transition to Period 1
8:35-9:35	Period 1
9:35-9:50	Nutrition Break
9:50-10:50	Period 2
10:50-10:55	Transition
10:55-11:55	Period 3
11:55-12:55	Lunch (12:45 Warning Bell/Re-Entry)
12:55-1:55	Period 5
1:55-2:00	Transition
2:00-3:00	Period 5

Student Arrival and Departure

Students of all grades should enter the building through the front door, with the following exceptions:

- Special permission from the office to use an alternate door for extenuating circumstances
- Lunch hour access to the gym (see **Lunch Hour** below)

Students must leave the school promptly at 3:00 PM unless they have made arrangements with a staff member, or they are attending an extracurricular event occurring immediately after classes are finished.

Student Fee (\$40/year)

The student fee supports all student-based school activities (e.g., school breakfast program, special events/speakers, etc.). Families with multiple students pay a maximum of \$80/year.

General Information About McAdam High School

Assemblies

School-wide assemblies may occur periodically throughout the school year and are part of the instructional day. Therefore, attendance is mandatory, and all school rules apply.

Cashless Schools

The preferred method of payment for all school fees (student fees, athletic fees, course/lab fees, grad fee, etc.) is through School Cash Online. To register, go to:

<https://anglophonewest.schoolcashionline.com/>

Fire Drills

When the fire alarm rings, students should move quickly and promptly out of the building to designated areas as directed by the teacher. Each classroom will have Fire Drill Directions posted; students should take note of these. Once outside, classes should move well away from the building and stay as a class unit so that the teacher can account for each student.

Health Services

Confidential sexual health services (e.g. – counseling, testing/screening and treatments) are available at MHS and provided by a Nurse Practitioner, who is available monthly.

Homeroom

Students will be assigned to a Homeroom teacher and will remain with their assigned teacher over their time at McAdam High School. Homeroom is part of the instructional day and is compulsory for all students.

Important Phone Numbers for Student Support

Addictions and Mental Health Services.....	506-453-2132
<i>Addictions, Suicide, Depression, Anxiety, Coping</i>	
CHIMO Helpline.....	1-800-667-5005
<i>Suicide, Depression, Anxiety, Coping</i>	
Family Enrichment Counseling.....	506-458-8211
Kids Help Phone.....	1-800-668-6868
<i>Dating Problems, Difficulty at School, Bullying, Abuse, Depression, Emergencies, etc.</i>	
	or text CONNECT to 686868
Mental Health NB One-at-a-Time Sessions.....	506-453-2132
National Suicide Crisis Helpline.....	call 988
Sexual Violence NB.....	506-454-0437
Victim Services.....	506-453-3992

Lockers

Lockers are school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment. If students wish to lock their locker, they must use a school-issued combination lock, available upon request through their homeroom teacher.

Lunch Hour

Students need parental permission to leave the school anytime during the school day, including the lunch hour. Parents/Guardians can submit one note at the beginning of the school year granting this permission for lunch hours throughout the entire year.

11:55 am – 12:25 pm All students staying in the school eat lunch in the cafeteria on the 1st floor (basement).

12:25 am – 12:55 pm Students must be either in the gymnasium or library.

Students who have left the school for lunch may return early via the gym doors as of 12:25 pm (proceeding directly to the gym or library) or access the front door as of 12:45 pm. Prior to 12:45 pm, students can only enter the school via the gym entrance and must go promptly to either the gym or library.

Breakfast Program

MHS is pleased to offer a breakfast program each morning from 8:05 to 8:20. This is available to all students.

Student Parking

Student parking is available via Granite St. along the west side of the building. Marked emergency routes (i.e., spaces directly in front of exterior doors) must be left clear. Offroad vehicles must not be driven or parked on school property.

Valedictorian Selection

Selection of the valedictorian from the graduating class shall be decided in this manner:

1. Students with at least an overall average of 85% for Gr. 11 and 12 (up to the latest available report card marks available) can apply to be valedictorian.
 - a. There will be no 'extra weighting' of particular courses. (i.e., A student with more senior math courses will not be deemed more worthy of the valedictorian role.)
 - b. The cutoff for marks will depend on the editing deadlines of the yearbook to allow for the valedictorian's page to be submitted in time for publication.
2. Applicants will make a presentation to the valedictorian selection committee (comprised of staff as determined by the principal).
 - a. The presentation should address the student's:
 - i. Commitment to education throughout their high school years
 - ii. Involvement and contribution to the school community
 - iii. Demonstration of leadership in the school community
 - b. The presentation should be presented orally and may be supplemented/enhanced by multi-media. Examples of presentation formats include (but are not limited to):
 - i. A speech
 - ii. A PowerPoint presentation (explained verbally)
 - iii. A pre-recorded video

3. The valedictorian selection committee will inform candidates of its decision as promptly as possible to give the selected student a sufficient window to write and submit their valedictorian speech in time to make the yearbook deadline.

Further, a student must have attended at least the entire Grade 12 year at McAdam High School to be considered for valedictorian. (i.e., A student who has only attended their last semester at MES would not be eligible.)

Visitors

All visitors, including parents and guardians, should enter the building via the front doors and report and sign in at the office.

Code of Student Conduct

McAdam High School students are expected to take responsibility for their behaviour and make a commitment to their learning. Students, in return, can expect to be treated with fairness, respect, and consistency.

In addition to the NB Education Act Duties of Pupils (*next page*), behaviour expectations common to every classroom and space in the school have been established (*below*). These expectations align with the Department of Education and Early Child Development's "Positive Learning and Working Environment" Policy ([Policy 703](#)) which states, "the goal of discipline is to help pupils learn appropriate, productive behaviours which will enable them to meet their needs and to pursue their goals".



McAdam High Warriors...



Respect Yourself

- ✦ Be prepared for class
- ✦ Arrive on time
- ✦ Be on task

Respect Others

- ✦ Refrain from negative language and comments about differences
- ✦ Follow staff direction respectfully
- ✦ Keep hands and feet to yourself
- ✦ Only take pictures/video of others with their permission

Respect Property

- ✦ Leave your space in good condition
- ✦ Use supplies and equipment safely and as intended



New Brunswick Education Act

Duties of Pupils

14(1) It is the duty of a pupil to

- a) participate in learning opportunities to their potential,
- b) accept increasing responsibility for their learning as the pupil progresses through their schooling,
- c) attend to assigned homework,
- d) attend school regularly and punctually,
- e) contribute to a safe and positive learning environment,
- f) be responsible for their conduct at school and while on the way to and from school,
- g) respect the rights of others, and
- h) comply with all school policies.

14(2) It is the right of a pupil to be informed of their educational progress on a regular basis.

Roles of Parents

13(1) A parent, in support of the learning success of their child and the learning environment at the school, is expected to

- a) encourage their child to attend to assigned homework,
- b) communicate reasonably with school personnel employed at the school their child attends as required in the best interests of the child and the school community,
- c) cause their child to attend school as required by this Act,
- d) ensure the basic needs of their child are met, and
- e) have due care for the conduct of their child at school and while on the way to and from school.

13(2) The parent of a pupil has a right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.

13(3) It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

13(4) The principal of a school may establish a communication plan to be followed by a parent and a member of the school personnel which may include, but is not limited to,

- a) the means of communication,
- b) the frequency of communication, and
- c) the supervision with regard to communication.

Improper Conduct

22(1) Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.

22(2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

22(3) Where a person, in or on school property,

- a) uses threatening or abusive language, or
- b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

Support Strategies

At MHS, we strive to work as a team to create a positive learning and working environment. When needed, interventions are used to support student success so that punitive consequences for improper conduct can be avoided.

Improper Conduct

In some cases when interventions are not successful, punitive consequences are a necessary form of support.

School staff may keep a tally of minor transgressions (i.e., late for class, not prepared for class) and issue a half-hour detention to be served on a subsequent day once a student accumulates at least three tallies, as well as inform parents/guardians of the detention. More serious/grievous behaviours may result in a detention or suspension (in or out of school) at the principal's discretion.

Consequences for Improper Conduct

Detentions

Detentions will typically be assigned during the lunch hour at least a day in advance so students can make any necessary eating arrangements. Missed detentions will be made up and may be extended at the discretion of school staff.

Suspensions

An out-of-school suspension exceeding five days may be appealed. The suspension of school privileges (i.e., attending school events such as sports, dances, etc.) cannot be appealed. Students who are suspended from attending school cannot use the school bus system, be on school property, or attend any school-based activities in ASD-W. Students may resume participation the day following the last day of suspension.

At the principal's discretion, students may be given an in-school suspension, requiring them to spend the school day in a designated room in the school. Teachers will make an effort to supply the student with classwork, depending on the nature of the current learning outcomes. Students on an in-school suspension may not participate in after-school events, as per an out-of-school suspension.

McAdam High School Procedures and Guidelines

Abusive Language Towards a Staff Member

The use of abusive language will not be tolerated in our school system. Staff members have the right to work in an environment that is respectful and harassment free. Students who verbally abuse or harass staff members, including generating inappropriate and unfounded rumours, may be subject to the following consequences (as per the Guidelines & Procedures for ASD-W [Policy 708-8](#)).

1st offence: 1-5 day out-of-school suspension.

2nd offence: 5-10 days out-of-school suspension, subject to the approval of the Director of Schools.

Athletic Code of Conduct

All MHS student athletes must adhere to the Athletic Code of Conduct. More information on the Code can be found on the MHS website.

Attendance – Student and Parent Responsibilities

Attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially the interaction and exchange of ideas amongst students, and between students and teachers. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson.

Legal obligation to attend:

The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents/guardians to cause regular attendance to take place, except when just cause exists (e.g. – documented illness, emergency situations, religious holidays, circumstances of a compassionate nature).

Section 16(1) of the Education Act states the following:

A child is not required to attend school if the child:

- a) is unable to attend school by reason of the child's sickness or other unavoidable cause,
- b) is officially excluded from attendance under this Act or the regulations,
- c) is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child or,
- d) in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister.

Teachers will provide assistance on missed work when students have been absent for just cause (reasons cited in section 16(1) of the Education Act, such as illness).

When students are absent from school for reasons *not* cited in section 16(1) (i.e., a family trip), it will be the responsibility of the student to obtain missed work from peers. It is not reasonable to expect a teacher to re-teach missed material or provided detailed work packages when students are away from school for non-essential reasons. Students must make arrangements with their teachers to promptly complete missed assessments.

Bus Privileges

Students are to conduct themselves in an orderly manner while travelling on buses. This includes using school-appropriate language. Failure to do so may result in a suspension of busing privileges.

Dress Code (Revised September 2023)

It is our responsibility as parents and educators to prepare students' appearance for expected norms of society and to be respectful of all groups within society based on the principles of a democratic society as identified in the Charter of Rights and Freedoms. Therefore, we believe that a dress/appearance code based upon civility, appropriateness, health and safety sets a tone conducive to learning and acceptance within a broader community. We also believe that no dress code should infringe on religious rights and freedoms as identified in the Charter.

1. Footwear must ALWAYS be worn in the school for safety and hygiene reasons.
2. Clothing that intentionally exposes undergarments is not appropriate.
3. Clothing and logos relating to drugs, alcohol, offensive material (ie. sexual in nature) or violence, or inappropriate language is not acceptable.
4. Clothing and headwear cannot inhibit student's vision, participation, or interactions with staff (i.e., dark sunglasses that interfere with eye contact are not appropriate).

5. For reasons of safety, jewellery, inappropriate footwear, and loose clothing may be required to be removed for Physical Education, Science, and Industrial-based classes, and other special activities.
6. Footwear tracking in water, dirt, or mud into the school must be removed upon entering the school.
7. Students participating in athletic activities in the gymnasium must wear appropriate non-marking footwear that minimizes injury and promotes safe performance (i.e., running sneakers) NOT SLIDES, FLIP FLOPS, BOOTS, BAREFEET OR SOCKS.

Consequences: Students who violate the dress code will be asked to make the changes required to adhere to the dress code. Refusal to comply will constitute an act of defiance and will be dealt with on an individual basis.

Electronic Device Protocol

This Protocol is supported by EECB [Policy 703: Positive Learning Environment](#) and [Policy 311: Information and Communication Technologies Use](#).

Our students are the future leaders of a technological world therefore, we need to adopt guidelines that recognize the reality of young people. It is important not to ignore technology, but to integrate it into our school in a responsible way. This protocol applies to all devices that have the potential to disrupt the positive learning and working environment.

1. **During instructional time, all personal electronic devices must be silent and put away as directed by the teacher. This also applies to washroom visits during instructional time.**
2. **During non-instructional time students will be permitted to use their cell phones and/or electronic devices which includes breaks, lunch time and after school.**

Common Understandings:

- **Electronic devices** include cell phones, I-Pads, ear buds, headphones, tablets, laptops, cameras, smart watches, gaming devices, or any such other electronic communication or internet accessing device.
- **Instructional time** means any time “during class time” inside or outside of the building. This includes in the classroom, computer or science labs, library on field trips, during assemblies, etc.
- **Non-Instructional time** means any time at school outside of scheduled class hours.

Teachers will:

- manage the classroom learning environment by building habits to support the protocol.
- expect all devices are silenced and put away in a designated location.
- request that devices be stored in a central location in the classroom if needed, i.e., pocket chart.
- determine when and how devices will be used as needed for instructional purposes.
- model appropriate cell phone and technology use.

Students will:

- comply with protocol and the direction of the classroom teacher. Failure to do so will result in consequences by the teacher.
- be referred to the school administrator for a conversation and follow up if defiance persists.

Parents will:

- contact the office by email or phone when there is a need for students to be dismissed during the school day.
- contact students during times they have access to their phones.
- contact office or Principal in times of emergencies and your child will be located ASAP.

Personal Searches

As per EECD [Policy 703](#), it is the school's responsibility to maintain a positive and safe environment for staff and students.

According to EECD [Policy 703](#) and ASD-W [Policy 703-4](#):

Lockers and Desks

These are school property and students have no expectation of privacy therein. Searches of lockers or desks may be undertaken for any reason, at any time, without notice and without consent.

Coats/Jackets/Bags/Possessions

The principal may authorize and designate a search of a student's coat, bag, or possessions other than the clothing being worn if school staff have *reasonable grounds* to believe the student has violated or is violating the law, school or district policy, and the search could result in the discovery of evidence.

Such searches may only occur if the principal or designate and one other employee are present.

Students (including clothing worn)

Such searches will *not* be conducted by school authorities, as per provincial and district policy. Students *may* be detained by the principal or designate, under close supervision, until a law enforcement official is available to conduct the search.

Vandalism

Students are financially liable for damage to school property. Those who intentionally damage school property may be suspended per ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension", and will be required to provide full financial restitution for damages they cause.