

McAdam High School



MHS Student Handbook 2025-2026

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 – 2025-2026

September 1	Labour Day – no school for students & teachers
September 2	First Day of School
September 26	EECD Professional Learning – no school for students
September 30	National Day for Truth & Reconciliation – no school for students & teachers
October 13	Thanksgiving Day – no school for students & teachers
November 10	ASD-W School Improvement Planning Day – no school for students
November 11	Remembrance Day Holiday – no school for students & teachers
November 17	Report Cards Issued – grades 9-12
November 21	Parent-Teacher Interviews/K-8 Report Writing/Professional Learning Day – no school for students
December 1	Report Cards Issued K-8
December 5	K-8 Parent Teacher Interviews – no school for K-8 students
December 19	Last day of classes before holiday break
January 5	First day of classes for students & staff after the holiday break
January 23	Last day of 1 st semester classes – High School
January 26-27	Semester Turnaround Days – no school for High School students
January 28	First day of 2 nd semester classes – High School
February 16	New Brunswick Family Day – no school for students & teachers
March 2-6	March Break – no school for students & teachers
March 13	K-8 Report Card Writing – no school for K-8 students
March 30	Report Cards Issued – grades K-12
April 2	K-12 Parent-Teacher Interviews/Professional Learning Day – no school for students
April 3	Good Friday – no school for students & teachers
April 6	Easter Monday – no school for students & teachers
May 1	NBTA Council Day – no school for students
May 11	NBTA Branch Meeting Day – no school for students
May 18	Victoria Day – no school for students & teachers
June 12	Last day of 2 nd semester classes – High School
June 16-20	Final report cards issued; Graduation events – High School Students
June 19	Last Day of School for Students – Final Report Card Day K-12

Daily Bell Schedule

Middle School			High School	
8:05	Bell to Enter Building			8:05
8:20-9:20	Period 1		Period 1	8:20-9:20
9:20-9:30	Nutrition Break			9:20-9:30
9:30-10:30	Period 2		Period 2	9:30-10:30
10:35-11:15	Phys. Ed./PIF		Advisory	10:35-10:50
11:15-11:55	Block		Period 3	10:55-11:55
11:55-12:55	Lunch Hour (12:50 warning bell)			11:55-12:55
12:55-1:30	Science/Social		Period 4	12:55-1:55
1:35-2:10	Studies Block			
2:15-3:00	Elective Block		Period 5	2:00-3:00

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.

Athletic Fees

We rely on athletic fees to help cover the essential costs of running our school sports programs. These fees support a range of necessary expenses, including:

- ✓ NBIAA Membership and Participation Fees
- ✓ Referee Wages and Travel Expenses
- ✓ Tournament Entry Fees
- ✓ Team Equipment and Supplies
- ✓ First Aid Supplies

Please note that fees vary by sport and will be communicated with registration materials each season. Your support ensures that we can continue offering safe, competitive, and enriching athletic opportunities for all students.

General Information About McAdam High School

Advisory

High School students will be assigned to an Advisory teacher each year. Advisory is part of the instructional day and attendance is compulsory.

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/>

Field Trips

Field trips are a valuable extension of classroom learning, providing students with experiences that enhance their understanding of the world. These trips foster curiosity, teamwork, and real-world connections to what they learn in school. With parent permission, we expect all students to participate in field trips, as they are carefully planned to be both educational and engaging. We thank you for your continued support and for ensuring the appropriate forms are returned.

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.

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 Counselling.....	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

All students need parental permission to leave the school anytime during the school day. Middle School students need parental permission to leave the school at lunch hour. Parents/Guardians can sign a form 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 pm – 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 12:50 pm.

Prior to 12:50 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

A Valedictorian is a student of high academic rank who is selected to give the farewell address on behalf of the graduation class. The Valedictorian will be selected early in Semester Two to allow for the speech to be included in the Yearbook. To be eligible a student must have earned a minimum average of 80% over the two- and one-half-year period leading to graduation, and receive at least 3 signatures of support from the graduating class. 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.).

Application Process

1. A call for applicants will go out to students from the school Principal.
2. Interested students will complete the required application form and submit by the required deadline.
3. Should the applicant meet the eligibility requirements, they will be invited to write and present their proposed Valedictory Address to a committee of staff (decided by the Principal).
 - Presentations will be in person.
 - Speeches should not exceed 5 minutes.

- The selection committee will use the following criteria to select the Valedictorian:
 - ✓ clear message
 - ✓ body language
 - ✓ voice
 - ✓ connection to audience
 - ✓ representation of the Grad Class experience
 - ✓ time

The successful candidate will submit their written speech as a Word Document by the required Yearbook Deadline and present their speech at Graduation in June.

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.

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 Agreement

All MHS student athletes must adhere to the McAdam High School Athletic Agreement. 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.

Closed Campus

For security reasons, MHS operates a closed campus. This means students must remain in the building except during lunch hour. Students who leave the school and property must return through the Main Office doors and are expected to be good citizens of MHS while off campus. All school rules apply during the school day, whether students are on or off the property.

Student Dress (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 Skilled Trades 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.

Drugs and Alcohol

Involvement with drugs or alcohol is prohibited at school and school related activities and will result in suspension. Items will be seized and given to the RCMP for possible criminal investigation and charges.

If there is evidence of involvement with drugs and/or alcohol, the following will be applied:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) The student will be suspended out of school for 3-5 days as per the Guidelines and Procedures for ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension".

In all cases, the RCMP will be contacted in accordance with the Criminal Code. Evidence of involvement includes possession of drugs or alcohol and/or paraphernalia, aroma, and inappropriate behaviour.

Students who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be subject to the same consequences as above.

If there is evidence a student is under the influence:

1st offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) The student will be suspended out of school for 5 days as per the Guidelines and Procedures for ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension".

Where it is warranted, the police will be notified. Any student smelling of a substance that is prohibited may be deemed in possession or under the influence of that substance and will be subject to the same consequences. If a student is an identified addict and is willingly seeking assistance, disciplinary action may be modified.

If there is evidence of trafficking and/or possession for the purpose of trafficking:

Students found to be distributing drugs or alcohol at school or school functions will be suspended from school.

- a) Recommendation to the Director of Schools that the student be suspended for one calendar year.
- b) The police will be notified.

Guidelines for personal searches can be found in ASD-W [Policy 703-4](#), "Personal Searches".

Electronic Device Protocol

This Protocol is supported by EEC [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.

Physical Aggression & Fighting

Students engaged in instigating or consenting to fighting will be subject to the consequence outlined in the Guidelines and Procedures for ASD-W [Policy 703-8](#), “Student Discipline – Out-of-School Suspension”:

1st offence:

- a) The parent/guardian will be notified.
- b) 3-5 day suspension from regular classes.

2nd offence:

- a) The parent/guardian will be notified.
- b) 5-10 day out-of-school suspension, subject to approval by the Director of Schools.

3rd offence:

- a) The parent/guardian will be notified.
- b) A recommendation will be made to the Director of Schools for a suspension for the remainder of the school year.

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.

Tobacco Use/Vaping

New Brunswick Department of Education and Early Childhood Development [Policy 702](#), “Tobacco Free Schools”, dictates that there is to be no tobacco use/cigarettes/vapes on school property – this includes in vehicles and on the premises. Students are not permitted to smoke, vape, or be in possession of tobacco/vape products at MHS.

1st Offence:

- a) Students will be issued a warning and home will be contacted.

2nd and Subsequent Offences:

- b) Students will be suspended out of school for a period of time as determined by the Principal.



ASD-W

Anglophone School District West

20 Knowledge Park | Fredericton, New Brunswick E3C 2P5 | www.asdw.nbed.nb.ca

September 2025

Dear Families/Caregivers:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services, and district staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety for all.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a **"hold and secure"** allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A **"lock down"** requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for families/caregivers to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely,

David McTimoney
Superintendent