



Forms to Hand Out





SCHOOLMESSENGER®

SafeAbsence® Notification System

Dear Parents/Guardians,

One of our greatest priorities is ensuring that all our students arrive safely at school each day.

To enhance our existing absence-checking procedure, we continue to use the student absence reporting system called SafeAbsence. This system informs the time it takes to verify student attendance, makes it easy for you to report your child's absence, and is easy for staff to respond to unexplained student absences.

The SafeAbsence system is active for all our schools, and student absences shall continue to be reported this way.

With SafeAbsence, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SafeAbsence** app from the Apple App Store or the Google Play Store (or from the links at <http://tiny.cc/schoolmessengerapp>). The first time you use the app, select Sign Up to create your account (use the email address you have on file with the school). Select Attendance then Report an Absence.
2. Use the SafeAbsence website, select Report an Absence. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
3. Call the toll-free number 1-833-296-6832 to report an absence using the automated phone system.


These options are available 24 hours/7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger** automated notification system to contact parents whose child is absent without advance notice. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contact, office staff will complete a follow up.

If you report your child's absence in advance using the **SafeAbsence** toll-free number, website or mobile app, you will NOT receive these notifications.

Thank you for your cooperation.

Deann Mutch



Superintendent
Edgemoor North School District

ANGLOPHONE NORTH

SCHOOL CALENDAR

2023-2024

AUGUST

S	M	T	W	T	F	S
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SEPTEMBER

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STUDENT HANDBOOK
2023-2024

MISSION STATEMENT
Miramichi Valley High School will prepare all students to be life-long learners, responsible citizens and open-minded adults by providing, in a safe and inviting environment, the knowledge and skills necessary for success in the world of tomorrow.



Mr. Shawn Wood, Principal
Mrs. Mary Lou Hudson, Vice Principal
Ms. Melanie Burns, Acting Vice Principal

345 McKenna Avenue
Miramichi, N.B.
E1V 3S9

Telephone: 627-4083
Fax: 622-2977



Website
<http://mvhs.nb.ed.nb.ca>

Office Hours – 8:00 a.m. – 4:00 p.m.

BELL SCHEDULE

8:30	Warning Bell
8:35 - 9:40	Period 1
9:45 - 10:50	Period 2
10:55 - 12:00	Period 3
12:00 - 12:55	Lunch
1:00 - 2:05	Period 4
2:10 - 3:15	Period 5









School Safety Procedures

School Safety Procedures

Please note that MVHS is a nut/peanut safe environment. We have many students who have life threatening nut/peanut allergies, so students/staff are NOT to bring any food that may contain nuts/peanuts.







Fire Drill

FIRE DRILLS

It is imperative that when the fire alarm sounds all occupants of the building leave promptly and efficiently. Please observe the following guidelines.

1. There is to be no talking during the drill.
2. All windows in the room are to be closed and the lights turned out.
3. Move well away from the building, and off streets and approaches.
4. Remain with your class and subject teacher, as attendance will be taken.
5. Go out on signal even if you feel it has been given accidentally.
6. All persons must leave the building.
7. There is to be no smoking/vaping during the drill.
8. Snowballing and disruptive behavior will not be tolerated.

Lock Down

INTRUDER IN THE BUILDING

Any person who notices the intruder (person with a weapon or person who is upset or acting out of control) will notify the principal or designate.



STEP 1 The principal or representative will announce over the PA system "LOCKDOWN."

STEP 2 Staff are to ensure that all students and personnel in the school are to be in a locked room – check halls and bring any student into the nearest classroom for safety.

STEP 3 All students and staff will sit on the floor against the wall (corridor), thus giving the appearance of an empty classroom. This will permit police (who will be entering the building) to know that all staff and students should be in a classroom. This will also assist the police in locating and identifying any intruder with minimal risk to students and staff.

STEP 4 Using the PA system, notify the office of students or other personnel who are not accounted for so administration will be aware of the safety of these people.



STEP 5 Administration and secretary will be contacting all personnel. Staff communicates to the office any information regarding the intruder. The Office will be the main control center for all emergencies. Administration will be responsible for all aspects of emergency procedures and communication with the police and District Office.

Entering the School

ENTERING THE SCHOOL

- All school doors will be locked during the school day from 8:30 AM to 3:20 PM, with the exception of lunch time (12:00 PM to 1:00 PM) where the main doors, gym doors and shop doors remain open.
- The main entrance of the school is equipped with a live video feed and buzzer system located on the brick wall left of the main front doors. Upon arrival, please press the button for entry and report to the main office.
- Anyone requiring services in any of our Industrial areas are required to report to the main office before proceeding to the shop area.
- AT NO TIME ARE STUDENTS TO EVER OPEN A LOCKED DOOR TO ALLOW OTHERS TO ENTER. STUDENTS ARE NOT TO PUT ANYTHING IN A DOOR THAT PREVENTS A DOOR FROM BEING LOCKED. THIS WILL BE VIEWED AS NON-COMPLIANCE AND A DIRECT VIOLATION OF SCHOOL RULES. SANCTIONS WILL BE APPLIED.
- First Offence. 1 Day suspension
- Second Offence. 3 Day suspension
- Third Offence. 5 Day suspension and recommendation for long term suspension.
- AFTER THREE VIOLATIONS, A LONG-TERM SUSPENSION WILL BE RECOMMENDED.
- All visitors to our school will be required to make an appointment with an administrator in order to enter the building. Visitors will also be required to sign in and sign out.
- All replacement staff will now be identified with a Staff Lanyard.
- Students will be required to have a hall pass from their subject teacher when out of class during Instructional Time.
- Staff is asked not to open any locked outside doors for anyone.


Academic Expectations

EVALUATION (Based on department discretion)


Term Work	70%
(Includes mid-term tests, tests, assignments, homework, labs, projects, etc.)	
Final Exam	30%
TOTAL	100%

The pass mark for all courses is now 60%.

Exams are 2 hours in length, Students may leave after 90 minutes (an announcement will be made). Exams, tests, assignments (mid-terms and finals) are to be written as scheduled. Teachers are not expected to make up another evaluation to accommodate students who have arranged appointments or are participating in other activities, etc. during the scheduled exam time.



Academic Incentives



Academic Incentives
-Students who miss time frivolously are less likely to be successful.

Rationale:
Students and parents should be aware of the link between attendance and academic success. An incentive program that highlights this is called for; a program that rewards regular attendance with a degree of academic insurance rather than one that penalizes poor attendance.

Protocol:
Exams are normally valued at 30% of the final mark for courses where exams are written. This incentive will apply to students who:


1. have missed no more than 7 days in any course as of the Friday prior to an exam period.
2. have completed all requirements for the course to the satisfaction of the teacher, and
3. have a passing grade in the course going into the exam.

Students who qualify for this incentive will have their final exams weighted at 15%, 30% or 50% of their final semester mark (whichever gives them the highest mark).


Students who do not meet the requirements for this incentive will have their final exams weighted at 30% as usual.

It is understood this policy does NOT apply to any District or Provincial assessments where the exam is determined by those authorities.

Exceptions:
Exceptions to the attendance requirement will only be extended to days missed for school sponsored activities or as a result of a death in a student's family.



Plagiarism



PLAGIARISM

1. Plagiarism occurs when another's words, ideas or work, whether it is an invention, a lyric, music, a picture, a research paper, information on a web site, etc. is submitted as one's own or used without the creator's permission. The claim may be in the form of a paper containing another's words, graphics or ideas, a Power Point presentation, or any other form of written, audio or visual expression. Plagiarism is theft.
2. Plagiarism is the act of taking all or part of the work of someone else and passing it off as your own. Plagiarism is treated as a serious offence in both the academic and business world.


Plagiarism is illegal. The student is learning how to cheat and is not developing the critical and creative thinking skills that will enable him/her to develop his/her own ideas.

In courses we are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. This includes books, computers, microfiche, etc.


To avoid plagiarism, you must give credit whenever you use:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings-- any pieces of information -- that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

Plagiarism may result in a mark of 0.




Homework Policy




POLICY ON HOMEWORK (CLASS PARTICIPATION)

- Students may be assigned a value up to 10%.
- Homework not done is a classroom management issue.
- If homework not done becomes habitual it contravenes the School's Act and requires further action relating to the discipline policy.




Late Assignments, Projects and Labs




POLICY ON PROJECTS, ASSIGNMENTS, LABS, ETC.

- All assignments are expected on the day that they are due. Assignments which are passed due will be **reduced 10% per day** for the **first four days**. The assignment will be **evaluated at 60% for days 5, 6 and 7**. **After day seven, the mark is zero.**
- Being absent for the day the assignment is due or during the time that the assignment is passed due without a legitimate reason and a note from home does not postpone the late assignment policy or any of its steps. Only legitimate, unavoidable absences will be considered.
- Note: A late assignment must be submitted directly to the teacher (not the main office) by the end of the class/period, in which it was assigned, without the assignment being considered an extra day late.
- All assignments must be handed in.




Test Rewrites




TEST REWRITES

- If an absence from school is known in advance (such as travel, extracurricular, appointment, etc.), the student must inform the teacher prior to the absence, with a note of consent.
- If the student has a legitimate excuse for being absent the day of the test that has not been covered above, then a parent or guardian must contact the school on the day of the test. A note must be sent upon the student's return.
- If a student skips a test/quiz without a legitimate excuse, they will receive a mark of zero.
- If a student misses at test or quiz, a supplementary test will be administered on the first day of the student's return. However, no mark will be provided or recorded without a legitimate excuse.
- In unforeseen circumstances, the student may make other arrangements with the teacher.



Attendance Policy





ASD-N & MIRAMICHI VALLEY HIGH SCHOOL ATTENDANCE PROTOCOL
The following are guidelines for specific school actions after a number of days of unacceptable absences.

1. **5 days**
- Teacher contacts parent/guardian
- Teacher informs school administrator of contact
2. **10 days**
- School administrator contacts parent/guardian and meets with student
3. **15 days**
- A formal case conference will be held. Administration, with the support of EST-G, EST-R and/or other relevant staff, in addition to the student and parent/guardian, will develop a student attendance intervention plan, depending on individual circumstances/time of year.
- Intervention may include alternate education scheduling and/or programming options for the student
- ***School may request student to remain home until conference is held***
4. **20 days**
- If the student continues to be absent after all appropriate interventions have been attempted, this student is, in effect, non-compliant with ASD-N rules. If the student is found to be non-compliant to the attendance intervention plan, there may be consequences that result in failure to obtain credit in the course(s).

Parents/guardians are encouraged to log into Powerschool to track their child's attendance and to submit reason(s) why their child has missed class(es).

*****Note: 3 tardies in a class is equivalent to one class absent*****

Positive Learning Environment

Student Behavior Expectations

THE POSITIVE LEARNING ENVIRONMENT POLICY AND DISCIPLINE IN THE SCHOOLS



The Positive Learning Environment Policy is a tool designed to help school staff, students, and parents build a safe and peaceful environment where people feel accepted and respected, and where learning is the main focus.

A positive learning and working environment is one in which:

- Pupils have the right to be taught and learn in a safe, orderly, productive, respectful and harassment-free environment; this right not to be disrupted by others implies the responsibility not to disrupt the learning of others.
- Adults within the public school system also have the same rights in regards to their working in a safe, orderly, productive, respectful and harassment-free environment.

Students and parents are reminded that schools expect three (3) basic things from all students:

- Attendance at school, on time and prepared
- Proper behaviors, based on mutual respect
- Satisfactory work effort and progress, to the best of the student's abilities






Unacceptable Behaviours

UNACCEPTABLE BEHAVIOURS

The following behaviors will not be tolerated from any student (or other person) in the New Brunswick school system. This means intervention, as agreed upon in the School Positive Learning Environment Plan, is consistently and uniformly required when these behaviors occur. In addition, some of these behaviors are deemed to be of such a serious nature that they may be dealt with by the imposition of automatic penalties. They may also be forwarded to the local police authorities.

- Harassment, hazing, intimidation and violence
- Discrimination based on gender, race, color, national or ethnic origin, religion, culture, language group, sexual orientation, disability, age or grade level.
- Dissemination of hate propaganda including hate literature.
- Use or possession of alcohol or illegal drugs.
- Possession/ use/ selling of illegal substances or weapons.
- Theft, vandalism or intentional property damage
- Any behavior which threatens the health or safety of any person (e.g. arson, bomb threats, and tampering with safety equipment such as fire alarms, school bus)
- Accusations involving falsehood or malicious intent.
- Creating or attempting to create a disturbance, using threatening or abusive language and speaking in such a way as to impair the maintenance of order and discipline on school property.



Dealing With Student Conduct

OTHER GUIDELINES FOR DEALING WITH STUDENT CONDUCT

1. DISRUPTION, DEFIANCE, REFUSAL TO FOLLOW STAFF DIRECTIONS OR DO ASSIGNED WORK

A student who is defiant, refuses to follow staff directions or do assigned work will be subject to, but not limited to, the following guideline of consequences.

First Offence- 1- 3-day suspension from school
Second Offence- 3- 5-day suspension from school, meeting with Parent/Guardian upon return
Third Offence- 3-5-day suspension, possible recommendation for long-term suspension






Dealing With Student Conduct

2. USE OF VULGAR LANGUAGE OR GESTURE TO SCHOOL STAFF

A student who directs vulgar language or gestures to a member of the school staff will be subject to, but not limited to, the following guideline of consequences:

First Offence- 3-day suspension from school
Second Offence- 5 day suspension from school, meeting with Parent/Guardian upon return
Third Offence- 3-5 day suspension, possible recommendation for long-term suspension



Dealing With Student Conduct

3. SMOKING/VAPING

Smoking and vaping are not permitted at any time in the school building or on school property. This includes any tobacco products (smokeless, e-cigs, etc.) Students who are found to be smoking or vaping in an unauthorized area or at an unauthorized time will be subject to, but not limited to, the following guideline of consequences:

In Building
First Offence- 3 day suspension from school
Second Offence- 5 day suspension from school, meeting with Parent/Guardian upon return
Third Offence- 5 day suspension from school, possible recommendation for long-term suspension

School Grounds
First Offence- 2 detentions
Second Offence- 1 day suspension from school and home contact
Third Offence- 5 day suspension from school, meeting with Parent/Guardian upon return.






Dealing With Student Conduct

4. THREATENING OR UNSAFE BEHAVIOUR

A student who threatens the health or safety of any person including tampering with safety equipment such as fire alarms will be subject to, but not limited to, the following guideline of consequences:



First Offence- minimum 5 day suspension from school
Second Offence- Recommendation for long-term suspension

Dealing With Student Conduct



5. JIGGING CLASSES
Students absent from class without prior teacher or administrative approval, and who otherwise are supposed to be at school attending all classes will be subject to, but not limited to, the following guideline of consequence:
 ***In the case of jiggling during a test, quiz or assignment, the student may receive a mark of zero

First Offence- Up to 5 detentions
Second Offence- Detention up to Time missed (i.e. 3 periods jiggled, 6 noon hour detentions)
Third Offence- out-of- school suspension

Dealing With Student Conduct



6. THEFT
A student caught stealing from another student or from staff or school will be subject to consequences as deemed appropriate. Such consequences may include, but are not limited to, restitution, detention or suspension from school.
First Offence- 3 day suspension from school
Second Offence- 5 day suspension from school, meeting with Parent/Guardian upon return
Third Offence- 3-5 day suspension, possible recommendation for long-term suspension

Dealing With Student Conduct

7. PLAGIARISM, CHEATING ON TESTS, EXAMS, ASSIGNMENTS
Consequences may include, but are not limited to, a grade of zero to be given on that portion of work.



Students are not allowed to use cell phones, iPods, tablets, etc. during exams. If a student has a cell phone, iPod, tablet, etc. during an exam, the student will receive a mark of zero on the exam.

Dealing With Student Conduct

8. DRUGS AND ALCOHOL
A student found in the possession of, or under the influence of using any illegal drug or associated paraphernalia or alcoholic beverage at school or any school sponsored event will be subject to but not limited to the following:

First Offence- Minimum 5 day suspension from school and all school activities, possible legal action
Second Offence- Long-term suspension from school and a suspension from all school activities, possible legal action.






Dealing With Student Conduct

9. MISUSE OF PERSONAL TECHNOLOGY
Students using personal technology in classrooms without the teacher's permission or cell phones anywhere but the outer lobby or outside of the school at times other than before 8:20 AM, noon hour or after school will be subject to, but not limited to, the following guideline of consequence: Loss of technology privileges, detention or out of -school suspension.



Cell Phones are permitted to be used outside of instructional time. Students are not to have their phones on during class time for any reason without teacher permission. Refusal to hand phone over to teacher will be seen as defiance.

First Offence- Phone will be taken and kept in office until a parent or guardian picks it up or student requests to have it mailed home. Detentions may be assigned.



Dealing With Student Conduct

10. STUDENT DRESS CODE
Students who dress in a manner which is considered by staff to be offensive may be subject to, but not limited to, the following guideline of consequence:
First Offence- change clothing
Second Offence- change clothing and student will receive detentions.
Third Offence- 1-3 day suspension from school



Dealing With Student Conduct

11. VEHICLES
 Having a vehicle on school property is a privilege and not a right. Excessive speed, dangerous driving or using the vehicle to leave property during Instructional Time will result in the loss of Vehicle privileges at MVHS.

Dealing With Student Conduct

12. NON-STRUCTURED TIME
 Students are asked not to congregate in locker areas during non-class time. Students may congregate in the cafeteria, cultural area, by the "moose", courtyard, walk in the hallways, and outdoors on campus. Students are reminded that they may eat in the cafeteria, breakfast area and classrooms.






Student Activities

STUDENT ACTIVITIES
 Miramichi Valley High School has a wide selection of extra-curricular and co-curricular programs. Athletic activities may include badminton, hockey, soccer, field hockey, baseball, basketball, volleyball and more. A variety of group activities such as student council, band, chess club, yearbook, oratory, drama, math club and others take place at various times throughout the year. The student council, which is organized early in the school year, is the one school activity that all students are encouraged to participate in during the school year.



EXTRA AND CO-CURRICULAR CONDUCT

- Students participating in student affairs (committees, teams, clubs, etc.) and participating on athletic teams must perform to the best of their ability in each of their courses.
- Students failing to perform to the best of their ability or who create disciplinary problems within the school or at school related events may have their right to participate suspended.
- A student who misbehaves while participating in an extra or co-curricular activity will face consequences as deemed appropriate. Such consequences may include but are not limited to, suspension from extra and co-curricular activities, detention, out-of-school suspension.
- If student is suspended from school, they may not participate in school activities.



Student Lockers

STUDENT LOCKERS
Students are not permitted access to lockers between classes.
 Lockers for students' coats and books are available during the month of September. The locker can be obtained when the student pays his/her student council fee. The lock is the student's responsibility and any damages that might occur should be reported to the office as soon as possible. For lost or stolen locks, there is a \$10 replacement fee. The lockers are school property and may be inspected at any time. Stickers or other forms of graffiti are not permitted in or on the lockers. All lockers are inspected at the end of the year.

Award of Academic Excellence



AWARD OF ACADEMIC EXCELLENCE
 This award is to promote academic excellence. This MVHS award is presented annually to students (who meet the criteria) in grades 9, 10, 11 and 12. To be eligible, a student must have been following a full load of courses, achieved an average of 85% on all subjects and have no failures.

"M" Awards

"M" AWARDS
M Awards are given to grade 12 students who have made a positive contribution to their school. If you wish to be considered for an 'M' Award, you must meet the following criteria:

- You must be in the graduating class of 2024.
- You must have made a positive contribution to MVHS in the area of extra-curricular athletics, clubs or student council (you do not need to be involved with a group for four years).
- You must attach a 250 word essay justifying your nomination.
- You application must be returned to Ms. Burns
- A committee will review all applications and select the award recipients. Not all applicants will necessarily qualify.

School Services

School Services

GUIDANCE SERVICES
There will be guidance counselors available to assist the student with educational, vocational, personal, or other problems. This can be done by making an appointment or calling 627-4083.

LIBRARY SERVICES
HOURS: 8:30 a.m. to 4:00 p.m. – Mon. – Fri.
LOANS: Two weeks regularly, with one renewal for two additional weeks when needed.
FINES: A fine of 5 cents per day is levied on all overdue materials.
LOST MATERIALS: Borrower pays cost of replacement.

The Miramichi Valley High School Library offers many services, including remote user access to a number of databases.






School Bus Basic Rules

SCHOOL BUS BASIC RULES

- Obey the Driver.
- Respect others.
- Remain seated.
- Keep aisle clear.
- Talk quietly.

School bus departure time is 3:25 pm






Teachers Web Pages

- Teachers will be updating their teaches pages at least once a week.
- They will be posting a general list of "assignments/projects/test/quizzes" that they plan on assigning that week (or assigned). They are not required to post or send electronic copies of "assignments/projects/test/quizzes" to any student or guardian.

NOTE:

- The "late assignment, project and lab policy" outline in the student handbook will apply.

Course Changes (Grades 10-12)

Must be made by Monday, September 11th