

**Nackawic High School
Student Handbook
2023-2024**



**Nackawic High School
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School Mission

*"NHS is a community of engaged learners,
preparing to meet tomorrow's challenges."*

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SCHOOL CALENDAR 2023-2024

September 4, 2023	Labour Day
September 5, 2023	First Day for Grade 9 Only
September 6, 2023	First Day of Regular Classes
September 7, 2023	Open House – 6:00 p.m.
September 22, 2023	Positive Learning Environment Day (No Classes)
TBD	Harvey Studios Picture Day
October 2, 2023	National Day for Truth and Reconciliation (No Classes)
October 9, 2023	Thanksgiving Day (No Classes)
October 13, 2023	School Improvement Planning Day (No Classes)
November 3, 2023	Professional Learning Day (No Classes)
November 13, 2023	Remembrance Day Holiday (No Classes)
November 20, 2023	Term 1 Report Cards Issued
November 20, 2023	Grade 9 Vaccination Day
November 23, 2023	Parent-Teacher Meetings (6:00 p.m. – 8:00 p.m.)
November 24, 2023	Professional Learning Day (a.m.) Parent-Teacher Meetings (p.m.) (No Classes)
December 22, 2023	Last Day of Classes Prior to Christmas Break (1/2 Day for Students)
January 8, 2024	Students Return to School
January 22-26, 2024	Final Assessment/Demonstration of Learning Week
January 29, 2024	Turn-Around Day (No Classes)
January 30, 2024	Turn-Around Day (No Classes)
January 31, 2024	First Day of Semester 2 - Term 2 Report Cards Issued
February 19, 2024	Family Day Holiday (No Classes)
March 4-8, 2024	March Break (No Classes)
March 29, 2024	Good Friday (No Classes)
April 1, 2024	Easter Monday (No Classes)
April 11, 2024	Term 3 Report Cards Issued
April 11, 2024	Parent-Teacher Meetings (6:00 p.m. - 8:00 p.m.)
April 15, 2024	Professional Learning Day (a.m.) Parent-Teacher Meetings (p.m.) (No Classes)
May 3, 2024	NBTA Council Day (No Classes)
May 13, 2024	NBTA Branch Meeting Day (No Classes)
May 20, 2024	Victoria Day Holiday (No classes)
June 7, 2024	Last Day of Classes
June 10-14, 2024	Final Assessment/Demonstration of Learning Week
June 16, 2024	Baccalaureate Service
June 18, 2024	Grand March and Prom
June 20, 2024	Graduation and Safe Grad
June 25, 2024	Final Report Cards Issued

SCHOOL MISSION

*"NHS is a community of engaged learners,
preparing to meet tomorrow's challenges."*

PRINCIPAL'S MESSAGE

On behalf of the staff, it is my pleasure to welcome you to Nackawic Senior High School. A special welcome to all students entering NHS for the first time, including Grade 9 students, International students, and those who have recently moved to the Nackawic area. We are extremely proud of the academic and extracurricular programs we offer our students, and we encourage you to make the most of your time with us.

Your handbook has been developed to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It offers a great deal of information about activities at the school, the school calendar, and student expectations.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of the NHS community. In addition to providing an excellent academic foundation, we offer many activities, clubs and sports to help you become well-rounded, mature young adults.

We look forward to this school year with great excitement. Get involved in your school and be committed to academic success. We hope you have a wonderful year.

BELL SCHEDULE

8:20	Period 1
9:25	Break
9:35	Advisory (O'Canada/Announcements)
9:45	Period 2
10:50	Break
10:55	Period 3
12:00	Lunch
12:45	Period 4
1:50	Break
2:00	Period 5
3:05	Dismissal

ANGLOPHONE WEST SCHOOL DISTRICT – MESSAGE TO PARENTS

Anglophone West School District An Important Message to Parents School Closures Because of Weather Conditions

Anglophone West School District is committed to the safe and efficient transportation of students. The District recognizes it may be necessary to cancel bus runs, close schools, or delay school opening to ensure students are not endangered by hazards brought on by poor weather and road conditions.

Approximately 24,000 students attend 76 schools in the following areas: Perth-Andover, Bath, Florenceville-Bristol, Canterbury, Centreville, Debec, Plaster Rock, Hartland, Grand Falls, Burtts Corner, Millville, Nackawic, Edmundston, Woodstock, Chipman, Coles Island, Minto, Cambridge Narrows, Gagetown, Geary, Fredericton Junction, Burton, Oromocto, Lincoln, Upper Miramichi, Doaktown, Stanley, Harvey, McAdam, New Maryland, and the greater Fredericton area.

276 school buses transport approximately 15,000 students, travelling more than six million kilometers each school year. When a decision is made to close school, delay school opening, cancel bus runs, or delay bus runs, safety is the paramount factor.

Options Considered

- **Schools open as usual:** no communication required
- **All schools closed for the day:** see “Communication” section below
- **A school or schools in a particular zone of the district closed**
- **All school bus routes delayed by one hour:** On these occasions, all schools in the district will open at their regular time to receive walking students and drop-off students. Students arriving late will not be penalized.
- **Schools may be closed early** on days when it is anticipated that weather conditions may deteriorate significantly. It is important that parents have alternate arrangements for their children if they or another adult will not be at home to receive the students. Please ensure that the school has up-to-date contact numbers (work numbers, cell numbers, etc.) for parents and at least one emergency contact. It will be announced that buses will run their afternoon runs one, two, or three hours earlier than usual, whatever time is determined.

Important Notes

- Because of varying weather conditions throughout the district, there may be occasions when a particular bus route is hazardous. In cases where the bus driver has a safety concern, he or she has the responsibility to recommend either the cancellation or delay of their particular bus run.
- On days that the weather or road conditions are poor, parents may exercise their prerogative to keep children at home. Students will not be penalized for such absences; however, parents must provide a written excuse to the student’s teacher when the child returns to school.
- There are times when school buses run late for reasons unrelated to weather. Individual school buses expected to be more than 20 minutes late will be announced whenever possible. Parents are responsible for the safety of their children at the stop until the bus comes.

School Zones

1. Edmundston
2. Perth-Andover, Plaster Rock, Grand Falls
3. Centreville, Florenceville-Bristol, Bath, Hartland, Woodstock, Debec
4. McAdam, Harvey, Canterbury, Nackawic, Burtts Corner, Millville
5. Stanley, Boiestown, Doaktown
6. Greater Fredericton Area (including New Maryland, Keswick Ridge, Nashwaak Valley)
7. Oromocto, Geary, Burton, Lower Lincoln, Sunbury West
8. Chipman, Minto
9. Cambridge Narrows, Coles Island, Gagetown

Decision Process

The Superintendent of Schools makes the decision to keep open or close schools after district transportation personnel provide current information about weather and road conditions. The school district transportation department has access to current weather and road conditions throughout the district through the Department of Transportation road supervisors and contracted weather information service provider, as well as other internet sites. Inclement weather predictions are monitored closely throughout the evening and again from 5:00 a.m. onward.

Communication

Announcements regarding school closures will be made on local radio stations, a recorded message can be heard by dialing the district public information line at 1-888-388-4455 (toll free) or 453-5454 any time after 6:00 a.m., and checking the district website at www.asd-w.nbed.nb.ca for information about school closures. Nackawic High School will also send home a voicemail when school is cancelled and will post school closure notifications on our various social media platforms.

The following is a list of stations that will be notified of a school closure/delay for announcements:

Media – Radio Stations

• CBZ – CBC Radio One	970 AM	Fredericton	• CJCW	590 AM	Sussex
	99.5 FM	Fredericton	• CJCJ – CJ 104	104.1 FM	Woodstock
• CFAI – 101 Rock 105	101.1 FM	Edmundston	• CJPN	90.5 FM	Fredericton
• CFRK – Fred FM	92.3 FM	Fredericton	• CJRI	94.7 FM	Fredericton
• CFXV – 105 FM FOX	105.3 FM	Fredericton	• CJYC – 98.9 Big John	98.9 FM	Saint John
• CHSJ – Country 94	94.1 FM	Saint John	• CKHJ	1260 AM	Fredericton
• CHWV – The Wave	97.3 FM	Saint John	• CINB – NewSong FM	96.1 FM	Saint John
• CIBX – Capital FM	106.9 FM	Fredericton	• CIOK – K100	100.5 FM	Saint John
• CIKX – K93	93.5 FM	Grand Falls	• CIXN – Joy FM	96.5 FM	Fredericton
• CBD – CBC Radio One	91.3 FM	Saint John			



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.aed-wrnbod.nb.ca

September 2023

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.

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



STUDENT LEADERSHIP GROUP CRITERIA

If you would like to be a member of the Student Leadership Group you must meet the following criteria. These are important leadership positions and permission to participate will be granted on the basis of you meeting the following criteria. You must be:

1. a student with a strong attendance record;
2. a conscientious student clearly dedicated to their academics;
3. a student with a good behaviour record (i.e. no in-school or out-of-school suspensions);
4. a student whose overall attitude toward school, school personnel, and fellow students is positive and respectful;
5. a student who can work cooperatively and collaboratively; and
6. a student who has proven their ability to be a positive role model.

NHS IS A SCENT AND NUT-FREE SCHOOL

Anglophone West School District values the health of its students and staff and is committed to providing a scent-reduced and nut free learning/working environment. Some staff and students in our school have a severe allergy to scents, peanuts and nuts. Any minimal contact with these products and its derivatives may cause anaphylactic (allergic) shock and unconsciousness. **In such cases, the allergy may even cause the student's death.**

As a result our school will be applying practices that greatly reduce the possibility of exposure of the staff and students to these substances which can provoke a severe allergic reaction. Please remind your child to read labels/ingredients to check for these substances before they pack their snacks or lunches, be prudent and avoid sending to school any product that may contain peanuts and/or nuts and also, please ensure they are not wearing perfume or cologne. Prevention is certainly the best approach.

While recognizing that complete elimination of scents is virtually impossible, the expectation is to minimize the risk of exposure by information, awareness and avoidance. The policy applies to all persons in ASD-W schools, school vehicles and school district office including students, staff, visitors and volunteers. We are asking the cooperation of all students, staff and parents of Nackawic High School.

SCHOOL CODE OF CONDUCT

Our school code of conduct is a set of positive statements that reflect both our goals and how we expect to see them in practice.

Our School Code of Conduct Statements are:

1. I will be a good citizen (respect differences, treat others & property with respect, not tolerate bullying).
2. I will contribute to a positive and safe learning environment.
3. I will contribute to an orderly learning environment (resolving conflict by constructive means).
4. I will take pride in my academics (attend regularly, complete assigned work).

ACADEMIC EXPECTATIONS

All teachers at NHS have a personal commitment to helping all students achieve success. As a student you play a critical role in your learning. You have a responsibility to attend school on a regular basis, work to the best of your ability in all classes, and complete and submit all assignments on time. The importance of hard work and your engagement in your learning to your success, both in school and once you graduate, cannot be overemphasized.

In our pursuit to establish high academic expectations for all students, every course has compulsory summative assessments. These include major assignments, tests, exams and other forms of assessments required by the teacher to provide evidence that you have met course outcomes. This means that, regardless of your mark, no

mark will be granted in the course if these assessments are not completed satisfactorily and passed in, as you did not meet essential requirements.

There will be times that common, marked assessments are passed back to others. Once this happens, those who have not completed the assessment may not be able to pass it in for marking. It is entirely up to the teacher, based on the nature of the assessment.

NACKAWIC HIGH SCHOOL – EXTRACURRICULAR CODE OF CONDUCT 2023-2024

Nackawic High School is very proud to offer a variety of extracurricular opportunities at NHS. Being a Nighthawk is a privilege; in doing so there comes a lot of dedication and responsibility. Participants need to remember who they are always representing. This includes activities during the school day, on trips, participating at other fields/gyms/arenas, tournaments, schools and during competition. Nackawic High takes pride in our students and the sportsmanship that they continuously display!

Participant Expectations

1. Commitment to practices, meetings, games, conditioning, etc.
2. Demonstrates good sportsmanship.
3. Performs duties as outlined in the Education Act.
4. Adhere to the conditions of Nackawic High performance contract.
5. A student must carry a full complement of courses for Grades 9 to 12, unless otherwise approved by Administration. A fifth-year student is required to enroll in the courses needed to fulfill graduation requirements.

Below are guidelines that ALL of our students must adhere to throughout the course of the school year:

- **Academic** - School comes first. ALWAYS!
- **Attendance** - You must be present in ALL classes on practice and performance days, ALONG with the day after, unless the absence is due to illness, medical appointment or other excused absence approved by Athletic Director and/or Administration. An email or telephone call from your parent to the school are acceptable means of communication.
- **Behaviour** - All school policies and behaviour expectations are in effect for all extracurricular activities.
- **Drug/Alcohol Policy** - Students who are in possession of/or under the influence of alcohol and/or narcotics in any capacity or quantity (whether legal or illegal substances), while at school or on any school sponsored trip or activity, will be suspended from school based on school & district policy.
- **Suspension Policy** - If a student is suspended for any reason, then they are ineligible for all extracurricular activities for the duration of the suspension. If the suspension happens on a Friday to begin Monday, the student cannot participate in any extracurricular activity Friday night, Saturday, or Sunday as well as the weekdays included in the suspension.
- **Smoking/Vaping** - Smoking and vaping are detrimental to your ability to perform. In addition, it is damaging to your personal health; therefore, smoking/vaping is not an acceptable activity for students who wish to represent NHS. Students are to refrain from smoking/vaping on school property, at the venue of a school-supported activity, or while traveling to and from such an activity. Coaches, at their discretion, may introduce their own guidelines.
- **Social Media Use** – Students are reminded that when using social media, they still represent the school and their team. Posting of inappropriate material or pictures (drugs, alcohol, sexually explicit material, etc) may result in disciplinary action handled by the Athletic Director and/or Administration.

- **Student & Participant Fees** – For students to be eligible for participation in extracurricular activities (this includes practices), you must have your student fee & any applicable participant fees paid in full. All sport fees must be paid to Ms. Fitton – Athletic Director OR using the SchoolCashOnline system. After the payment deadline, if payment has not been received in full, then the student is not eligible to continue participation until paid, unless arrangements have been made with Athletic Director and/or Administration. Uniform deposits must be received before a student will be given a uniform. These can be paid preferably with a post-dated cheque or cash, given to Ms. Fitton.

- School Clubs
 - Reach for the Top = \$50.00 - (due **October 31**)
- Fall Sports (due **September 30**)
 - Soccer = \$65.00 Uniform Deposit: \$60.00
 - JV/Exhibition Soccer = \$45.00 Uniform Deposit: \$60.00
 - Golf = \$80.00 Uniform Deposit: \$40.00
 - Cross-Country = \$45.00 Uniform Deposit: \$30.00
- Hockey (due **November 30**)
 - Hockey = \$550.00 Uniform Deposit: \$150.00
 - Can be paid in full or by the following installments:
 - Nov. 30 - \$350.00
 - Dec. 15 - \$200.00
- Winter Sports (due **December 15**)
 - Basketball = \$160.00 Uniform Deposit: \$100.00
 - JV Basketball - \$125.00 Uniform Deposit: \$100.00
- Spring Sports (due **March 30**)
 - Badminton = \$45.00
 - Senior Volleyball = \$100.00 Uniform Deposit: \$60.00
 - Junior Volleyball = \$80.00 Uniform Deposit: \$60.00
 - Exhibition Volleyball = \$60.00 Uniform Deposit: \$60.00
- Rugby, Track and Field (due **April 30**)
 - Rugby = \$55.00 Uniform Deposit: \$60.00
 - Track & Field = \$45.00 Uniform Deposit: \$30.00

Parent/Guardian Requirements

Parent/Guardians of students who participate in any extracurricular Athletic programs, must adhere to the following guidelines:

- Ensure payment of all required fees is made before the deadline or arrangements have been made with Athletic Director and/or Administration for payment.
- Must sign and be familiar with all aspects of the NHS Extra-Curricular Code of Conduct and the NHS Parent Code of Conduct.
- Must **attend** the Nackawic High School Parent Athletic Information meeting BEFORE any student is eligible to participate in any competition. These meetings will occur at the start of each sport season (dates to be determined), however parent/guardian are only required to attend 1 meeting per year.
- Complete the NHS Athlete Registration Form using the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn4j85SgCGGhGrM88dT3TzqVURVZEMUJYMExQNkJGOFpVMldQM1RKV1BVVS4u>

- Complete the NHS Concussion Awareness information and sign-off using the following link:
<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn4j85SgCGGhGrM88dT3TzqVUNzNNUUgXTUgzREtSTU1CWlpVUEdNqkFaUC4u>
- At the conclusion of each sport season, all parent/guardians and athletes are encouraged to complete Satisfaction Surveys using the following links:
Nackawic High School Athletic Department PARENT Survey
<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn4j85SgCGGhGrM88dT3TzqVUMUNFR1ROQU5IOTREMEMySjgxODdNUVIRUy4u>
- Nackawic High School Athletic Department STUDENT ATHLETE Survey
<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn4j85SgCGGhGrM88dT3TzqVUMDVBR1BYNFZPOUY1UDlaWTlaRDBFT1IJMC4u>

Concussion Protocol & Injury Management

- Complete the Form above – NHS Concussion Awareness
- The following procedure MUST be followed any time a student may have a suspected concussion:
 1. If a student suffers a direct blow to their head, they must be immediately removed from the practice or game & must not participate in any form with their team for 24 hours, regardless of whether there are any symptoms of a concussion.
 2. If a student suffers a direct or in-direct blow to their head, or any impact to their body which may cause a jarring effect to their brain AND they report any of the concussion signs and/or symptoms, then they will automatically be placed on the Nackawic High School Concussion Protocol and as such complete all requirements before they can compete in any form.
 3. NACKAWIC HIGH CONCUSSION PROTOCOL:
 - i. Student suffers a direct blow to their head – MUST be removed and sit for a minimum of 24 hours. If no concussion symptoms present, then at the discretion of their parents/guardians and/or coaches, they may return to competition.
 - ii. Student suffers a direct OR indirect blow to their head AND report any signs or symptoms of a concussion, the student will automatically be placed on the concussion protocol.
 - iii. If concussion signs or symptoms present, then student must be seen by a medical professional. Please see Concussion Protocol.
 - iv. Student MUST be referred to Ann Fitton – Athletic Director and to the Educational Student Services Team.
- All concussions MUST be reported using the following link:
Nackawic Nighthawks' Concussion Protocol Reporting
<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn4j85SgCGGhGrM88dT3TzqVURTJCMUdDRkRKMExPRVBBT0FGUjSUIIQri4u>
- The following procedure MUST be followed anytime a student is injured and requires medical attention when competing in either practices or games.
 1. At the discretion of the student's parents/guardians and/or coaches, if required the student must seek medical attention for their injury.
 2. If medical attention is received, then the following forms must be completed and submitted to Ann Fitton – Athletic Director
 - i. Nackawic High School Injury Report Form
 - ii. New Brunswick Education Policy 129 – Student Accident Report Form
 3. The student must successfully complete the injury rehab as directed by their health care professional.

- All injuries MUST be reported using the following link:
Nackawic Nighthawks' Injury Reporting

<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn4j85SgCGGhGrM88dT3TzqVUMDlxQU5XTk5IMzdSRURXSjZNTFBEREQwVy4u>

Nackawic High School - Extracurricular Intervention Process

To help students & parents/guardians understand the Extra-Curricular Intervention Process, the following steps will be taken in regard to student referrals for academics, attendance and/or behavior:

STEP 1: Student is referred to Athletic Director/Administration for the first time during the current academic year. A decision will be made which may be:

- a warning given
- a 2-week Review period, during which improvements must be made at school, but the student can still participate in extracurricular activities
- an immediate removal from extracurricular for a set period.

STEP 2: Students will be re-evaluated after their Review period. If improvements have been made, student may be reinstated fully. If improvements have not been made then student could have review period extended, be removed from all extracurricular activities for a set period or for the remainder of the school year.

STEP 3: If a student has been removed from extracurricular, at the end of their removal period, the Athletic Director/Administration will make a decision about their continuing participation. If student has not made improvements, they may be given either an additional removal period or a permanent removal for remainder of school year. If student has made improvements, they may be once again placed on 2-week review period, during which they can participate, but must continue to show improvement.

STEP 4: If a student has been referred to the Athletic Director/Administration again and action has been taken previously during current school year, then the student may be given an automatic 1-week removal from extracurricular. A further decision regarding their continuing participation will be made by the Athletic Director/Administration

STEP 5: Permanent removal for the remainder of the school year, if student continues to have issues with academics, behavior and/or attendance.

Extracurricular Travel Policy

- Teams will be responsible for developing a tracking system for all travel for away events. This may include an online form, in person data collection, etc....
- Teams will be responsible for submitting their travel list prior to departure to Administration and Athletic Director
- The travel list will contain all player names, parent names and contact information.
- All drivers must be approved by the administration and MUST be at least 21 years of age.
- Students not abiding by travel regulations will be subject to disciplinary action by the coach, Athletic Director and/or Administration.
- UNDER NO CIRCUMSTANCE ARE STUDENTS PERMITTED TO TRANSPORT THEMSELVES TO ANY AWAY EVENT!!

Nackawic High School – Student Awards

Athletes of the Month

Each month, one male and one female student will be selected as Athletes of the Month based on the following criteria:

1. Participates in a sport that is in season during the month
2. Athlete is in good standing in all of his/her classes
3. Athlete makes every effort to attend all practices and games
4. Athlete shows above average athletic ability and/or significant improvement during the month selected

The selection process involves coaches nominating deserving athletes. If more than 1 nomination is received, Administration/Athletic Director will select the deserving athlete.

Nighthawks of the Month

Each month, the staff of Nackawic High School will select 5 Nighthawks of the Month. A student can be nominated for demonstrating any positive quality that staff hope to see exhibited by NHS students. Some possible reasons for nominations could include academic achievement, citizenship, special accomplishments, dedication, leadership, improvement, perseverance, kindness, or any other positive quality that is identified in a student. Nomination forms will be sent out by Mr. Calder at the end of each month, and winners will be selected monthly by staff.

Students of the Year

Four awards are to be presented to deserving students each year in Grade 9, 10, 11 and 12. These awards are selected through a staff vote. The criteria for being selected for this award are as follows:

1. Significant contribution to school activities/events
2. Good Academic standing
3. Evidence of contribution to community
4. Displays student leadership throughout the year

Citizen of the Year

To be awarded at the end of the school year, to one student from any grade level. Students are nominated by staff or community members and selected through staff vote. This student will be selected based on the following criteria:

1. Student must be in good standing in all his/her classes
2. Student is helpful and cooperative
3. Contributes to school and/or community life

Artists of the Year

To be awarded each year to an outstanding student(s) who excels in an area of artistic ability (music, visual art, digital art, performance art, etc)

NHS William Brewer Sportsmanship Award

Each year, this award is given to a student-athlete who demonstrates exceptional sportsmanship in all areas of their lives. Coaches will be able to nominate any deserving athletes at the conclusion of their season. Coaches will be given the opportunity to vote from the nominations received via Microsoft Forms.

Criteria:

- Actively involved in Athletics at NHS throughout their high school years
- Display leadership
- Outstanding Attitude & Effort
- Show Dedication & Enthusiasm

Athletes of the Year

These awards are determined based on the following criteria. The selection process involves all coaches being given the opportunity to nominate student-athletes from their teams. From the nominations received, coaches will be able to vote through Microsoft Forms. Consideration for this award will be given to the athlete who plays and excels at various sports throughout the year. Also, athletes in any grade can be nominated, but consideration will be given to deserving athletes in Grade 12.

Criteria:

- Positive attitude & strong work ethic
- Commitment to school and their teams; in the pursuit of excellence
- Respect to coaches, teammates, officials, opponents and fans.
- Demonstrate consistently the values of caring, fairness, civility, honesty, integrity and responsibility in his/her daily participation in athletics and in the classroom
- Displays above average athletic ability
- Coachable, cooperative, team player

Nominations must be a student in good standing.

HONOUR STUDENTS

Principal's Honour Roll

Any student who attains a grade average of 90 or above on all subjects with no mark below 80.

****The student must be taking a full course load unless approved by administration due to extenuating circumstances. Students who are on individualized or adjusted programs are not eligible for Principal's Honour Roll.**

Honour Roll

Any student who attains a grade average of 80 or above on all subjects with no mark below 70.

****The student must be taking a full course load unless approved by administration due to extenuating circumstances. Students who are on individualized or adjusted programs are not eligible for Honour Roll.**

Note:

- End of semester and end of year honour students will be determined by using final grade marks.
- Marks from both Gr. 11 & Gr. 12 will be used to determine if a student will be graduating with Honours or Principal Honours.

Grad Class Valedictorian, Salutatory, Farewell to Undergrads are all voted on by the Grad Class. Valedictorian must be on the Principal's Honour Roll; the student delivering the Salutatory and Farewell to Undergrads can be on the Principal's Honour Roll or Honour Roll.

Governor General's Academic Medal

The graduating student who has the highest overall average in grade 11 and 12 courses will receive the Governor General's Academic Bronze Medal at the Graduation ceremony. The average is calculated using the final marks from Grade 11 & 12 courses, the student must be enrolled full-time, carrying a full course load both years, and there is no differentiation between academic and vocational types of courses.

GENERAL SCHOOL INFORMATION

Lockers

Lockers are assigned to all students by the advisor. Students who wish the use of a lock may use a school lock, obtained from the advisor, or they may provide their own. **The combination of all locks must be given to the school.** Students choosing not to use locks do so at their own risk. The school will not be responsible for any lost or stolen property. This includes text books which are loaned to students by the school. At year end, school locks must be returned to the advisor.

Lockers are the property of the school and are to be kept in a neat and tidy manner. As school property, they are subject to periodic inspection by the principal's office in regard to matters of health and student safety or when deemed necessary by administration.

Student book bags are not permitted in the classroom or permitted to be left in hallways. Please keep your bookbag in your locker and retrieve the materials you require for each class during break times.

SCHOOL FEES

Student Council Fees

All NHS students must pay a \$40 student fee each year (\$80 maximum per family). This money is used to help pay the cost of operating the various student council activities throughout the school year, such as athletics, clubs, assemblies, special speakers, dances, and student events. Costs associated with providing students with their examination papers and locker rental (locks) are also covered in this fee. The student fee may be paid by cash, using School Cash Online or by cheque made payable to Nackawic High School. A receipt will be issued upon payment, which should be retained by the student. A picture ID will be issued to those who have paid their fees and will be required to be charged student rates when attending school extracurricular activities. **Students must pay this fee before participating in any extracurricular activities or to be considered a student in good standing for the purpose of graduating.**

Activity Fees

A student who participates in any extracurricular activity will be required to pay an activity fee. The activity fee helps offset the costs of running an extracurricular program. **Activity fees vary for each activity are based on proposed expenses and must be paid before participating in that activity.**

Course Fees

Student taking Art, Music, Media Studies, Culinary Arts, Skilled Trades Courses, Health and Physical Education classes such as Wellness, Outdoor Education and Leadership, some Science courses and Technology courses may be expected to pay a course fee. The course fee will be charged to cover costs for special activities or expendable items consumed by students.

Grad Fee

All seniors are required to pay a graduation fee. The amount of the grad fee is dependent upon the number of graduates. The grad fee covers the cost of the diploma cover, yearbook, video yearbook, graduation, cap & tassel purchase, gown rental, invitations, Baccalaureate, prom decorations, entertainment and gifts of appreciation. After February the fee is non-refundable as items have been ordered and others purchased.

In all cases where fees are collected from students, receipts will be issued.

SCHOOL TEXTBOOKS

Textbooks are loaned free of charge to students for their use. All textbooks are to be returned at the end of each semester, or earlier if the student leaves the school. Students who lose, tear or otherwise damage school books beyond normal usage will be required to pay the cost of replacement.

PROMOTION CRITERIA

Graduation Requirements

For current Grade 11 and 12 students, graduation is earned through successful completion of eighteen (18) credits of which eight (8) are compulsory. Five of the required eighteen credits must be Grade Twelve courses and only two courses can be local option. In addition, students must have passed the English Language Proficiency Assessment in Grade 9 (or reassessment in Grades 11 or 12).

Compulsory Requirements

Course	Credit
English 111, 112 OR 113	2
English 121, 122 OR 123	1
Two of Number, Relations and Functions 10, Foundations of Mathematics 110 Finance and Workplace Math 110 and NBCC Math 120	2
Science	1
Modern History 112, 113 OR F.I. Modern History 112	1
Fine Arts / Life Role Development	1
Co-Op Education 120 Music 110 Entrepreneurship 110 Outdoor Pursuits 110 Individual and Family Dynamics Theatre Arts 120 Wellness Through Physical Education Visual Arts 110 Health and Physical Education 120 Vocational Courses	
Plus 10 Elective Credits (i.e. Chemistry, Biology, Physics, Pre-Calculus, Journalism, etc.)	
A total of 18 credits are required to graduate	

Students in Grades 9 and 10 fall under the new NB High School Graduation requirements. Beginning in Grade 10, all courses will count as 4 credit hours. Students will require 100 credit hours to graduate.

Promotion to Grade 12

To be promoted to Grade 12, a student must have accumulated a minimum of 8 credits, so that they would be able to accumulate at least the 18 credits required for graduation in June.

Promotion to Grade 11

To be promoted to Grade 11, a student must have accumulated at least 20 credit hours of the necessary 100 credit hours required to graduate.

Promotion to Grade 10

At the grade 9 level, partial promotion occurs. For example, a student who fails one or two compulsory subjects may be promoted to Grade 10 but will be required to repeat those failed subjects at the grade 9 level.

Compulsory Subjects – Math 9, Science 9, English 10 Info Text, English 10 Lit Text, Social Studies 9, PIF 9 or FILA 9, HPE 9.

Grade 9 Specialties only need to be repeated if the course is a pre-requisite to Grade 10/11/12 courses. For example, successful completion, successful completion of Grade 9 HPE is required for students planning to enroll in Grade 10 HPE.

Course changes must be made during the first week of each semester. Only in extenuating circumstances will a change be considered – i.e. failed a compulsory course or teachers recommend a level change (i.e. from level 2 to level 3).

Any student who withdraws from a distance education course after the last Friday of September (1st semester) or the last Friday of February (2nd semester), will have a failing mark appear on their permanent transcript for that course.

REPORTING PERIODS

At NHS we have a ‘rolling mark’ system. That is, until a final mark is given, a student’s mark is always changing based on work they have completed. During the year teachers will provide regular progress updates to you. They may provide printed reports from time to time. Four times a year a formal report card is issued. These times are November (mid term), January (end of 1st semester), April (mid term) and June (end). These reports must be signed by parents/guardians and returned to the school.

Teachers are required to send a course syllabus home to have signed as well.

- **Minimum pass marks for all courses is 60%**
- **Examinations or final assessments must be worth a minimum of 15% and cannot exceed 30% of a courses’s mark or Term mark.**

EXAMINATION POLICIES

Absences during exams (ie. medical issues): Only with extenuating circumstances will consideration be given to reschedule any exam. Students must contact the subject teacher, prior to the time the exam is to be written, to make other arrangements.

STUDENT SERVICES

Library

The library is also the public library for the community. A full-time librarian is on duty. If you need special books and materials for projects, the librarian will be able to obtain them from the Provincial Library System. This material can usually be obtained within two weeks.

Library Hours

Monday	9:00 am – 1:00 pm / 2:00 pm – 5:00 pm
Tuesday	9:00 am – 1:00 pm / 2:00 pm – 5:00 pm
Wednesday	9:00 am – 1:00 pm / 2:00 pm – 5:00 pm
Thursday	12:00 pm – 5:00 pm / 6:00 pm – 8:00 pm
Friday	9:00 am – 1:00 pm / 2:00 pm – 5:00 pm

Cafeteria

The school cafeteria will be open at noon. We encourage families to take advantage of our very affordable subsidized cafeteria program. Full, hot meals can be purchased daily for \$3.00.

Telephone

Students are **not permitted** to use the office telephone **during class time unless there is an emergency**. Students will not be called to the telephone during class time unless there is an emergency.

Lost and Found

Students, who have lost articles, should inquire at the office. Any article found should immediately be turned in to the office. Students can assist in locating lost articles by printing their name on personal items.

Announcements

Announcements will be shown from youtube each morning on the Smartboard in each advisory. Students or staff wishing an announcement to be read are to submit their requests by email to Mrs. Graham or her student designates by the end of the day before you want the announcement read. No announcements will be made during class time without the approval of the administration office.

Guidance Services

A Guidance Counsellor is available to all students **by appointment**. These services include the provision of career counseling, vocational information, and crisis counseling. Any student wishing to see the Guidance Counsellor can book an appointment online using the link on our school website at nhs.nbed.ca. Students can also book appointments online by scanning the QR Code posted around the school. Students can also visit the guidance area to book an appointment in person, if the counsellor is available. Students are not permitted to leave classes to go to the Guidance Office unless they have an appointment already made.

Educational Support Services Team

The Educational Support Services Team is made up of the Resource & Methods teachers, the Guidance Counsellor, and the School's Administration. The team is responsible for making decisions and/or recommendations regarding a student's academic program, personal problems and any other concern that is creating problems for the student. A student wishing to change a course level, have a course modified, be referred to mental health counsellor, etc., should make the request to the ESS Team through the Guidance Counsellor.

Breakfast Program

Each morning, a continental breakfast (toast, bagels, muffins, juice, etc.) is provided, free of charge, for all students and staff. It is set up in the downstairs lobby. Twice a year a \$1.00 donation or food item is asked of each student to put toward the program. Staff proceeds from "Dress Down Fridays" also go toward this program.

Sexual Health Nurse

A Nurse Practitioner works in high schools in our district to provide sexual health services including information, consultation, discussion with home when appropriate, and physical care. All clients are self-referred and appointments are voluntary.

Mental Health and Addiction Services

Students have access to counseling as well as other services at the school. Those 16 years of age and over can self-refer, while students under 16 require the permission of their parent or guardian. Referrals can also be made by parents, the school and family physicians. You can call 506-325-4419 with any questions.

POLICIES AND PROCEDURES

Education Act

Role of Parents

1. In support of the learning success of his/her child and the learning environment at the school, a parent is expected to:
 - a) encourage his/her child to attend to assigned homework
 - b) communicate reasonably with school personnel employed at the school his/her child attends, as required in the best interest of the child
 - c) cause his/her child to attend school as required by this act
 - d) ensure the basic needs of his/her child are met
 - e) have due care for the conduct of his/her child at school and while on the way to and from school
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.
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.

Duties of Pupils

1. It is the duty of a pupil to:
 - a) participate in learning opportunities to his/her potential
 - b) accept increasing responsibility for his/her learning as he/she progresses through his/ her 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 his/her conduct at school and while on the way to and from school
 - g) respect the rights of others
 - h) comply with all school policies.
2. It is the right of a pupil to be informed of his/her educational progress on a regular basis.

Positive Learning Environment Policy (Policy 703)

Principles

A positive learning and working environment is one in which adults and pupils in the public school system have the right to work and to learn in a safe, orderly, productive, respectful and harassment-free environment. Just as students deserve the right to be in a safe school and respectful environment, teachers and support staff deserve the right to work in one as well.

- Every person is valued and all individuals, including staff, pupils and parents, are treated with respect and treat others with respect.
- Pupils have the right to be taught and to learn without being disrupted by others and have the responsibility not to disrupt the learning of others.

- Pupils are responsible for their behaviour in accordance with their stage of development and to the extent to which their behaviour is voluntary. When disruptive behaviour is due to exceptional characteristics of a pupil and he/she is unable to control this behaviour, solutions must take the needs of the pupil and the pupil's classmates into account.
- Parents, pupils, staff and the community together have defined goals for the learning environment of the school, have agreed on a plan for reaching those goals and are communicating and applying the plan consistently at home, in school and in the community.
- Great value is placed on effective teaching so that pupils have a sense of belonging, feel they are supported by staff in their efforts to succeed and have a positive relationship with at least one adult in the school system.
- Successes, appropriate behaviour and accomplishments are emphasized and celebrated.
- Parents, staff and the community understand that social skills, self-discipline, compassion and ethics continue to be learned throughout life and each partner in education plays a role in teaching these things through instruction and by example.
- Administrators at the school, the district and head office, support effective teaching and behaviour management.

The following behaviours by any person will not be tolerated in the New Brunswick public school system. This means intervention, as agreed upon in the School Positive Learning Environment Plan, is consistently required when these behaviours occur:

- harassment, intimidation and violence
- abusive language towards or about staff members
- discrimination based on gender, race, colour, 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 of personal or school property, or intentional property damage
- any behaviour which threatens the health or safety of any person (e.g. arson, bomb threats and tampering with safety equipment such as fire alarms)
- accusations involving falsehood or malicious intent
- creating or attempting to create a disturbance, using threatening or abusive language and speaking or acting in such a way as to impair the maintenance of order and discipline on school property. This is contrary to the Education Act and is an offence punishable under the Provincial Offences Procedure Act. Any person behaving in such a way can be removed from school grounds by staff members or those instructed to act on their behalf.

Application

The behaviour standards defined in this policy and in the School Positive Learning Environment Plan apply to all participants in the public school system, on school property, on school buses and other school system-organized transportation, at school-sponsored events, whenever the school is responsible for a pupil, whenever an individual is acting on behalf of or is representing the school and in all communications related to school events (e.g. meetings, phone calls and written correspondence between parents and staff, e-mails sent by pupils using school system resources, contacts with the public when fund-raising and in all out-of-school interactions based on in-school relationships, etc.).

Violence, Harassment and Weapons Policy

Anglophone School District West works hard to ensure that schools are safe places for students. ASD-W policy states that violence of any kind will not be tolerated. Any form of violence or intimidation that threatens the health, safety and welfare of students or staff is not acceptable. Violence includes verbal, written, or physical threats, bullying harassment, fighting, or emotional or sexual abuse.

Weapons are defined as anything that is used with the intent to hurt or frighten someone. Students are not permitted to have weapons. Any student found with a weapon, involved in a violent act, or soliciting others to commit an act of violence will be disciplined.

Harassment is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Students and staff have an absolute right to be and feel emotionally and physically safe at school. No one will bully, taunt, intimidate or subject others to harassment in any form.

NACKAWIC HIGH SCHOOL HARASSMENT POLICIES AND PROCEDURES

Harassment: Harassment is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Students and staff have an absolute right to be and feel emotionally and physically safe at school. No one will bully, taunt, intimidate or subject others to harassment in any form (either in person or using cell phones during school hours).

All teachers will be expected to intervene whenever incidents of harassment are witnessed or reported. The names of all parties involved will be brought to the attention of the Guidance Counselor.

Step 1:

- Such acts will be reported to the Guidance Counselor.
- The Guidance Counselor will investigate and may make referral to Administration.
- Both parties will receive counselling.
- The Guidance Counselor will inform parents/ guardians of both parties of the concerns.
- The student will be informed of the next consequence and will be placed on Step 1.

Step 2:

- The incident will be reported to the Guidance Counselor.
- The incident will be investigated by the Guidance Counselor and the administration.
- Parents/ guardians will be notified.
- The student will be suspended out of school for a period of 1 to 5 days and will be informed of future consequences.
- Both parties will receive counselling.

Step 3:

- The incident will be reported to the Guidance Counselor.
- The incident will be investigated by the Guidance Counselor and the administration.
- Parents / guardians will be notified.
- The student will be suspended out of school for a minimum of 5 days.
- Both parties will receive counseling.
- The student will be informed that the next consequence will be a Long Term suspension (for possibly the remainder of the semester.)

SUBSTANCE USE/ABUSE POLICIES AND PROCEDURES

Possession

- 1st offence: 3-5 days (in-school or out-of-school suspension)
- 2nd offence: Recommendation to the Director of Schools that the the pupil be suspended for a minimum of a half-year or a semester.
- In all cases, the police will be notified.

(Pupils who, during the applicaton fo this policy, refuse to go to the office or to anoter 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 in violation of this policy and will be subject to the same consequences.)

Under the Influence

- 1st offence: 5 days out of school suspension
- 2nd offence: Recommendation to the Director of Education that the the pupil be suspended for a minimum of a half-year or a semester.
- Where it is warranted, the police will be notified.

Any pupil smelling of a substance that is prohibited may be deemed in possession or under the infuence of that substance and will be subject to the same consequences.

If a pupil is an identified addict and is willingly seeking assistance, disciplinary action may be modified.

Trafficing and Possession for the Purpose of Trafficking

- Recommendation to the Director of Education that the pupil be suspended for one clendar year.
- The police will be notified.

POLICY ON STUDENT CHEATING AND PLAGIARISM

Cheating and Plagiarism

Plagiarism: The unacknowledged use of another person’s work, in whole or in part, as one’s own, or assisting in the act of plagiarism by allowing one’s work to be used in this fashion.

Cheating: Any attempt by a student to complete an examination or assessment by:

1. Obtaining or providing unauthorized information during an examination through verbal, visual, or unauthorized use of books, notes, text, or other materials.
2. Obtaining or providing information concerning all or part of an assignment or examination
3. Taking an examination for another student, arranging for another person to take an exam in one’s place.
4. Altering or changing text answers after submission for grading, altering or changing grades after grades have been awarded, or altering or changing other academic records once these are official.
5. Making any other attempt to improve grades using means that have not been or would not be approved by your teacher.
6. Submitting work that is not your own.

Consequences of Plagiarism or Cheating

1. Homework – no report card value, where a student copies homework from the notebook of another student.
 - a) The student will be made aware the teacher knows he/she has copied and that it is wrong.

- b) Both the homeroom teacher and the subject teacher will be made aware of the incident.
 - c) A telephone call and a letter will be sent home by the subject teacher to inform the parents of the incident. (A copy of the letter will be given to the administration.)
 - d) The student who knowingly allowed his/her work to be copied is subject to all of the above.
2. An assignment or test to be turned in and marked for value on a report card. This would include essays, labs, projects, etc.
- A first offence** will result in a “0” on the assignment or test for all students knowingly involved. (This includes loaning your work in paper, disk or electronic form to another.) A letter will be placed in the student’s file and a call made to the parents/guardians. The letter will state that the next offence will be out-of-school suspension and a parent meeting will be required for re-entry.
- A **second offence** of this type will result in suspension from school. The student will be readmitted to school after at least one of the parents accompanies the student to the school to discuss the incident and assurance is given that it will not recur.
3. Copying during a major exam
- The same procedure as immediately above will apply. That suspension takes place upon completion of the exam period.

HOMEWORK POLICY

It is the responsibility of the subject teacher to check for completion of homework. In the case homework is incomplete, an appropriate consequence should be employed (such as detention, at which time the student could complete the work, and/or receive the extra assistance which may be necessary). If it is deemed that a student is having genuine difficulty completing work, the subject teacher may wish to refer the student to Resource & Methods, Guidance, or Student Services.

Should a student continually refuse to do homework, regardless of interventions employed by the subject teacher, the issue becomes disciplinary in nature. Therefore, for every 3 homework infractions, a behavior tracking form is to be completed, stating when the infractions took place, and the strategies/consequences employed, and the results of home contact. In this way, the student may be dealt with according to the school discipline policy.

SMOKING AND VAPING

Smoking is not permitted by anyone within the school building, on school property, or on school buses. A violation of this policy, by a student, will result in immediate suspension (in or out-of school) and/or a requirement to participate in an information session with a medical professional or our school Guidance Counselor explaining the medical dangers of smoking. The use of vapes is considered the same as regular cigarettes and the same consequences apply under this policy. A student will receive a 2-day out-of-school suspension for the first offence of smoking or vaping inside the school. A second offence will result in a 5-day out-of-school suspension. A further offence will result in a recommendation to the Director of Schools for a long-term suspension.

Smoking or vaping is not permitted by anyone within the school building, on school property, or on school buses. A violation of this policy, by a student, will result in immediate suspension. The first offence for a student smoking or vaping in the school building will result in a 2-day out-of-school suspension. The 2nd offence will result in a 5-day out-of-school suspension. A 3rd offence will result in a request to the Director of Schools for a long-term suspension. Please note that student having a vape or cigarette in-hand in the building will also face the same consequences.

VAPE DETECTORS

All student bathrooms and locker rooms at NHS have had vape detectors installed. These vape detectors are highly sensitive and accurate and can distinguish between vape, THC, and cigarette smoke. When the vape detector is activated, an email is immediately sent to school administration. If a student is present in the bathroom when the vape detector is activated, the following consequences will be in place:

First Offence: All students present will meet with administrators and home contact will be made. Students will be warned that a second offence will result in suspension. Students will be reminded not to gather in groups in the washroom and to avoid washrooms if known vapers are present.

Second Offence: The student will receive a 2-day out-of-school suspension.

Third Offence: The student will receive a 5-day out-of-school suspension.

Fourth Offence: A request will be made to the Director of Schools for a long-term suspension.

ADDICTION & SERVICES

CRISIS SERVICES CANADA: 1-833-456-4566

Sexual Health Center: 453-5200

CHIMO: 1-800-667-5005

Narcotics Anonymous: 1-888-436-2929

RCMP: 1-800-665-6663

Nackawic Health Center: 575-6600

Kids Help Line: 1-800-668-6868

Horizon Health (Hospital Fredericton): 452-5400

Mental Health Center: Woodstock - 325-4419

Upper River Valley Hospital: 375-5900

Fredericton - 453-2132

Crime Stoppers: 1-800-222-TIPS

Family Enrichment & Counselling: 458-8211

Health & Community Services: 1-800-442-9799

Fredericton Crisis Pregnancy Center - 450-3272

Sanctuary House (abused): 325-9452

New Brunswick Gambling Hotline: 1-800-461-1234

Trans Lifeline: 1-877-565-8860

Hope for Wellness Indigenous Support – 1-855-242-3310

Mobile Crisis Services – 506-453-2132 (Fredericton) 1-888-667-0444 (Woodstock)

Websites:

www.crmhaa.ca

Capital Region Mental Health and Addictions: CRMHAA works with community members living with mental illness and their families in the Fredericton and surrounding areas.

www.letswork.ca

Let's Work provides transition to employment services to adults whose mental health presents as a barrier in seeking employment.

www.capitalyouthhub.ca

Capital Youth in an initiative that supports the mental wellness of young people, families, and the community through free and low-cost wellness programming.

nb.bridgethegapp.ca

Bridge the Gapp offers online resources designed to support mental wellness during times of heightened stress and uncertainty.

cmhanb.ca

BounceBack is a free bilingual website that offeres resources about mindfulness in action.

app.mindwellu.com

This platform offers simple and effective tools to decrease stress, minimize burnout, improve focus, and perform and feel your best.

www.wellnesstogether.ca

Resources regarding mental health and substance use support.

crmhaa.thinkific.com

Suicide intervention program. Learn how to talk to your friends about suicide.

APPROPRIATE DRESS

Nackawic High is an educational institution and, as such, it is the workplace for all of us. Knowledge regarding dress that is appropriate in business and social situations is important to ensure success both in school and after graduation. All members of our educational community are to dress appropriately, in a neat, clean, safe and sensible manner, when in school, attending a school function or when representing the school.

Basic Principle: Clothes must be worn in a way such that genitals, buttocks, nipples, and breasts are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Students **must wear**, while following the basic principle above:

- shirt (with fabric in the front, back, and on the sides under the arms), AND
- pants, shorts, skirt, or dress, AND
- shoes

Students **may wear**, if it does not violate the basic principle above:

- Hats (must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff).
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”.
- Pajamas
- Ripped jeans, if underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops.
- Athletic attire.

Students **may not wear** any of the following:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, or tactical gear.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or as personal protective equipment (PPE)).

Parents share the responsibility of seeing that students are dressed properly for school. School personnel have the responsibility of maintaining and enforcing an appropriate dress code that is conducive to learning.

Staff are expected to address any student they feel is in violation of this policy and record the infraction and the results of the conversation on a Behavior Tracking form and submit it to the office.

**Students who do not abide by our policy may be sent home.

STUDENT DEBTS

If a student loses or damages any school property, including, but not limited to textbooks, school uniforms, fund raising inventory, laptops, iPads, building infrastructure, etc., the home will be contacted, and repayment will be requested. Students who do not pay required fees, will be excluded from extracurricular school activities.

SCHOOL BUS PROCEDURES

School Bus Policy:

Students traveling on buses are expected to abide by bus regulations. Failing to do so may result in suspension of bus privileges.

Afternoon School Bus Stops Policy – effective September 2013

1. In September parents will indicate on the student data collection form which days students are to be dropped off at each of the two location options. Rotational schedules will not be accommodated.
2. School bus stops for primary and alternate addresses, if not the home address, must be on an existing school bus route and there must be space for the student on the bus.
3. Parents/guardians must notify the school in writing at least 24-hours in advance of a permanent change to either the primary or alternate stop location. **Telephone calls and verbal requests will be not accepted.** Continual or excessive changes to the Primary or alternate stop locations may result in loss of bus privileges.
4. Parents/guardians/caregivers are to ensure their children are safely picked-up by the bus in the morning.
5. Once en route, if for any reason a student cannot be dropped off at the primary or alternate address, the student will be returned to the school and the parent/guardian will be notified to arrange a pick-up. A verbal request by a student while being transported for a change in drop-off location will not be accommodated.
6. School administrators have flexibility to deal with emergency situations.
7. Morning pick-up of students is not affected by this policy.

8. Transportation for occasional drop-offs (i.e. birthday parties, visiting a friend, sleep-overs, or after-school activities) will not be provided for students in any grade level.

If you have any questions or concerns, please contact your pupil transportation department at:

Woodstock Education Centre – 325-4498

SCHOOL DANCES

Students must have paid their student fee in order to attend school dances.

Sign-Ins

- a) Sign-ins are to be done at the office by noon on the day of the dance. Otherwise, no admittance.
- b) The student is responsible for the conduct of the person they have signed in.
- c) Sign-ins must bring picture ID to the dance.
- d) Students absent from school on the day of the dance cannot attend. If you must be absent for part of the day (i.e. Dr. appointment) you must get approval from the office to attend the dance.

Regular School Rules Apply at the Dance

Violations of these rules could result in suspension and/or being banned from dances for remainder of the year.

- a) Smoking or fighting on school grounds will result in suspension and a possible ban from future dances.
- b) Eating and drinking are to take place in the upstairs lobby, not the gymnasium.
- c) As always, drugs and alcohol are strictly forbidden. If a student is found in possession of, or under the influence of alcohol or drugs, parents and/or RCMP will be called. (as outlined in Substance Abuse Policy), and possibly banned from dances for the remainder of the school year.
- d) Appropriate Dress Code still in effect. We are a high school, not a night club.

School doors will be locked one hour after the dance starts. No one will be admitted once the doors are locked without prior approval from administration. Once a student enters the dance, he/she cannot leave the building and return.

NACKAWIC HIGH SCHOOL'S ATTENDANCE POLICY

A copy of this Attendance policy (excluding the Guidelines and recommendations at the end) will be included in the information packet sent home at the beginning of the year. Parents must sign to acknowledge that they have read and understand the policy.

Student Attendance and the Education Act

The Education Act states that a child is not required to attend school if the child:

1. is unable to attend school by reason of the child's sickness or other unavoidable cause. Medical documentation could be required.
2. is officially excluded from attendance under the Act or the regulations (i.e. suspension).
3. is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child, or
4. in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister (ex. Home Schooling).
5. no consequences will be given for absences considered as school-sanctioned activities. A school-sanctioned activity is one approved by the school administration and/or Superintendent. It is to be recorded as excused.

In addition, the Act states that a parent's role is to cause his or her child to attend school as required by the Act (13 (1C)) and it is the duty of all students to attend school regularly and punctually (14(1h)).

Rationale: The Education Act refers to regular attendance as both a duty of the pupil and an expectation on the part of parents to cause attendance to take place. Regular attendance is positively related to academic success. Attendance records become an important part of a student's file permanently available to prospective employers and post-secondary learning institutions. Attendance records reflect habits of responsibility and state of health. Learning experiences that take place in the classroom environment are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas between students and student and teacher. Academic success can be jeopardized as a natural consequence of non-attendance. Students who continue to be absent, and make no effort to complete work or pass courses are exhausting the efforts of teachers and administration. These students are interfering with instruction because they are constantly behind, thus inhibiting the learning of other students.

All students are expected to attend all of their classes. For the purposes of this policy, all missed classes are considered absences. Excused absences for reasons as outlined in the Education Act are acceptable. Except in extenuating circumstances, all other absences will be considered truant. Truancy is not an authorized absence from classes and, as such, will be regarded as a discipline issue as opposed to an attendance issue.

Student Responsibilities

First and foremost, as stated in the Education Act, it is the responsibility of students to attend each of his/her classes, except in cases as outlined in the Act. Also stated in the Act is the responsibility of the parent/guardian to cause the child to attend. In all cases where a student is absent from Nackawic High School, he/she is to:

- a) Present a valid excuse, written by parent or guardian (or health professional), to the Advisor and/or subject teacher on the day he/she returns to school. The note (phone call or email are also acceptable) should clearly state the reason for the absence and be presented within 3 days of the absence from school.
- b) Parents of students are encouraged to contact the school if they know in advance that their child will be absent. It is also a good idea for students to have "buddies" in their classes to collect work and get it to them in the event of an absence from school.
- c) On the day of return to school make arrangements with the subject teacher to write any tests, which were missed during an absence. Failure to do so will result in a zero grade. Further, in order to write the test, the student must provide the subject teacher with a valid written excuse (or email or call from parent) for the illness or other acceptable reasons as outlined by the Act.
- d) A pupil who knows in advance they will be absent should get their assignments from their teachers and try, in so far as possible, to complete them before returning to school. In this way they will be more ready to carry on the work when they return to classes.
- e) While teachers will assist students with acceptable excused absences in getting caught up on missed work, they are not responsible for ensuring that truant students are provided with the work they missed when skipping class. It is the student's responsibility to obtain the work.

Policy Details

All absences from school, excused and unexcused, are of concern. This policy recognizes the inherent difference between absenteeism and truancy (absent without a valid excuse). After each absence from school, the advisor and/or subject teacher will speak with the student.

1. After three (3) instances of unexcused absences from a class, the subject teacher will personally contact the parent/guardian by telephone or email. They will review the policy with the parent and notify them of their son/daughter's status – they are being referred to Guidance. They will complete a referral form and submit it

to the ESST member assigned to them. (If the student is truant for the entire day, the Advisor will make the contact and complete and submit the referral form).

The Guidance Counselor will meet with the student, develop a plan to improve attendance and contact home to discuss the plan with them and to ensure home support. The home contact and the plan will be recorded on the referral form.

2. After five (5) unexcused absences from a class, the teacher will inform the Guidance Counselor. The Guidance Counselor will update the referral form and will bring the student's referral to the ESST to develop appropriate, ongoing interventions. A member of the ESST will contact the parent/guardians by phone or email. They will follow up with a letter (including the Attendance Policy and a record of the student's attendance). In addition, the Guidance Counselor will again meet with the student.

The member of the ESST who is assigned to be the case manager, will ensure on-going communication with the student, parent/guardian regarding non-attendance and the success of interventions. The student will continue to be monitored by the ESST member.

3. If unexcused attendance continues to be an issue (8 days), a required meeting will be held with members of the school ESST (including the Administration), the student and the parent to examine the reasons for the chronic non-attendance and to help develop an 'attendance incentive plan' to improve attendance. Depending upon the student's academic status in their courses, this plan could include consequences for continued unexcused absences, such as a reduction in the student's schedule or withdrawal from classes for the remainder of the semester.

The Director of Schools for the Woodstock Education Center will also be notified of chronic non-attendance.

Early Departure

Any student who plans to leave at any time during the day must present an excuse to his/her homeroom teacher in the morning, so that the homeroom teacher can record it on the attendance. Any time it is necessary that a student leave school, the student must sign out through the office. Any absence not approved in the above manner may not be considered legitimate and could result in the student making up missed class time.

****Students signing out must be picked up at the school. Meeting a drive downtown is prohibited.**

If students do not sign out and have absence approved, the absence will be considered jiggling and the student will be required to make up the class time missed.

Late Arrival

Students are required to sign in at the office to receive a late slip to be admitted to class. This also helps us keep accurate attendance records.

COMPUTER USE POLICY

This policy applies to all computers in NHS (Laptops, Lab, Netbooks).

Users of any networked or stand-alone computer system will:

1. Not share their password with any one other than their parent or if requested by school staff.
2. Use the computers for the delivery and/or support of the curriculum (courses) and for the enhancement of general computer knowledge and skills.
3. Stealing any computer related equipment will be considered a violation of this policy and possibly a criminal offence.
4. Not have food or drink at or near the computer equipment.
5. Play No Games! **GAMES WILL NOT BE PLAYED, INSTALLED, DOWNLOADED, OR TRANSFERRED.**
6. Not access websites not required for course work such as Facebook, YouTube, etc.

7. Use information/software on hard drive(s) without intentional modification (that is, add, save, edit, delete) unless with permission from the supervising teacher.
8. Refrain from harming or attempting to harm or destroy data or information not belonging to them, on any network or stand-alone site.
9. Refrain from obtaining by any means, privileges or access to material on any systems to which they are not entitled.
10. Access only those network-shared printers designated to be used in the appropriate use of computers and other telecommunication equipment.
11. Respect federal, provincial and local laws that specify appropriate use of computers and other telecommunication equipment.
12. Not access, store or send messages or any material that is unlawful, obscene, abusive harassing, demeaning, or otherwise objectionable.
13. Report to the supervising teacher immediately, any material stored in any manner (text, images, and sound) on devices or equipment that appears to be in violation of this policy.
14. Report to the supervising teacher any system faults that compromise the function, security, or use of the system.
15. **Report to the supervising teacher immediately, anyone in violation of this policy.**
16. Not use e-mail chathouses or any other Internet-based chathouses for the purposes of recreational chatting. This includes the use of MSN Messenger.
17. Use chatting only when carried out for educational purposes during distance delivery of school curriculum.
18. Refrain from intentionally damaging computers, monitors, mice, keyboards, desks or any other tech equipment.

****FIRST VIOLATION WILL RESULT IN LOSS OF ANY COMPUTER USE FOR A PERIOD OF ONE MONTH.**

****SECOND VIOLATION MAY RESULT IN THE LOSS OF COMPUTER PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR.**

Note:

- a) In the case where a student in violation of this policy needs to use the equipment for specific courses, alternative arrangements may be made for the student to complete his or her work by the subject teacher.
- b) Any violation of this policy will be included in the student's discipline file to be handled by the school's administration.

DISCIPLINE POLICY

General Procedure – Behaviour Tracking Forms

When it has been necessary for a teacher to discipline a student in some way, the incident is recorded on a Behavior Tracking form and, depending on the nature, severity, or frequency, contact with home is made. A copy is placed in the student's cumulative file, one stays with the teacher and the third stays with administration. The incident is recorded in the Power School Behavior Tracking System by the office. In this way, accurate records may be kept, parents may be made aware, and continuing and escalating cases of discipline may be warded off. Accumulation of behavior tracking forms will result in intervention from ESST (Educational Student Services Team) and Administration, which may include short and/or long term suspensions.

Immediate Suspensions

The following types of infractions may result in an immediate suspension from school, either short or long term. Some (*) may necessitate referral to the RCMP and/or the issuance of a Trespass Notice.

- a) Smoking in school or on school property
- b) Breach of substance use/abuse policy *
- c) Violent opposition to authority *
- d) Habitual and determined neglect of duty (responsibilities as outlined in this handbook) and the Education Act
- e) Repetition of an offence after notice
- f) Use of profane or obscene language
- g) **Use of profane, obscene or abusive language towards or about a staff member, including on social media.**
- h) Fighting/pushing/shoving/inciting or instigating violence (including videotaping, photographing and or encouraging) /intimidating or harrassment
- i) General bad conduct and bad example, tending to the injury of the school
- j) Stealing, cutting, marking, destroying, defacing or injuring any school property*
- k) General serious breach of the Positive Learning Environment Policy 703*

Any student who willingly engages in a physical altercation will be assigned a suspension and the length will be determined using, but not limited to, the following criteria:

- level of disturbance/impact on staff and students
- degree of any injury
- level of responsibility for instigating
- events leading to altercation
- use of weapons
- level of self-control – willingness to cease fighting when others intervene
- record of fighting in the school system

Out-of-School Suspension – Important Information

A student on out-of-school suspension:

- a) is not to travel on the school bus, be on school property, or at any school sponsored activities, while under suspension.
- b) is expected to keep up with school work to the best of his/her ability while suspended. They should arrange to have a classmate collect their class work for them.
- c) is to arrange to send assignments in on time (even if the due date of the assignment occurs while under suspension). Deadlines will not be extended due to suspension.
- d) is to make arrangements with his/her subject teacher, upon reinstatement, to write any tests missed while on suspension.
- e) is not to participate in any extra or co-curricular activities on the day of or during the period of the suspension.

If a student is suspended on Friday and the suspension is to begin on Monday, the suspension is effective immediately. This means that they are not permitted to participate in or attend extra-curricular activities or events until the end of the suspension, including the weekend.

The teacher will:

- a) provide a reasonable amount of support and assistance to the student upon their return to school.
- b) ascertain that assigned work has been satisfactorily completed.

- c) provide an opportunity for the student to write a test that he/she may have missed due to suspension, assuming the student makes a request to do so on the day he/she returns to school.
- d) Ensure that deadlines remain constant. **No extension will be provided to any student whose absence from school is due to a suspension.**

In-School Suspension - Important Information

A student on In-School Suspension:

- a) is to report directly to the administration office upon arrival at school
- b) is to remain in the assigned area and not leave unless permission is granted. Bathroom privileges will be granted only during class time when other students are not in the hall.
- c) is to bring all necessary materials to complete assigned work.
- d) is to bring a box lunch. Students on In-School suspension will **not** be permitted to go to the cafeteria or downtown during the lunch hour.
- e) is to have **no** contact with fellow students during the day.
- f) may not participate in extra or co-curricular activities during the period of suspension. This includes Friday night if they have been placed on ISS for the day or for Friday Afternoon.

If a student's suspension is to begin on Monday the suspension is effective immediately and they are not permitted to attend or participate in any extra-curricular activities or events over the weekend.

NOTE: FAILURE TO ABIDE BY THE IN-SCHOOL SUSPENSION GUIDELINES INDICATED ABOVE WILL LEAD TO A LONGER SUSPENSION (Either in or out-of-school)

NHS ELECTRONIC DEVICE AND BRING YOUR OWN DEVICE POLICY

Definitions:

"Electronic devices" include smart phones, iPads, tablets, laptops, cameras 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, hallways, on field trips, during assemblies, etc.

"Bring your own device" refers to a program in which students can use their own personal devices to support their learning in school during the instructional day. This includes connecting to the Internet via the school wireless network.

Authority:

EECD Policy 703: Positive Learning Environment
EECD Policy 311 C: Acceptable Computer Use Policy
Right to Information and Protection of Privacy Act

Principles:

When used properly, access to electronic devices during the instructional day has been shown to:

- Increase students' knowledge and understanding in all curricular areas by harnessing the power of technology in the classroom;
- Increase students' desire to learn beyond the school day;
- Increase students' responsibility and appropriate use of technology;

- Increase teachers' ability to plan rich and interactive lessons using the power of technology in the classroom;
- Increase engagement to drive student curiosity and encourage participation;
- Increase collaboration with peers, allowing students to quickly and easily share documents and improve teamwork skills.

BYOD Rules & Guidelines:

- Students will be permitted to have cell phones and/or electronic devices during non-instructional time.
- The use of personal electronic devices during instructional time **is not permitted** unless the teachers has given explicit permission for use to support student learning and educational activities.
- Unless a teacher gives explicit permission for a student to use a device for student learning or educational activities, the device will be turned off and kept in one of the following locations: the student's pocket, the student's bookbag, the student's locker or the classroom "phone hotel".
- The use of personal devices is not permitted in hallways, lobbies, or washrooms during instructional time unless a teacher has given explicit permission for an educational purpose.
- The use of personal electronic devices in the classroom is at the discretion of teachers and the school administration.
- Many teachers ask students to place cell phones in the "phone hotel", a designated holder, when they enter the classroom. Failure to comply with such requests will result in disciplinary action.
- Pictures or videos taken as part of course work are not to be posted on the internet or shown for purposes other than for what they were intended without consent.
- Personal electronic device use at school is only permitted during non-instructional time and must not disrupt the learning of others.
- Inappropriate use of personal electronic devices during the instructional day may result in loss of privileges. In extreme circumstances, devices may be subject to search and seizure. Examples of inappropriate use could involve unauthorized use of social media, texting, making calls, playing games, watching unauthorized videos, visiting unauthorized websites or any other activity which is deemed by the teacher as disruptive to the learning process.
- The School District and School are not responsible for damaged, lost or stolen devices that students use in the BYOD program.
- Access to school WiFi is provided; this does not include access to NBED resources such as user drives, printers, etc.
- School District IT is not responsible for setup, maintenance and repair to personal devices involved in this BYOD project.
- Parents are reminded, unless there is an emergency, to please contact their children by cell phone during non-instructional time only. Parents may contact their child through the school office at any time.
- The use of electronic devices by staff during instructional time is also prohibited, except for instructional purposes, in the case of an emergency, or in circumstances deemed necessary by the school administration.
- Failure to abide by this policy may result in loss of BYOD privileges.

Disciplinary Steps in Cases of Non-Compliance:

Teachers will work with students, educating them about this policy and appropriate and inappropriate uses of personal electronic devices in the classroom. If inappropriate use of technology becomes a chronic issue, a student will be placed on the following steps:

1st incident of non-compliance - A teacher will ask a student in violation of the above guidelines to turn over their phone for the remainder of class and the incident will be recorded on a behavior tracking form. The administration

will inform all of the student's teachers about the incident. Failure to comply with such requests will result in referral to administration and will automatically result in movement to Step 2 of this policy outlined below.

2nd incident of non-compliance – electronic device is confiscated by the teacher for the remainder of class. The incident will be recorded on a behavior tracking form. The student will be referred to the office to meet with administration. The guidelines of the policy will be reinforced to the student. The student will serve a noon hour detention.

3rd incident of non-compliance – electronic device is confiscated by the teacher for the remainder of class. The incident will be recorded on a behavior tracking form. The student will be referred to the office to meet with administration. The guidelines of the policy will be reinforced, and home contact will be made. The student will serve a noon hour detention.

4th incident of non-compliance – electronic device is confiscated by the teacher for the remainder of class. The student will be referred to the office to meet with administration. The student will lose access to school wi-fi privileges. If this occurs, a student is not permitted to use the login information of another student. This will result in further disciplinary measures for both students. The student will need to complete schoolwork using their own data plan or by using a device belonging to the school.

5th incident of non-compliance – the student will lose the privilege of bringing a personal device to school. School work can only be completed using a school device or at home.

Further incidents of non-compliance - Disciplinary action including detention, in-school suspension or out-of-school suspension could be taken.

FIRE ALARMS AND DRILLS

Fire alarms are located strategically throughout the building. Fire, evacuation, secure the building drills will be held as required. Specific exits and routines are posted in each room – please review and be familiar with requirements.

Note: It is a criminal offence to pull a fire alarm as a prank.

Consequences will be severe – the safety of other students/staff is put in jeopardy and thus it is considered a serious offence. The individual will face suspension from school and police charges will be laid.

AED Defibrillator Machine. If pulled the individual will be subject to consequences.

VISITORS/GUESTS/VOLUNTEERS

We welcome visitors to the school. This year, due to continued COVID-19 protocols, visitors are permitted by appointment only. In the interests of security we ask that all visitors sign in at the office and receive a VISITOR tag before proceeding to any other area. This will indicate to staff that they have checked in. Staff are asked to question the identity and purpose of any stranger to the school, especially if they are not wearing a visitor's tag.

We ask volunteers to sign in at the office, receive a Volunteer's tag and please honor our cell phone policy.

In the case of visiting students, Nackawic High School students are required to get permission from each of their classroom teachers and then from the office **prior** to the day of the student visiting.