

Anglophone West School District Southern Victoria High School

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*SVHS Mission Statement:
Educating and Nurturing Responsible, Caring Citizens*

2018-2019

Message from Staff

Teachers and staff welcome you to Southern Victoria High School. A special greeting goes out to all grade nine students entering SVHS for the first time. Southern Victoria High School is proud to offer a variety of educational opportunities, including a current and challenging curriculum. We want to encourage students to get involved in the many activities that our school offers. We want students at SVHS to feel safe, included and successful. For your convenience our policies and procedures are included in these first few pages.

Forms that students will need and a student information page that is to be completed and returned to homeroom teachers will be provided to students on their first day of school. Parents/Guardians please take the time to complete the student information page and return it via your child. The form follows the same format as last year, the contents are very important and are programmed into our computer systems to use for the year. Please be aware that the only people who may sign out students (with parent/guardian permission) are to be indicated on the student information form. Please use your current contact information (phone numbers/address/email) and school bus/transportation information.

We encourage every student to get involved in school activities and have a successful year!

Yours truly,
Teachers & Staff

Our school will share information with students and parents/guardians through our school web site, which is located at: svhs.nbed.nb.ca

School cancellations due to weather are tweeted directly on to the site on storm days by ASD-W. You may also find our website by googling “SVHS”. If you have a cell phone/e-device that scans QR codes, simply scan the QR code below to go directly to our web site. School information will not be shared through other social media venues (Facebook, Snap Chat etc.).



Students will be informed of current and upcoming activities and events on our digital screen in the downstairs main lobby.

Toll free school cancellation (due to weather) phone number: 1-888-388-4455

Provincial Code of Conduct

All members of the school community have the right to learn and work in a safe, orderly, productive, respectful and harassment-free environment.

All members of the school community are responsible for supporting and modeling the standards established in this Code.

Students are expected to be respectful and engaged in their school community. Nothing is expected of a student that is not also expected of others in the school community. Teachers and school staff, led by the principal, and members of the school community should model good behaviour and the values of the Code in school and wherever students are present (including on the school bus).

As a student,

- I will follow my school's Student Code of Conduct.
- I will encourage my friends to respect my school's Student Code of Conduct.
- I will behave in an acceptable manner when I am a guest or a visitor at other schools.

As a parent,

- I will teach my children how to behave civilly.
- I will ensure that my children come to school ready to learn.
- I will learn the school rules, including the Student Code of Conduct, and reinforce these rules with my children.
- I will collaborate with the school by supporting the standards of this code and the measures taken by the school to reinforce positive behaviour.
- I will communicate reasonably with school personnel.
- I will encourage and demonstrate appropriate behaviour within the school community.

The following are some examples of consequences or interventions:

- Verbal warning
- Behavioral contract
- Conference with student and parent/guardian
- Withdrawal/restriction of privileges
- Restitution/Restorative Action
- Letter of apology
- Confiscation of prohibited material
- Detention/Period of reflection
- Service learning (spend time performing duties at school)
- Suspension in accordance with the Education Act

Educators use their discretion and professional judgment when intervening to correct inappropriate behaviour.

PROVINCIAL STUDENT CODE OF CONDUCT

As a student, I am responsible for my own behaviour to the best of my abilities.

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.

- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

I will respect myself. I will respect others. I will respect my environment.

Southern Victoria High School Rules & Policies

1. Repeated insubordination or misconduct (defiant refusal to modify unacceptable conduct) will not be tolerated.
2. Missing class without an acceptable excuse is considered jiggling.
3. Rowdy behavior, fighting or provoking fights (includes "horsing around"), vandalism, refusal to do assigned schoolwork, creating a disruption, refusal to attend classes or to sit in a designated place will not be tolerated.
4. Students will refrain from:
 - A) Tampering with (even touching) fire alarms and fire-extinguishers,
 - B) Using abusive language or threats toward a staff member or another student, and
 - C) Theft of school property, property of school staff, or the property of other students.

Although the school is not responsible for items stolen from students, administrators may investigate or contact the police regarding stolen articles.
5. Students will refrain from littering or defacing school property.
6. Students will not leave class without the permission of a teacher. When in the halls, students are to have hall passes.
7. No student will have in his/her possession items such as laser pointers, knives, firearms, firecrackers or explosives, 'stink bombs', or items used to create a nuisance and disturb others.
8. There shall be no alcoholic beverages, drugs or trafficking on school premises. Trafficking means the sale or barter of goods or services.
9. Gambling is against School Policy. Students who are throwing dice or playing games associated with gambling will be considered gambling. Money does not need to be seen or exchanged.
10. Students will not smoke, chew tobacco, use vaporizers or electronic cigarettes in the school or on designated school property (this includes the area inside the square from West Riverside Drive, Fort Road, the tree line by the soccer field, and the fence line on the south side of Andover Elementary) or during school functions held outside of or away from school.
11. Students will refrain from sitting on the floor or in stairways at all times as this is a safety issue.
12. Students may not consume food or beverages in the balcony. Students are allowed to eat in the two main lobbies. Water bottles and food are allowed in classrooms at the teacher's discretion. No food or drink is permitted in the computer labs or the music classrooms.
13. Students will refrain from making excessive noise (whistling, shouting, and the like) at all times.
14. Students excluded from class for misconduct will be referred to the Student Intervention Workers and/or administration.
15. Inappropriate displays of affection are not permitted.
16. Students are to remain in the school during all breaks and when classes are in session unless under the supervision of a teacher.
17. Students are not permitted in the River Valley Civic Center during the hours of instruction unless under the direct supervision of a teacher.
18. SVHS has an athletic policy. Students involved in extra-curricular activities are subject to the policy. The Athletic Director will meet with all participants and students will be asked to have the policy signed by a parent/guardian.
19. High school students are not allowed on the property of Andover Elementary School. This includes not being able to cross their parking lot and yard area during noon hour. Students are asked to use the sidewalks when leaving SVHS grounds.

20. Students are not to walk through neighbourhood graveyards at noon, or when walking to or from school.

21. Sunglasses are not to be worn during class. They are to be removed prior to entering all teaching areas.

Student Dress Code:

- For safety reasons hats/hoods are not to be worn/used in the building. Upon entering the school students are to remove their hats and put them in their lockers until they leave the building at noon or dismissal.

- Students are expected to change into sports clothes (shorts/gym pants/T-shirt) for physical education classes and sports activities.

- Students are expected to dress modestly and appropriately at all times.

- Students should not wear revealing clothing to school, (such as see-through tops, clothing that shows midriffs, micro-shorts and spaghetti strap or tank tops.)

- Clothing which advertises or displays alcohol or drugs, an improper slogan, or which has immoral or political implications may not be worn at school.

Things to remember:

Shorts/skirts/dresses are to have at least a 6 inch inseam.

No boxers or underwear is to be visible.

No pajamas are to be worn at school.

Underwear is just that – underwear (worn underneath clothes and not to be visible).

SVHS E-Device & Cell Phone Policy:

Cell phones and e-devices are permitted in the school and may be used at break times or noon hour. Cell phones and e-devices are to be turned off, ear buds and head phones are to be put away – all items are to be out of sight- and not to be used in class. Any violation of the policy will be recorded and may result in the following consequences:

- 1st offense - device is confiscated by the teacher and turned into the office to be held for the rest of the day. Students may pick up the item at 2:58 pm, the bell for end of day rings at 3:00 pm.

- 2nd offense - device is confiscated by the teacher and turned into the office to be held for the rest of the day. Students may pick up the item at 2:58 pm, the bell for end of day rings at 3:00 pm.

- 3rd offense - device is confiscated and turned in to the office. At this point the behaviour is repetitive and is defiant, which will result in the student being suspended for 1 school day and the student may pick up the item at the office when they leave for the day.

If a student refuses to give their cell phone or e-device to staff when caught breaking the E-Device & Cell Phone Policy, this becomes defiance and will result in a suspension.

Drug and Alcohol Policy:

A positive learning environment is free from drugs and alcohol. Possession of drugs, drug/alcohol paraphernalia or alcohol is strictly forbidden. Students coming to school under the influence of such substances will have a 5 school day suspension. School property is subject to periodic searches by school authorities. Searches may occur without warning.

The following are guidelines on how drug and alcohol violations will be handled:

- Upon suspicion, or receiving information that a student has drugs or alcohol in his or her possession, administration will search the student, and his/her locker and belongings. Violations will result in a 5 school day suspension.

- Students found to be in possession of drugs, alcohol or related paraphernalia will be suspended from school for 5 school days. The police will be called immediately.
- Students who come to school under the influence of drugs or alcohol will be suspended for five school days.
- Students who smell of drugs or alcohol, or have belongings in their possession or lockers that smell of drugs or alcohol will be reported to administration. Violations will result in a 5 school day suspension.
- The students' parent(s)/guardian(s) will be notified of violations against the drug/alcohol policy. Parent(s)/guardian and student will meet with administration before re-entry to school is allowed. Students who are suspended from school because of violations of the drug/alcohol policy will be referred to a drug/alcohol counselor (these meetings are strictly confidential).
- Re-occurrences of offences of the drug and alcohol policy could result in suspension for the remainder of the semester or school year.
- Students involved in the use of drugs or alcohol while on school outings (field trips, sports events, etc.) will not be allowed to participate in any kind of school outing (including sports) for up to one half year (first offence). There will also be a suspension for 5 school days.
- Athletes will also be held accountable under the Athletic Code of Conduct Policy.

Penalties for Violating the Chemical Free Rules:

First Offense- Suspension from all team and other extra-curricular school activities for up to one half year.

Second Offense- Suspension from the team and all extra-curricular activities for 365 days. Before being reinstated into the interscholastic program you must meet with the Principal, Athletic Director, and Coach. Your parent(s)/guardian(s) must be present at the meeting.

Disciplinary Procedures

1. Routine discipline problems shall be dealt with by the classroom teacher. Interventions will occur at the classroom level. Possible consequences for continued non compliance are noon and/or afterschool detention. Should after-school detention be given, the teacher will advise the parents; it will be the parents' responsibility to arrange the student's transportation home.
2. If a routine classroom discipline problem becomes chronic, a teacher may refer a student to the Educational Support Services Team or Administration.
3. The following infractions will lead to out of school suspensions: fighting, physical assault, vandalism, possession of weapons, being under the influence or having possession of drugs or alcohol (see drug and alcohol policy), abusive language towards staff members, theft, and threatening behaviors.
4. Bullying and harassment cases reported to the office will be investigated. Administrators, teachers, guidance and/or the Student Services Team will intervene and parents will be contacted. Students who continue to bully or harass others will be suspended from school.
5. Generally, administrators will handle cases where a case conference or suspension from school is warranted. The Education Act states that an administrator may suspend a student for up to 5 consecutive days. The administrator will consult with the Director of Schools for suspensions exceeding 5 days.

When a student is suspended from school parents will be contacted by letter and if possible by phone. A student suspended for more than 5 (five) days may appeal the suspension at the school level by contacting the principal. While suspended from school, a student may not come to school or be on school grounds and may not attend or participate in any school activities.

School Property

All school rules apply at all SVHS events (sports and all other extracurricular activities). The River Valley Civic Centre is on EECDC property and considered to be school property during the school day and at/during all school events held on that property. School property extends to the tree line behind the school, to the opposite side of Andover Elementary School, out to the stop sign on Main Street, and to the private property lines behind the baseball diamond north of the school.

Jigging

If a student is not in class and has not signed out, then the student is considered jigging and must make up the time. Students will be required to make up the time and work missed. Parents/guardians will receive an automated message from school. Jigging Detention is at noon in the intervention room. Students who do not show for jigging detention are referred to administration. Further consequences may include suspension.

Cheating Guidelines

If a child is caught cheating on a test or assignment, the test and/or assignment will not be assessed. The parent(s) of those involved will be contacted by the teacher. The student will redo the work or an alternate assignment at the teacher's discretion. Should there be any further incidents, other consequences may occur along with a parent meeting.

Plagiarism

Plagiarism is another form of cheating. Copying materials, ideas, phrases, etc. from books, internet or other sources is not acceptable. Students may be asked to redo the assignment or complete an alternate assignment. A second occurrence will result in escalating consequences.

Provincial Attendance Policy

This policy applies to all schools in Anglophone West.

- No consequences will be associated for those absences considered acceptable by the Education Act:
The Education Act states that a child is not required to attend school if the child
 - (a) is unable to attend school by reason of the child's sickness or other unavoidable cause
 - (b) is officially excluded from attendance under the Act or the regulations (e.g. suspension)
 - (c) is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child, or
- **In circumstances considered exceptional by the Minister, a child is exempted from attendance in writing by the Minister (e.g. home schooling).**
- **No consequences will be associated for absences considered as school-sanctioned activities. A school sanctioned activity is one approved by the school administration and /or Superintendent.**
- ***Chronic non-attendance is when the referral has been at SST and interventions have been unsuccessful.***

Roles of parents

- (1) In support of the learning success of his or her child and the learning environment at the school, a parent is expected to
 - (c) Cause his or her child to attend school as required by this Act,
 - (d) Ensure the basic needs of his or her child are met

Duties of pupils

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

- (a) Attend school regularly and punctually,
- (b) Comply with all school policies.

Compulsory Attendance

(1) Except as provided in section 16 and subject to subsection (2), a child is required to attend school in the school in which the child is placed by the superintendent.

Concerned under section 11

- (a) beginning on the first school day of a given school year if, on or before the thirty-first day of December of that school year, the child will have attained the age of five years, and
- (b) Until the child graduates from high school or attains the age of eighteen years.

(2) the parent of a child referred to in paragraph (1)(a) May defer the attendance of his or her child until the first school day of the next school year if the child has not attained the age of five years on or before the first day of September of a given school year.

On receipt of the notice referred to in paragraph (5) (b), unless the child is excused from attendance as provided by this Act or the regulations, the parent of the child shall immediately cause the child to attend school.

A parent who violates or fails to comply with subsection (6) commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence.

Where a parent neglects or refuses to ensure that his or her child attends school as required by this Act and, in the opinion of the superintendent concerned, the child's security or development may be in danger, the superintendent shall refer the matter to the Minister of Social Development for investigation under the *Family Services Act*. 2000, c.26, s.95; 2008, c.6, s.11.

Anglophone West recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school. Research has shown that student success in school is enhanced by regular attendance. Students who miss important presentations, discussions and activities each day that they are not in attendance forego experiences that can never be duplicated. Academic success may be jeopardized as a natural consequence of non-attendance.

An Attendance Policy is a tool to keep students in school rather than to exclude them from the educational process. Emphasis must continue to be placed on the development of a positive learning environment and on regular communication with students and parents in promoting student attendance.

Anglophone West commits:

- 1.1 To developing genuine, caring, significant relationships with all children
 - 1.2 To promoting communication and collaboration in our school communities.
 - 1.3 To enhancing personal student growth and academic success.
 - 1.4 To keeping students in school while emphasizing punctual, regular attendance.
 - 1.5 To ensuring regular communication with school and parents/guardians
 - 1.6 To providing consistency in tracking and reporting attendance.
 - 1.7 To promoting regular attendance through positive interventions
- ***Individual student attendance will be recorded by the teacher daily or by class.***
 - ***The teacher will speak with the student after each absence.***
 - ***Personal contact will be made with a guardian by the teacher and/or designated educational staff member prior to or on the 5th absence.***
 - ***On or before the 10th absence the teacher and/or designated educational staff member will refer to the SST for appropriate on-going interventions. The principal will notify guardian in writing of the concern regarding absences.***
 - ***The principal will ensure regular (min. monthly) generation and review of attendance reports with SST.***

- *The principal will ensure on-going communication with student, parent/guardian regarding non-attendance.*
- *The principal will notify Social Development of chronic non-attendance by written notice on each further absence.*
- *The principal will notify the Superintendent of chronic non-attendance.*

Attendance

Regular school attendance is a right and a privilege. Students are expected to regularly attend all classes. In cases of delinquent absence from school, make-up tests or examinations will be given at the subject teacher's discretion.

Signing In/Out

Students must be signed out at the main office by a parent or legal guardian before leaving the school grounds and being absent from classes. The student must remain in the classroom until the parent/guardian has signed him/her out and he/she is called to the office. Parents/guardians may be asked to show a valid driver's license or picture ID to verify identity. Students arriving after school has started in the morning will need to sign in at the office before going to class. If procedures are not followed, the student is considered jiggging.

Students arriving after school has started in the morning must sign in at the office before going to class.

Excessive absenteeism

The parent(s)/guardian(s) of students who miss school without valid excuse will be contacted by the school to determine the reasons for the child's absenteeism. Attendance will be taken in homeroom, and in all individual classes. The Education Act refers to regular school attendance as both a duty of the pupil and an expectation on the part of parents to cause attendance to take place. The Act recognizes that regular attendance supports the learning success of the student and contributes to the learning environment of the school.

The following attendance procedure will be followed:

1. When attendance becomes a concern, the class teacher will contact home (generally before the 5th questionable absence under the Act.)
2. If the student continues to miss days and has no valid excuse under the Act, after ten days of unexcused absences a letter will be sent home. Students with excessive absenteeism will be brought to and discussed by the ESS-Team for further interventions.
3. If it goes beyond 15 days of questionable absences (per semester HS), a conference must occur with parents.

Here are some examples of acceptable absences:

- Medical/Dental/Optometric reasons verified by medical staff if prior notification has not been completed. Medical excuses must be presented to the teachers and the main office.
 - Death in the family
 - Family emergency
 - Court summons
 - Educational Trip (as pre-approved by administration)
 - Religious Holiday
 - Alternate Education programs or out-of-school suspensions

School Bus Safety

To insure the safety of all students the New Brunswick Department of Education has issued the following school bus safety rules.

1. Be on time and never stand in the street or highway while waiting for the school bus.
2. Be absolutely quiet while the bus is approaching and crossing a railway.
3. Pupils shall be picked up and discharged only at bus stops approved by the District.

4. Obey the driver promptly and avoid any unnecessary conversation with him/her while the bus is in motion.
 5. Do not cross the road behind the bus. Crossings are to be made in front of the bus, not nearer than 10 feet and only after looking in both directions.
 6. Occupy seats assigned by the driver or other school official.
 7. Obtain approval of the driver to open the EMERGENCY DOOR or bus WINDOWS. Do not throw anything out of the windows or extend hands, arms or legs through the openings.
 8. Do not throw refuse on the floor of the bus and help the driver to keep the bus sanitary.
 9. Eating or drinking is not permitted on a school bus.
 10. The use of tobacco in any form is not permitted on the bus.
 11. Be courteous to the driver and passengers. Rough or boisterous conduct will not be permitted on the bus.
 12. In case of any road emergency, remain seated in the bus until ordered to vacate.
 13. Willful damage to the bus must be paid for by the offender.
- Any infringement of the above rules may result in disciplinary action by school officials and possible loss of transportation privileges.

School Events/Outings

Students are reminded that during activities outside the school, they are ambassadors of Southern Victoria High School. Students are expected to be well groomed, tidy and neat in dress, and polite and courteous at all times. All school rules of conduct and dress apply at all times. This applies to sports activities as well.

The following criteria are described to help students understand what is expected of them:

- Motor vehicle transportation must be via school bus or other authorized vehicle. All regular school bus rules will apply during outings. Where cars are used, students are not permitted to drive. All participants must go to and return from activities by authorized vehicle. Parents who pick up their children must advise the supervisor themselves (note, telephone, in person).
- In the case of a student who is not a participant of a school group but is attending a school activity on OR OFF school grounds, he or she will be under the same rules and regulations as the group, and under the authority of the supervising teacher..
- In some cases a fee will be charged to pay for transportation and the like. If a student is unable to pay, he or she should discuss this matter with the teacher in private. Generally, ability to pay is not a condition for participation in an activity.
- Students with any health problems need to advise the supervisor before leaving on an outing.

Student Parking/Vehicles

Students who bring vehicles to school are to park in the River Valley Civic Center parking lot. Students must complete a student vehicle permission form and have it signed by a parent/guardian. All vehicle forms are to be handed in to Mrs. Barclay. Students are not permitted to travel in a vehicle with a student driver unless he/she has written permission from his/her parent stating with whom the student is permitted to travel. If a student receives their driving license later in the school year, they may pick up their forms from Mrs. Barclay and return the completed forms to her as well.

At the end of the day, students who are driving are not to move their vehicles until the last bus has departed.

If your child is going to be driving a vehicle (car/truck/van/motorcycle) to school, or a passenger of a student who drives, the Motor Vehicle/Bike Permit or Passenger Permission Form must be completed and turned into the main office before driving to school.

**Reckless drivers will be reprimanded:
1st minor offence – verbal warning,**

2nd minor offence or 1st major offence – loss of driving privileges for any vehicle on school property for 30 school days and possible referral to R.C.M.P.,
3rd offence – student is reported to the R.C.M.P. and possible suspension from school.

Student Fee

All students are expected to pay a \$30.00 fee – (a maximum of \$75.00 for a family with 3 students or more attending this school in the same year). This money is used to help pay the cost of operating the various student activities throughout the school year, such as transition activities for the grade nines, clubs, assemblies, special speakers and dances. It also covers the costs associated with providing students with school policies and locks for their lockers. The student fee may be paid by cash or a new on-line option available this year. More information will be on our website and in voicemail soon. A receipt will be issued by the office after 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 so the student will be charged *student rates* when attending school extracurricular activities. Student Fee should be paid before participating in any extracurricular activities.

Note: If payment of Student Fee poses a problem, please contact the Administration Office.

For the 2018-2019 school year, the student fee covers:

- Guest presentations
- School assemblies
- Co-curricular student activities
- Technology lab fee
- Use of locker and lock
- Some basic school supplies (pencils, erasers, paper)
- Art Supplies – every student will have a Sketch book and drawing pencils (no fee for art classes for the 2018-2019 school year)
- Safety glasses for all Industrial Arts courses.

Computer Usage Policy – Applies to all students.

A computer-user form is to be signed by students and their parent/guardian and returned before student accounts are activated. Students are expected to use computers in a very responsible manner. No student is allowed to tamper with any of the hardware or software, or with the school network. Should any student abuse the privilege of using a computer at school, the privilege will be revoked. Unauthorized use of the school network to transfer or download is strictly forbidden. Networked computers require that you use your ID and password. Users may use their own ID and password ONLY. IDs are used to track users. Students using someone else's ID will automatically lose their computer privileges.

- Students are not to be sending messages (text, chat rooms, msn, etc.) at school.
- Students are not to access Facebook at school.
- Students are not to participate in any type of cyber crime.

Any violation of the policy may result in the following consequences:

- First Minor Offence - Verbal warning is usually given to student, followed by call to parents (depending on the offense.)
- Second Offence - Loss of computer privileges for 30 days, the semester or school year (depending on the offense.)

Internet use is restricted by regulations set by the Department of Education. This policy is available on the Department of Education's website at:

<http://www.gnb.ca/0000/index-e.asp>

All students must complete the “Acceptable Computer Use Agreement” form which will be handed out the first day of classes in homeroom.

Lockers and Locks

Lockers and locks are the property of the school and are made available to students. Only school locks may be used. Each student is responsible for the care and maintenance of his/her assigned lock and locker. **NO STUDENTS ARE TO SHARE LOCKERS.** Lockers should be kept locked at all times. Do not give your combination to other students.

NOTE: Under the Education Act, the Principal or designate has the legal authority to search lockers if there is due cause i.e. suspicion of illegal substance or for purpose of conducting a Threat Assessment.

- If suspicion warrants, a locker may be subject to an unannounced search.
- Only locks supplied (or authorized) by the school may be used on lockers. Users shall return locks to the homeroom teacher at the end of the school year. Users who willfully damage or lose locks must pay a ten-dollar (\$10.00) replacement fee.
- It is the responsibility of users to keep lockers clean and tidy and to report damaged lockers promptly to the homeroom teacher. Students who damage a locker will be responsible for damages.

Locker doors that are damaged will have a replacement fee of \$150.00 charged to the person who did the damage, and the door will be replaced.

Textbooks

All textbooks are signed out through the library and must be returned at the end of the semester or before the school year end. Students are responsible for all textbooks and other items signed out from the library, and will have to pay for damaged or lost items.

Health – Communication

If a student is too ill to attend classes then the student must contact a parent or guardian to take them home. Students should know the name of their family doctor. Teachers **WILL NOT** dispense non-prescribed medication; aspirin for example. In the case of an emergency, a student will be taken to Emergency at Hotel Dieu Hospital in Perth-Andover and/or an ambulance will be called at the parents' expense. Parents will be contacted.

We are a nut free school. Please do not bring nuts of any kind, or nut products.

Scented products are not allowed at school. Several students and staff have severe reactions to strong scent, and have been hospitalized in the past. This is a serious issue. Please use unscented products when you are in school. Undesirable items include scented deodorants, shampoos, hair gels and sprays; as well as any perfumes and colognes.

We have a Sexual Health Nurse Practitioner who comes to SVHS on a bi-weekly basis starting the first week of school. She meets confidentially with students. She is prepared to work with such topics as abstinence, birth control, pregnancy and physical exams. She may also give presentations to classes on health related issues. Our nurse works in conjunction with one of our local doctors.

We have the services of a Mental Health Counselor and an Addictions Counselor in the building as part of our ISD team. Having these professionals in the building makes it possible for students who are in need of these services to keep appointments confidentially without leaving the building or missing large amounts of learning time. If a student is under 16 years of age they will need parental permission to see these health professionals on a consultation basis. Students may self-refer for any of these services if they are 16 years of age or older.

Please complete the “Student Information” form (which includes a medical section) given to students on the first day of school. Students are to return all forms to their homeroom teachers.

Communication

Mrs. Sullivan and Mrs. Barclay communicate with students and their families via voice mail on a regular basis. **We are trying to use the email component of School Messenger. On the information page please include an email address that you would like messages sent to.** If you are not receiving our messages please call our main office to give the secretary your most recent phone number, and we will add you to the list. If parents wish, they may give us their work or cell number so that messages do not get erased before they hear them. **We will also be posting information on our school web site (svhs.nbed.nb.ca).**

Telephones

Except in cases of emergency, students may not use the office telephones to make a call. There are public telephones in the main upstairs lobby that may be used (except during class time).

Visitors

All visitors must report to the office. If a parent wishes to meet with a teacher or administrator, s/he needs to contact the main office and book an appointment or leave a message with the secretary. A meeting will be arranged. When people arrive for meetings they are to go to the main office (downstairs), the secretary will direct you from there. **Students are not allowed to bring friends from other schools or home to visit for the day.**

Announcements

Announcements over the public address system will be made by the secretary at designated times. Announcements must be written in the announcement book at the main office.

If coaches have information on events to share with the students of SVHS, announcements may be put in the announcement book. Coaches may also contact Mrs. Barclay to have information sent in voice mails or added to the school web site.