

# Southern Victoria High School



## SVHS Handbook 2025-2026

13 School Street  
Perth-Andover, NB  
E7H 4T4

Telephone: (506) 273-4762

Email: [southernvictoriahigh@nbed.nb.ca](mailto:southernvictoriahigh@nbed.nb.ca)

SVHS Website: <https://svhs.nbed.ca>

**School Building Opens: 8:15am**

**School day Begins: 8:25am**

**School day Ends: 3:20pm**

### SVHS Vision

***Dedicated, Accountable, Respectful & Engaged***

### SVHS Mission

***DARE to Succeed: Educating youth to become dedicated, accountable, respectful, and engaged citizens.***

## ASD-W SCHOOL CALENDAR 2025-2026 - PUBLIC

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
August	20	Opening Administrators' Meeting – ASD-W
	21	New Administrators' Meeting – ASD-W
	25	Full Administration Day – School Based
	26-27	NBTA Council Days
	28	EECD Professional Learning Day K-12
	29	Full Administration Day – School Based
September	1	Labour Day
	2	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)
	26	EECD Professional Learning
	30	National Day for Truth and Reconciliation
October	13	Thanksgiving Day
	14-17	Registration for Students Entering Kindergarten in 2026-2027
November	10	ASD-W School Improvement Planning Day
	11	Remembrance Day Holiday
	17	Report Cards Issued 9-12
	21	K-8 Full Day – Report Card Writing
	21	9-12 Full Day – Parent/Teacher Interviews (½ day); School/District Based PL
December	1	Report Cards Issued K-8
	5	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½
	19	Last Day of Classes
	22-31	Holidays
January	1-2	Holidays
	5	First Day of Classes
	23	Last day of 1 <sup>st</sup> semester classes – High School
	26	Turnaround days – High School Only (No School for High School)
	27	Turnaround days – High School Only (No School for High School)
	28	First day of 2 <sup>nd</sup> semester classes – High School
February	16	Family Day
March	2-6	March Break
	13	K-8 Full Day – Report Card Writing
	30	Report Cards Issued K-12
April	2	K-12 Full Day – Parent/Teacher Interviews (½ day); District Led PL ½
	3	Good Friday
	6	Easter Monday
May	1	Council Day
	11	NBTA Branch Day
	18	Victoria Day
June	12	Last day of 2 <sup>nd</sup> semester classes – High School
	19	Last Day for Students – Final Report Card Day (K-12)
	22-24	Full Administration Days

## Teachers & Staff

NAME	POSITION
Arseneau, James	Teacher
Barclay, Angela	Vice Principal
Bowmaster, Carl	Custodian
Caron, Cailey	Teacher
Clements, Amy	Teacher
Clark, Cindy	Custodian
Davenport, Lance	Teacher
Demerchant, Kenda	Teacher
Dickson, Wendy	Resource Teacher
Ellis, Britannia	Teacher
Finnamore, Angela	Admin. Assistant
Francoeur, Sarah	Teacher
Gagnon-Bouchard	Resource Teacher
Gallagher, David	Teacher
Gallagher, Kris	Athletic Director/Teacher
Hansen, Sherry	Custodian
Hayden, Jessica	Teacher
Hitchcock, Jackie	Educational Assistant
Johnston, Cheryl	Custodian
Hunter-Kelly, Sheila	Administrative Assistant
Labozzo, Tasha	FN Student Support Worker
Legace, Krista	Educational Assistant
McCarthy, Carol	Custodian
McCarthy, Rhonda	Educational Assistant

NAME	POSITION
McCue, Stacey	Teacher
McLatchy, Dierdre	Educational Assistant
McLaughlin, Chris	Teacher
McPhail, Kaitlin	Behavior Intervention Mentor
Michaud, Malorie	Educational Assistant
Neckoway, Cherie	Teacher
Neckoway, David	FN Student Support Worker
Nicholas-McDougal, Timothy	Teacher
O'Neil, Beverly	Educational Assistant
O'Neil, Kayla	Educational Assistant
Paul, Meaghan	Neqotkuk Community Outreach Worker
Perry-Terrell, Jean	Teacher
Peterson, Alisha	School Counsellor
Savoy, Rhonda	Educational Assistant
Stone, Nathaniel	Teacher
Shirley, Sarah	Teacher
Sytsma, Sarah	Teacher
Tompkins, Justin	Principal
Turner, Lynn	Educational Assistant
Van Goch, Trish	Educational Assistant
Williams, Rashel	Educational Assistant

## GENERAL INFORMATION ABOUT SVHS

### **Assemblies**

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

### **Bell Schedule**

The bell schedule differs on Mondays from Tuesday through Friday to account for a homeroom period. Please be aware of start and end times for school. If students are being picked up for lunch, they will not be called to the office until the lunch bell rings. There is a 5-minute transition time between each period and after lunch. Each period is 63 minutes on regular days and 53 minutes on Intervention Days.

#### Regular Day

8:25 – 8:30: Homeroom (5 min)  
8:30 – 9:35: 1st Period (65 min)  
9:35 – 9:45: Nutrition Break (10 min)  
9:45 – 9:50: Transition  
9:50 – 10:55: 2nd Period (65 min)  
10:55 – 11:00: Transition  
11:00 – 12:05: 3rd Period (65 min)  
12:05 – 1:00: Lunch (55 min)  
1:00 – 1:05: Transition  
1:05 – 2:10: 4th Period (65 min)  
2:10 – 2:15: Transition  
2:15 – 3:20: 5th Period (65 min)

#### Intervention Day (Thursday)

8:25 – 8:30: Homeroom (5 min)  
8:30 – 9:23: 1st Period (53 min)  
9:23 – 9:35: Nutrition Break (12 min)  
9:35 – 9:40: Transition  
9:40 – 10:33: 2nd Period (53 min)  
10:33 – 10:38: Transition  
10:38 – 11:31: 3rd Period (53 min)  
11:31 – 11:36: Transition  
11:36 – 12:29: 4th Period (53 min)  
12:29 – 1:24: Lunch (55 min)  
1:24 – 1:29: Transition  
1:29 – 2:22: 5th Period (53 min)  
2:22 – 2:27: Transition  
2:27 – 3:20: 6th Period (53 min)

### **Cafeteria**

Our cafeteria service is provided by Compass Group (Chartwells). Cash, debit, and credit cards are accepted. The cafeteria is open for lunch and nutrition break.

### **Cashless Schools**

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

### **Common Area Conduct**

When students congregate in common areas, they are reminded to demonstrate respect for others by allowing free access to lockers and open passage in the hallways. To facilitate traffic flow, students should remain on the right-hand side while in corridors and stairwells. Students are to refrain from sitting on the floors in classrooms, locker areas, washrooms, or corridors. For safety purposes, students are not permitted to congregate in stairwells.

### **Fire Drills**

When the fire alarm rings, students should move quickly and promptly out of the building to designated areas as directed by the teacher. Each classroom will have Fire Drill Directions posted; students should take note of these. Once outside, classes should move well away from the building and stay as a class unit so that the teacher can account for each student. If the fire alarm sounds during non-instructional time (e.g. – breaks, noon hour, after school), students are to report to their homeroom teachers at the pre-designated (homeroom) location; students are responsible for noting this location.

**Grade Level Promotion**

Grade 9 to grade 10: A grade 9 student is promoted outright to grade 10 if they have passed English 9A Literary Texts & English 9B Informational Texts, Math 9A & 9B, Social Studies 9, Science 9, PIF 9, and have an overall average of 60% or higher across all their grade 9 classes.

Grade 10 to grade 11: A grade 10 student is promoted to grade 11 if they have passed a minimum of 32 credit hours at the grade 10-12 level.

Grade 11 to grade 12: A grade 11 student is promoted to grade 12 if they have passed a minimum of 64 credit hours at the grade 10-12 level.

**Graduation Requirements**

At the grade 10-12 level, students must obtain a minimum of 100 credit hours credits, as defined in EECD Policy 316B. Successful completion of the English Language Proficiency Assessment is also a requirement for graduation in NB schools.

**Health Services**

Confidential sexual health services (e.g. – counseling, testing/screening, and treatments) are available at SVHS and provided by a Nurse Practitioner. School counsellors can also assist students with making an appointment.

**Homeroom Advisory Period**

Students will be assigned to a homeroom teacher and should remain with their assigned homeroom teacher over their entire time in high school. Homeroom period is part of the instructional day and is compulsory for all students. Homeroom will be designated time to focus on global citizenship, personal responsibility, community engagement, school connectedness and Career Life Plans.

**Important Phone Numbers for Student Support**

Addictions and Mental Health Services.....	506-273-4701
<i>Addictions, Suicide, Depression, Anxiety, Coping</i>	
CHIMO Helpline.....	1-800-667-5005
<i>Suicide, Depression, Anxiety, Coping</i>	
Public Health Office.....	1-888-829-6444
Kids Help Phone.....	1-800-668-6868
<i>Dating Problems, Difficulty at School, Bullying, Abuse, Depression, Emergencies, etc.</i>	
	or text CONNECT to 686868
Sexual Violence NB.....	506-454-0437
Victim Services.....	506-325-4422

**Library**

The school library has a wealth of resources that can support a variety of both academic and personal interests. The library is available to students by appointment or drop in. Students are able to borrow textbooks, novels, calculators, laptops, and other instructional materials. All students are responsible for appropriate use and care of items they borrow. If items are not returned or damaged, students are responsible to replace them at the same cost the school is charged (some items are under GNB contracts and must be replaced with the contracted company at the contracted costs).

**\*Library services are currently being reassessed at the Anglophone School District West and Department of Education & Early Childhood Services level.**

**Lockers**

Lockers remain school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment. Students must use school issued locks and must use only the locker assigned to them by the homeroom teacher. Students are responsible for the contents of their locker; they are to keep the inside and

outside of their lockers neat and tidy. To avoid loss of textbooks and personal belongings, students should not share locker combinations with their peers. Items of value and/or large sums of money must not be left in lockers. Students defacing lockers will lose the privilege of their use and be subject to other disciplinary measures as warranted. There is a replacement cost of \$15 for lost or broken locks.

### **Report Cards**

Formal report cards are issued twice each semester. Parent-teacher interviews are scheduled each semester once mid-term report cards have been issued. Please refer to the “PowerSchool Public Portal” note at the back of this handbook for information about how to access grades and attendance records at any point in the semester. Report cards are issued digitally through the Parent Portal unless otherwise requested by the parent/guardian.

### **School Photos**

Students are photographed by Harvey Studios in the fall. Photos are used for Student IDs and the SVHS yearbook. Families also have the option of purchasing picture packages.

### **Student Drop Off**

The student drop off is in the River Valley Civic Centre or Pool parking lot. Parents are asked to please respect the traffic laws and only drop students off in the designated drop off area. Please refrain from entering the bus lanes and staff parking areas (e.g. – in front of the main entrance and bus lane that goes completely around the school). Southern Victoria High School opens its doors to students at approximately 8:15am.

### **Student Fee (\$45/student)**

The student fee supports all student-based school activities (e.g. – clubs, guest speakers, school breakfast program, health and wellness, activities and resources that support the school improvement goals, etc.). The fee also supports access to an individual student locks and lockers, and a Student ID card. Families with 3 or more SVHS students: please contact the main office to obtain information on the family rate.

### **Student Identification Cards**

Students must identify themselves when required to do so by any school personnel – teachers, administrators, support staff, bus drivers, etc. Students may be required to show SVHS Student ID for admittance to school or NBIAA activities.

### **Student Parking**

For vehicle parking, students are assigned the parking lot next to the River Valley Civic Centre. The following guidelines apply to all students who park cars on SVHS property:

1. For security and protection of personal property, all vehicles must be locked.
2. Parking may only occur in designated areas. Parking on fields/grass, in fire lanes, or other unauthorized areas may result in the loss of parking privileges, fines and/or vehicle towing at the owner’s expense.
3. Students are not permitted to smoke or vape while the vehicle is on SVHS property.
4. Students are not permitted to loiter in parking lots at any time throughout the school day.
5. Students must refrain from littering in parking lot areas.
6. Students must not create excess noise (exhaust, etc.).
7. Students must follow all NB motor vehicle laws, including school zone speed limits.
8. Student must not park in the EV parking places unless they are charging their Electric Vehicle.

### **Textbooks**

Textbooks are issued by the school to students at the request of subject teachers at the beginning of each semester and remain property of the school. Lost textbooks must be replaced at cost.

### **Viking Student Centre**

The Viking Student Centre is an area of Southern Victoria High School where students may be referred for academic support outside of that provided by School Counselors or Resource. Students may work on

individualized plans for various reasons. Due to a limited capacity, students are referred to the Viking Student Centre via their Education Support Services Team after consultation with parents/guardians.

### **Visitors**

All visitors are asked to report to the office upon arrival at SVHS. Visitor parking is in the parking lot in front of the River Valley Civic Centre. Visitors must not park their vehicles in front of the main entrance.

### **Website & Social Media**

The SVHS website can be accessed at: <https://svhs.nbed.ca>

The SVHS Facebook Page can be assessed at: <https://www.facebook.com/SVHSVikings>

The website and/or Facebook page is full of important information (e.g. – teacher contact information, the school calendar, upcoming events, scholarship information, school announcements, school policies, etc.) and should be checked regularly.

### **Withdrawal from SVHS**

Students who move out of the school catchment zone must speak to a member of the student services teams to start the withdrawal process prior to moving. As part of this process, students must return textbooks, library materials, pay any outstanding fees, and clean out their locker. Parents play an important role in the withdrawal process and will need to be in communication with the student services team throughout the process. Failure to follow the proper procedure when leaving school will result in registration delays at the new school and can be costly if textbooks are missing.

### **Yearbook**

The SVHS yearbook may be ordered on-line during selling periods toward the end of the school year. As per ASD-W [Policy 360-7A](#), “Student Photographs and Student Information”, parents must provide signed consent in order for their child’s picture to appear in the yearbook.

## **CODE OF STUDENT CONDUCT**

At Southern Victoria High School, students are important partners in the learning process. In this partnership, students are asked to make a commitment to their learning and to take responsibility for their behavior. In return, students can expect to be treated with fairness, respect, and consistency. High standards of performance and behaviour are the hallmarks of SVHS and will be expected of all students.

The Department of Education and Early Child Development’s “Positive Learning and Working Environment” Policy ([Policy 703](#)) states, “the goal of discipline is to help pupils learn appropriate, productive behaviours which will enable them to meet their needs and to pursue their goals”.

### **Objectives**

- To ensure and nurture the physical, social, intellectual, and emotional development of all students.
- To promote a safe and secure learning environment free from unnecessary interruptions or interference.
- To facilitate sound educational programs which encourage student participation at all times.
- To foster mutual respect and to recognize the worth of each individual.
- To respect and promote the principles of freedom, justice and equality.
- To guide student behavior by emphasizing positive decision making.
- To stress each student’s responsibility for schoolwork, behaviour, and care of school property.

### **New Brunswick Education Act**

#### **Duties of Pupils**

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

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

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

### **Improper Conduct**

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

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

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

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

### **Support Strategies**

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

### **Consequences of Improper Conduct at Southern Victoria High School**

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

### **Detention**

Southern Victoria High School expects students to take responsibility for their behavior. Noon detention helps students stay accountable for their actions and complete any assigned tasks.

#### **When You Are Assigned Detention:**

- If a teacher assigns you to noon detention, you must attend on the scheduled day.
- Arrive at the detention room **no later than 10 minutes after lunch begins**.
- You may bring your lunch or have a friend deliver it to you during detention.
- You are expected to work quietly on assignments or any task given by the teacher.

#### **What Happens If You Miss Detention?**

##### **1. First Missed Detention:**

- If you don't attend your first assigned detention, your teacher will talk to you and give you **one more chance** to serve detention the next day.

##### **2. Second Missed Detention:**

- If you miss the second detention, your teacher will notify the administration.

##### **3. Failure to Attend Detention:**

- If you miss two detentions, you will be suspended for **one school day**.

This process ensures that students have two chances to correct their behavior while maintaining accountability. We encourage all students to take responsibility and arrive on time to avoid further consequences.

### **Out-of-School Suspension**

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

## **SOUTHERN VICTORIA HIGH SCHOOL EXPECTATIONS, PROCEDURES AND GUIDELINES**

### **Abusive Language Towards Staff Member**

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

1<sup>st</sup> offence: 1-3 day out-of-school suspension.

2<sup>nd</sup> offence: 3-5 day out-of-school suspension.

3<sup>rd</sup> offence: 5-10 days out-of-school suspension, subject to the approval of the Director of Schools.

### **Athletic Code of Conduct**

All SVHS student athletes must adhere to the Athletic Code of Conduct. More information on the Code can be found on the SVHS website. All student-athletes must review and sign the Athletic Code of Conduct before participating in any school sport. Student athletes are expected to attend classes regularly and be passing all courses. Student athletes who are chronically absent (missing more than 10% of classes) will not be permitted to miss school for sporting events during instructional hours (Friday tournaments, etc.).

### **Attendance – Student and Parent Responsibilities**

Attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially the interaction and exchange of ideas amongst students, and between students and teachers. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson. Students will be considered absent if they miss more than 25% of the class's instructional time.

### **Legal obligation to attend:**

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

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

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

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

### **Responsibilities when students are absent:**

1. Parents are asked to either report the absence through the Safe Arrival Process on School Messenger or contact the school (273-4762). This should be done prior to the start of classes.
2. Students must ensure they catch up on any missed work.
3. Students must arrange to write any missed tests/assessments.

### **Missed work and assessments due to absence:**

1. Teachers will provide assistance when students have been absent for just cause (reasons cited within section 16(1) of the Education Act). For short-term absences, students shall catch up when they return to school.
2. When students are absent from school with parental permission, but the absence is not for just cause (reasons cited within section 16(1) of the Education Act), it will be the responsibility of the student to obtain missed work from his/her peers. It is not reasonable to expect the teacher to re-teach material or provide detailed work packages when students are away from school for non-essential reasons (e.g. - trips). Should assessments have occurred during a non-essential absence, the student must make arrangements with the subject teacher promptly upon their return to school to complete the assessments.

### **Late Assignments due to unfilled responsibilities:**

At Southern Victoria High School, we understand that sometimes students may encounter unforeseen circumstances that may prevent them from completing an assignment on time. Therefore, we have implemented a Late Assignment Policy that allows students to submit late assignments up to 2 weeks past the original due date. After the 2-week grace period, the assignment will be considered incomplete, and no credit will be given. However, students are still encouraged to complete the assignment for their own learning and understanding. Teachers have up to 2 weeks from the date of submission to grade and return late assignments to students. We encourage all students to communicate with their teachers if they encounter any issues that may prevent them from submitting an assignment on time. Our goal is to provide a fair and reasonable approach to late assignments while still maintaining academic integrity and standards. Additionally, the policy is subject to change depending on the discretion of the educators and the nature of the assignment.

### **Attendance – Southern Victoria High School Attendance Guidelines**

Responsibility lies equally with the school, parent, and student to ensure that the student attends classes punctually and regularly. Students who arrive or leave during the school day are expected to sign in or out at the main office. In conjunction with Synervoice (automated dialing system which alerts parents of absences), Southern Victoria High School has a five-step process to communicate attendance concerns to students and parents/guardians. This process is guided by ASD-W [Policy 319-6](#) "Attendance".

#### **Step 1: When a student has been absent 5 days/periods per subject:**

- The subject teacher will voice concerns about attendance to the student.
- The homeroom teacher will call/e-mail home (3 attempts) to voice concerns about attendance.

#### **Step 2: When a student has been absent 10 days/periods per subject:**

- The subject teacher will voice concerns about attendance to the student.
- The subject teacher will complete an Education Support Services Team (ESST) Referral highlighting the concerns about attendance.
- The student services team will meet to discuss interventions.
- The vice-principal or principal will communicate with parents.

- The student services team will forward names of Indigenous students to the Everyday Counts Coordinator at Wolastoq Education to gather more information regarding absences that could be used to assist in an intervention if the parents/guardians cannot be reached.

**Step 3: When a student has been absent 15 days/periods per subject:**

- The subject teacher will complete an Education Support Services Team (ESST) Referral highlighting the concerns about attendance.
- The student services team will meet with students/parents/guardian to discuss short term interventions.
- The student services team will forward names of Indigenous students to the Everyday Counts Coordinator at Wolastoq Education to assist in the intervention if the parents/guardians cannot be reached.

**Step 4: When a student has been absent 20 days or periods per subject:**

- The vice-principal or principal will communicate with subject teachers to determine the number of courses the student is passing. Based on this information, the vice-principal or principal may:
  - a) implement a reduction in schedule,
  - b) refer the student to an alternate placement/program, or
  - c) withdraw the student from courses in which they are failing and absent 20 or more days.

**Bus Privileges**

Students are to conduct themselves in an orderly manner while travelling on buses. Failure to do so may result in suspension of busing privileges.

**Cell Phones**

In today's world, cell phones are an integral part of daily life. When used responsibly, they can be valuable tools for communication and learning. However, when misused, they can lead to significant issues, such as infringing on the privacy of others, contributing to bullying or harassment, facilitating cheating, and distracting from instructional time. At SVHS, we understand that many students regularly use cell phones and acknowledge the importance of allowing their use in a controlled and constructive manner.

- **Storage and Usage:** Cell phones must be turned off and stored in lockers or designated areas during instructional time. Students may use their cell phones during breaks and lunchtime, but not during class unless explicitly permitted by the teacher for educational purposes.
- **Emergency Situations:** If a student needs to contact their parents during class due to an emergency, they must inform their teacher and use the school office phone. Personal calls or messages should not be made during instructional time.
- **Compliance:** Students are required to follow the directions of their teachers regarding cell phone use. Failure to comply will result in consequences, which may include a referral to administration for defiance as per ASD-W Policy 703-3. Repeated violations may lead to further disciplinary actions, including detention or suspension.
- **Inappropriate Use:** The following are examples of inappropriate cell phone use, which are subject to consequences as outlined by New Brunswick Department of Education Policy 311, "Information and Communication Technologies (ICT) Use":
  - Unsolicited capture of images.
  - Unsolicited video or audio recording.
  - Posting any of the above items on the internet without permission.

We believe that by adhering to this policy, students can focus on their studies and maintain a respectful and productive learning environment for everyone.

## **Closed Campus**

For security reasons, SVHS operates a closed campus. This means students must remain in the building except during lunch hour and/or under teacher supervision for instructional purposes. If students need to leave during instructional time, they must sign-out of the building. Students are not permitted to exit the building during breaks. Students who choose to leave the school and property during lunch hour are expected to be good citizens of SVHS while off campus. All school rules apply during the school day, whether students are on or off the property.

## **Dress Code**

Southern Victoria High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The basic principle of SVHS's Dress Code is as follows: clothes must be worn in a way such that genitals, buttocks, nipples, and breasts are fully covered with opaque fabric. Students may wear hats. Further information about SVHS Dress Code can be found on our school website: <https://svhs.nbed.ca/>

## **Drug and Alcohol Policy**

Involvement with drugs or alcohol is prohibited at school and school related activities and will result in suspension. Items will be seized and given to the Police for possible criminal investigation and charges. If there is evidence of involvement with drugs and/or alcohol, the following will be applied:

1<sup>st</sup> offense:

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

2<sup>nd</sup> offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.

In all cases, the Police will be contacted in accordance with the Criminal Code. The Police will assist all stakeholders in the application of this policy, as required. Evidence of involvement includes possession of drugs or alcohol and/or paraphernalia, aroma, and inappropriate behavior. Students who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of ASD-W [Policy 703-4](#), "Personal Searches", and will be subject to the same consequences as above.

If there is evidence a student is under the influence:

1<sup>st</sup> offense:

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

2<sup>nd</sup> offense:

- a) The parent/guardian will be notified, and the student will be released to their care.
- b) Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or a semester.

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

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

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

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

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

Students who are enrolled in skilled-based courses (trades, cul-tech, etc) and are suspected of being under the influence of drugs/alcohol or in possession of drug/alcohol may be withdrawn from skilled-based classes where the use of drugs and alcohol pose a significant safety risk to themselves and others.

### **Final Assessments**

Final Assessment/Demonstration of Learning Week & Recovery Week dates for each school year are established well in advance. To avoid any conflicts, please note these dates early in the school year. If a student is unable to write a final assessment during the scheduled time (e.g. – due to an unforeseen personal or medical issue), a request must be made directly to the principal or vice-principal.

### **Physical Aggression & Fighting**

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

1<sup>st</sup> offence:

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

2<sup>nd</sup> offence:

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

3<sup>rd</sup> offence:

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

In situations involving physical aggression/fighting, the Police may be notified.

### **Physical Violence**

All students have the right to a safe learning environment. SVHS has a strong stance on physical violence. In cases of physical violence, police will be notified. In addition, in accordance with ASD-W [Policy 703-8](#), "Student Discipline – Out-of-School Suspension", and New Brunswick Department of Education and Early Childhood Development [Policy 703](#), "Positive Learning and Working Environment", school administration will recommend the following to the Director of Schools:

1<sup>st</sup> offence:

- a) The parent/guardian will be notified.
- b) 5 day out-of-school suspension.

2<sup>nd</sup> offence:

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

In cases of physical assault involving a weapon, consequences/length of suspension will be determined in consultation with the Director of Schools.

### **Plagiarism**

Plagiarism and using artificial intelligence (ChatGPT, etc.) is a serious academic offence and may result in loss of credits or “zero”/incomplete grades.

### **Scent-Reduced Policy**

Many students and staff have severe allergies to scented products. Individuals are to refrain from wearing scented products to school, nor are they to bring scented aerosol products to school. Students in violation of this policy may be sent home to change their clothes, may need to take a walk outside to reduce their scent, or may need to work in an alternate location. Students who repeatedly wear scented products to school may face consequences for endangering the health and safety of others outlined in the New Brunswick Department of Education and Early Childhood Development [Policy 703](#), “Positive Learning and Working Environment”.

### **Sexual Harassment**

Sexual harassment is any unwelcome behaviors, actions or words which are:

- sexual in nature,
- likely to offend or humiliate,
- related to a person’s sexuality or body parts,
- known by the person to be inappropriate,
- repeated after the person in question has been told to stop.

Sexual harassment at SVHS will not be tolerated. It will be treated as a serious matter and shall be dealt with promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned. A response to sexual harassment will follow the guidelines outlined in ASD-W [Policy 703-14](#), “Sexual Violence” and may include suspension, guidance referral, and/or referral to the Police – who may decide to lay charges, pending a criminal investigation. Students concerned with sexual harassment should seek help from a member of the Sexual Assault Support Team, guidance, or school administration.

### **Technology**

All users of technology must follow the guidelines of the New Brunswick Department of Education’s “Acceptable Use Computer Agreement” and the New Brunswick Department of Education’s [Policy 311](#), “Information and Communication Technologies (ICT) Use”. These policies establish responsible, ethical, appropriate, and legal use of internet, e-mail, and computer services during and outside school hours.

### **Theft**

Any student caught stealing from students, staff, or from the school will face out of school suspension and may also be reported to the Police. Charges may be laid pending a police investigation. Schools are not responsible for lost and stolen personal items.

### **Threatening Behavior**

SVHS students and staff have the right to a safe school environment. ASD-W has adopted a protocol, called “Violence Threat Risk Assessment”, to protect and promote that right. Students who make significant threats to harm themselves or others will be involved in the threat assessment process, where trained personnel will determine the level of risk posed, as well as a course of action required. Depending on the circumstances, the student may be suspended from school during and/or following the assessment. For more information, please see the note from the ASD-W Superintendent at the back of this handbook.

## **Tobacco Use/Vaping**

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

1<sup>st</sup> offence:

- a) The parent/guardian will be notified.
- b) 1-3 day suspension from regular classes.

2<sup>nd</sup> offence:

- a) The parent/guardian will be notified.
- b) 3-5 day suspension from regular classes.
- c) The student will be offered support to help with a possible addiction.

3<sup>rd</sup> offence:

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

## **Vape Alerts**

Student washrooms and locker rooms at SVHS have 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.

1<sup>st</sup> offence:

- a) The parent/guardian will be notified.
- b) Students will be warned that a second offence will result in suspension. Students will be reminded not to gather in groups in the washroom. If vaping is occurring in a washroom, then students should leave the area, report, and use another washroom. Strategies and methods for reporting vaping will be shared with students.

2<sup>nd</sup> offence:

- d) The parent/guardian will be notified.
- e) 1-3 day suspension from regular classes.

3<sup>rd</sup> Offence:

- a) The parent/guardian will be notified.
- b) 3-5 suspension from regular classes.
- c) The student will be offered support to help with a possible addiction.

4<sup>th</sup> offence:

- c) The parent/guardian will be notified.
- d) A recommendation will be made to the Director of Schools for a suspension for the remainder of the semester.

## **Vandalism**

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

## STUDENT LIFE

### **Clubs and Activities**

SVHS has a variety of clubs and activities which operate throughout the school year, or at specific times during the school year. Please find a club or activity you are interested in and get involved! If you have an idea for a club or want to start a club, please speak to your favorite teacher.

### **Intramurals**

The Physical Education staff organizes structured noon hour intramurals with assistance from the Health and Physical Education classes. The objectives of the program are participation, sportsmanship, and friendly competition. Students participating in intramurals are asked to change into proper attire. Sporting equipment is also available for student use during lunch hour. Please speak to a Physical Education teacher for more information.

### **Sports**

SVHS is fortunate to participate in a variety of sports at the provincial level. Typically, we look to field teams in the following sports. Please refer to the SVHS website, or speak to the athletic director for more information:

Baseball	Golf	Basketball	Volleyball
Softball	Hockey	Badminton	Track & Field

### **Council of Student Leaders**

The mission of the Southern Victoria High School Council of Student Leaders is to build responsible leaders within our school community and promote the values that represent good character in all students.

We will accomplish our mission through:

- Leading by example in our classrooms and community by being respectful, responsible, and safe.
- Helping others in our community.
- Serving as a source of communication between the students and faculty of the school.
- Coordinating and encouraging all student activities within the scope of Southern Victoria High School.

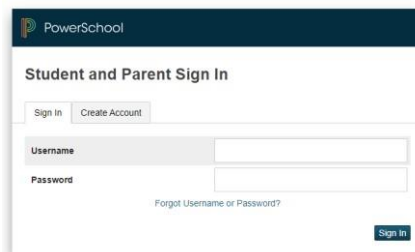
The Southern High School Council of Student Leaders provides the main forum for discussing student concerns and ideas. We are dedicated to developing leadership skills and enhancing co-curricular life. In addition, students are given the opportunity to interact with faculty, staff, and administrators. The SVHS Council of Student Leaders is responsible for representing and serving the needs of the student body.

## POWERSCHOOL STUDENT PORTAL

The PowerSchool Public Portal is an online tool that enables parents/guardians and students to become informed and involved partners in education.

The Public Portal gives parents/guardians the very latest student information, such as:

- Attendance
- Student schedules
- Assignments
- School bulletins
- Assignment criteria
- Grades & assessments



- Teacher comments

**Please note:** Parents/guardians and students agree and understand that the PowerSchool Public Portal is offered on a best effort basis. The district cannot troubleshoot home computer issues. Users are responsible for resolving any technical issues encountered when trying to access this system.

### **Single Sign-on Setup:**

Currently we are registering parents/guardians of students in grades 9-12. PowerSchool's Public Portal uses a single sign-on process for parents/guardians, which means they have their own individual account, including a personal username and password. Parents/guardians need to register at the main office (showing proof of identification). They will then be provided with a letter (one letter for each child) that contains the following information:

- An internet address to access the Public Portal
- Step-by-step directions of how to create a parent account
- How to link children to the account using the Student Access ID & Password
- How to add a student to an existing parent/guardian account

Students can also login to the PowerSchool public portal site with the username and password provided by the school – registration through the office is not necessary!

PowerSchool public portal site: <https://sisasdw.nbed.nb.ca/public/home.html>

Please feel free to contact the main office (506-273-4762) with any questions you may have about the PowerSchool Public Portal.



# ASD-W

Anglophone School District West

20 Knowledge Park | Fredericton, New Brunswick E3C 2P5 | [www.asdw.nbed.nb.ca](http://www.asdw.nbed.nb.ca)

September 2025

Dear Families/Caregivers:

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

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

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

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

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

Sincerely,

David McTimoney  
Superintendent