



STUDENT INSERT 2016-2017

140 Longfellow Dr. Moncton, NB
E1H 0G4
506-856-3439

www.monctonhigh.nbed.nb.ca

Principal:

Michael BeLong

Vice-Principals:

Grade 9: Mr. Gary Wilson

Grade 10: Mr. Scott Farrell

Grade 11/12: Mme. France Cote-Allain

ASSESSMENT REPORTING PERIODS

November: Mid-term Report Card

December: Progress Report

January: Final Report Card

April: Mid-term Report Card

May: Progress Report

June: Final Report Card

DAILY SCHEDULE

8:58	Warning Bell
9:05-10:12	Period 1, O'Canada & Announcements
10:12-10:22	Break
10:22	Warning Bell
10:25-11:27	Period 2
11:27-11:33	Move to period 3
11:33-12:35	Period 3
12:35-13:30	Lunch and Warning Bell
13:35-14:37	Period 4
14:37-14:42	Move to Period 5
14:42-15:45	Period 5
15:45	Dismissal

CALENDAR DATES:

September:

- 6 First day of school grade 9
- 7 First day of school 10-11-12
- 28 Grad Parent Night 6:30-8:30

October:

- 6-7 PD Days (no school)
- 10 Thanksgiving (no school)

November:

- 11 Remembrance Day (no school)
- 24 Parent Teacher 530-800
- 25 Parent/Teacher Day 900-1130 (no school)

December:

- 23 Last Day before Christmas Break

January:

- 10 First Day for students
- 23-27 Exam Week/ELPA
- 30-31 Turn-Around Days (no school)

February:

- 1 First Day Semester 2
- 24 PD Day (no school)

March:

- 6-10 March Break (no school)

April:

- 6 Parent Teacher 530-800
- 7 Parent Teacher 900-1130
- 14 Good Friday (no school)
- 17 Easter Monday (no school)
- 28 PD Day (no school)

May:

- 6 Council Day (no school)
- 19 Branch Day (no school)
- 22 Victoria Day (no school)

June:

- 9 Last day of 2nd Semester
- 12-16 Exams
- 20 Prom and Safe Grad
- 23 Report Card pickup
- 26 Graduation 7pm

MESSAGE FROM MR. BELONG

Welcome back to Moncton High School! This will be a special year as we prepare to celebrate our 81st graduating class from Moncton High School. Students, staff and parents are reminded that our goal continues to be to deliver outstanding academic programs with inclusive practices for all students, complimented by many extra-curricular opportunities.

We want to remind students and parents that there may be times throughout a school year in which students may struggle with academics. This is a natural part of the learning process and the staff at MHS wants you to know that subject teachers and resource teachers are always available to help.

Students are encouraged to talk with their teachers, go in for extra help and get caught up on missed work upon returning to class. Also, guidance counsellors are available to talk with students and their parents/guardians. On behalf of the administration team, I wish you a special, memorable and productive year at Moncton High School.

Mr. M. BeLong

SCHOOL HISTORY

Moncton High School opened its Church Street doors to students in 1935, and then again on Longfellow Drive in 2015 at our new building. We walk in the footsteps of the nearly 20,000+ alumni and staff that have carried on the traditions and history of Moncton High School.

SCHOOL COLOURS

Purple and White

SCHOOL MOTTO

We Seek Wider Horizons
'Latiores Fines Petimus'

SCHOOL SONG

Stand up and cheer for old Moncton High.
Ring out her name right up to the sky,
Play the game and then you'll see
That is the road to victory.

When'ere you see our purple and white
You can be sure that we're out to fight
For the school that we love best
So cheer loud for victory.

In our short time we try hard to keep
Our old spirit that's grown so deep.
With the grads of former years
For alma mater give three cheers!

Rah, Rah, Rah

Old Moncton High will win o'er them all.
Come Moncton High and answer the call;
We will try to lead the rest
So cheer loud for victory

SCHOOL YELL

MONCTON HIGH SCHOOL! RIP! RIP! RIP!
MONCTON HIGH SCHOOL! RIP! RIP! RIP!
PURPLE AND WHITE! PURPLE AND WHITE!
RICKETY! RACKETY! IT'S ALL RIGHT!
SHOUT IT OUT WITH ALL YOUR MIGHT!
M-O-N-C-T-O-N! MONCTON!

ACADEMIC INFORMATION

HONOUR ROLL AT MHS

At graduation, First Division is an average of 75% to 84.99%, Honours is 85% to 94.99% while Honours with Distinction is 95% and up. The percentage for ranking purposes will be increased by .25 for all '1' level courses, and .30 for all AP courses taken in grade 11/12.

Honours for grades 9, 10, and 11 is 85% and higher based on all course taken during the year, calculated in June. A student is ineligible if they fail a course.

MISSION VISION AND VALUES

We inspire success through....

ACADEMICS:

High Standards
Essential Outcomes
Inclusive Learning

INVOLVEMENT

School and Community Leadership
Positive Learning Environment
Solidarity among Parents, Students,
and Teachers.

CITIZENSHIP

Mutual Respect
Safe Learning Environment
Personal Wellness

GRADUATION REQUIREMENTS

Please refer to the high school handbook posted on the district website for the most recent graduation requirements. It is the student's responsibility to register for the courses required for graduation and post-secondary education and careers. The tracking for graduation is shared between the student and the homeroom teacher.

COURSE CHANGES/COURSE LOAD

Students must carry a full complement of courses except when granted special permission by school administration and AESD.

Course changes must be requested within the first week of each semester. Transcripts will reflect all courses in which a student is enrolled after the second week of classes even if they a failing mark. **Changes are only made that are necessary for graduation requirements.**

All course changes and tracking for graduation purposes are done through your homeroom teacher in conjunction with the guidance department. They will help guide you with course selection and planning for graduation. The student is responsible for knowing what courses they have completed and need to complete to be granted a diploma.

NBIAA regulations, you must carry a full load of courses to complete in athletics. The course selection process including a video and information can be found on our website under documents. **5th year students must meet with administration to determine eligibility.**

COURSE LEVELS

Courses in grade 11/12 are levelled and the course code ends in either level 0,1,2,3.

0 – general level courses
1 – university/intensive courses
2 – university/college prep
3 – college prep course
AP – Advanced Placement

THE FOLLOWING COURSES ARE REQUIRED TO COMPLETE EACH GRADE LEVEL.

GRADE 9 COURSES

English 9 (Year Long)
Math 9 (Year Long)
FI/Science 9
FI/Social Studies 9
French/FILA 9
3 Specialties

GRADE 10 COURSES

English 10 (Year Long)
Geometry, Measure and Finance,
Numbers, Relations and Functions
FI/Science 10
FI/Social Studies 10
FI/Personal Development 10
French/FILA 10
Grade 10 Specialty
Grade 11 Elective Course

GRADE 11 COURSES

English 111/112/113 – Year Long
Financial or Foundations 11 Math
FI/Modern History 112/113
Grade 11 Science
7 Electives

GRADE 12 COURSES

English 121/122/123

9 Electives

*A Life Role Course is also a requirement for graduation in grade 11 or 12. For more information please see the high school handbook on our website.

EXEMPTIONS and 50% EXAM

Moncton High School rewards academic responsibility. Students will be eligible for an exemption in a course that has an exam based on the following criteria:

- Missed **5 or less** classes in the subject they wish to take the exemption.
- All major assignments have been completed.
- Have the approval of the subject teacher.
- Has not served a behavior related in-school suspension, or an out of school suspension for any reason.
- Missed less than 5 homeroom classes per semester.

A 50% exam can be written in any course that has an exam if the student has an 80% or above **if the student has missed less than 3 days**, and the above conditions were met except the attendance.

EXTRA HELP

All departments have setup extra-help sessions during lunch. Please see the subject teacher for times and schedule

COMPLETION OF WORK

Students must complete all essential course requirements before receiving a passing grade. If a student does not submit work on time, they will be assigned lunch detention to complete the work. Students cannot receive the credit for a course where work is outstanding and will show as an incomplete on their mid-term report card, and a failing grade on the final report. **Subject teachers will make home contact with a major assignment is missing, but it is still the responsibility of the student to know what is outstanding.**

FRENCH CERTIFICATES

Provincial French Certificates: Complete grade 9/10 in the FI program completing at least 50% in French, and 5 courses in grade 11/12. MHS French Certificate: complete grade 9/10 in FI and 4 course in 11/12.

POLICIES AND PROCEDURES

LEGAL NAME

A student is expected to go by the name on their birth certificate. This is a student's legal name. All school records, such as report cards, transcripts, graduation diplomas, etc., are required by law to indicate the student's legal name. By law, schools are required to provide, on request from noncustodial parents, information about a student's education, except when a court order prohibiting access of a parent to a child exists. If there is a current, valid court order prohibiting access to this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

ATTENDANCE AND EXCUSES

Your subject teacher will be responsible for all class attendance, and **excuses will be given to your homeroom teacher to file.**

ACADEMIC CHEATING/PLAGIARISM

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own (Oxford Canadian Dictionary, Second Edition 2007). It is a serious academic offense. Plagiarism includes work taken directly from the Internet without proper acknowledgement and/or used to misrepresent one's own work.

The use and/or copying of other students' material as well as an idea or expression taken from another source and used as one's own is morally and ethically inappropriate and will not be tolerated.

If it is substantiated that a student is involved in using another's work and/or in copying or providing material to other students for the purpose of copying, he or she will be required to redo and complete an equivalent assignment/assessment while also receiving support to correct the behavior in Temporary Student Placement Centre. Administration will also document the misconduct in PowerSchool. Subsequent cheating/plagiarism may result in an incomplete grade in that course.

DRESS CODE

Hats are to be removed upon entering the school.

School is a place of learning and staff and students must dress appropriately for such a setting. In working with our student leaders, school staff have identified the following guidelines all students are expected to follow:

It is expected that students will dress in a neat, clean, safe, and sensible manner.

Clothing that includes designs and logos that carry racial overtones or inappropriate language, promote drugs/alcohol, or depict inappropriate visuals are not permitted at Moncton High.

As an educational institution, Moncton High School is preparing students for the work place.

- Upper bodies must be covered appropriately.
- Stomachs must be covered at all times.

These guidelines are equally expected for males and females and at the discretion of administration.

ELECTRONIC DEVICES

Students are responsible for the care and use of their electronic devices. You are responsible for the content that is sent or distributed from your username, and account. Do not share your password with anyone. All web content is monitored, with a firewall.

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance is a prerequisite for school success. Attendance is recorded every period and sent to parents / guardians via our School Connects system that calls home each evening.

Students will proceed directly to period 1 when the morning bell rings. Staff will work with students that are chronically late to correct the behavior. This may include making up time outside of class, reflection hall placement, and/or further consequences as deemed appropriate by staff.

Students must show his or her homeroom and subject teachers a legitimate excuse upon their first day back to school. A student absent without a valid reason is truant. Staff will work with truant students to correct the behavior. This may include making up time outside of class, completing missed work, reflection hall placement, Temporary School Placement Centre assignments and/or further consequences as deemed appropriate by staff.

Students must sign-out at the office with a written excuse from a parent or guardian when leaving prior to the regular end of the day dismissal. In cases of sudden sickness, students must report to the office and contact home will be made.

Students are responsible for completing all work he or she misses when absent. Staff will not prepare work packages in advance of students missing time including vacations and leave of absences.

In order to participate in extra-curricular events and school activities including dances, students must be present the full day of the event.

School staff will take the following steps as a student misses excessive time:

5 Classes - Homeroom Teacher will contact home and advise that student has missed 5 classes and will lose their exemptions if they miss more time.

7 Classes - Homeroom Teacher contacts home and then refers to administration.

10 Classes - Administration meets with student and student will likely be auditing the course.

Further absences may result in a student being placed in an auditing status in which he or she cannot earn credit for the course and will not receive credit.

ELEVATOR

The elevators are available only to students with accessibility needs and requires the approval of administration.

COMPUTER USE

All students must use computer-related technology appropriately as per the Department of Education's policy 311, including changing the language of the computers.

HOMEROOM

Homeroom is a mandatory class and will be used for tracking graduation requirements, course planning, etc.

EXTRA-CURRICULAR AND STUDENT GOVERNMENT

STUDENT GOVERNMENT EXECUTIVE

President: Eddie Anghel
VP: Nicole Morrison
Treasurer: Jakob Brinson
School Spirit: Alex Woodford
PR/Sec: Kate Robart
Events: Jacob Lane, Chris Beck
Involvement Dir: Becca Teed
Grade 10 Reps: Alex Cormier, Alice Campbell

ACTIVITY CODE OF CONDUCT

The purpose of the Code of Conduct is to outline the policies and expectations we have for all students involved in extra-curricular activities. Moncton High School has a long-standing tradition of excellence in the arts, athletics, and other school sponsored activities. Many generations of young men and women have proudly been called Purple Knights and that legacy is to be respected and passed on to future generations.

Students in grades 10-12 must pass 4/5 courses in the semester prior to their "season" or 8/10 courses in the preceding school year to be academically eligible to compete/perform.

Students who pass 3/5 or 7/10 during the same time period are placed on academic probation. They are eligible to participate, but their academic progress will be monitored by school administration. Students on academic probation, who do not meet the academic requirements by the first reporting period in their season, will be deemed ineligible from further competition. Students who do meet the requirements will be removed from academic probation.

Therefore, students participating in fall and winter activities will be judged on their June report card. Students in spring sports will be evaluated on both the June and January reporting periods.

All grade 9 students will be reviewed at the reporting periods by administration. There will be no appeals of the academic policy.

As per N.B.I.A.A. guidelines, no student is permitted to participate in two major sports during the same season. Coaches of teams not currently in season will work in conjunction with the current coach to find times for try-outs. Once a team has been selected, players are prohibited from participating in that sport until their current activity has concluded.

Students who "quit" or are removed from a team/club are not eligible to join another extra-curricular activity for that school year, and fees paid will not be refunded as they are already budgeted toward expenses.

SCHOOL & GRADUATION PHOTOS

School photos will be taken in September. All students must have their picture taken for ID cards and for the yearbook. Students should carry their ID cards at all times as it could be required for entrance into school sponsored events.

Graduation photos will also be taken in October by Crandall Studios for a sitting fee of \$20 for all potential graduates. The photographer supplies the photos for the grad composite and the yearbook. There is no requirement to purchase a picture package.

ACTIVITY FEE

MHS activities are funded through user fees and fund raising. Each player is expected to pay a team activity fee, help with fundraising activities, and pay his or her student fee. You will not be able to participate until you have paid your fee or made arrangements with administration.

BIG "M" AWARD

All graduating students have the opportunity to receive the BIG M through the accumulation of points as a dedicated and valuable participant in

various school activities. Points are awarded to the candidates based on a point scale outlined each year. It is the responsibility of the student to list all activities that he or she took part in during his or her school career. Points will be assigned to the student by the various coaches and advisors based on general attitude, regular attendance, and overall commitment to the program.

Athletic Points:

Badminton	2
Baseball	2
Basketball	4
Cheerleading Exhibition	2
Cheerleading Competition	4
Cross Country	2
Field Hockey	3
Football (+1 for post season)	3*
Golf	1
Hockey	4
Rugby	3
Soccer	3
Swimming	2
Track & Field	2
Volleyball	3

Clubs and Committees

Art Club	1
Blood Donor	2
Concert Band	4
Drama Minor Role	2
Drama Major Role	4
EnviroKnights	2
Grad Class Executive	4
Honour Choir	3
Jazz Band	3
Knightgale	2
Leadership	4
Pit Band	3
SAFE	2 + 1 Mentor
Safe Grad	1
Student Council Executive (sem)	4
Student Council (sem)	3
Yearbook Editor (sem)	4
Yearbook Committee (sem)	3

Questions about Big M points, see Mr. Poirier in the Phys. Ed. Department.

FEES AND FINANCIALS

FEE PAYMENT

All school fees can be paid at the main office at Moncton High using cash, or through school cash:

<https://district2.schoolcashonline.com/>

GRADUATION AND STUDENT FEES

Moncton High requires fees students to pay a student fee. Funds are used to provide student ID cards, support assembly programs, provide lockers, run activities and bring in performances. The student fee for the 2016-17 school year will be \$50. The graduation fee due in May for all graduating students is \$105 to cover all graduation related expenses.

MEDICAL CONDITIONS

If a student has a specific and documented medical condition, the main office must be informed. Please visit the main office and fill out the required form. Do not assume that all information has been transferred from the middle schools.

COURSE FEES

The following courses have course fees: Trades, Arts, and Technology. These fees charge a nominal fee for consumables and take with products.

3 D Studies	\$10
Advanced Technology	\$25
AP Biology	\$130
AP English	\$130
AP Calculus	\$130
Culinary Tech	\$50
Fashion	\$10
Framing and Sheathing	\$25
Site Layout and Foundation	\$25
Graphic Art and Design	\$10
Housing and Design	\$10
Internal Combustion Engines	\$25
Into to Applied Tech	\$25
Lab Tech Science	\$20
Metals Fabrication	\$25
Mill and Cabinet	\$25
Music	\$5
Outdoor Pursuits	\$25
Power Train and Chassis	\$25
Residential Finish	\$25
Tune Up and Emissions	\$25
Visual Arts	\$5
2 hours blocked classes are	\$35

*Please check with your teacher to confirm the fee.

YEARBOOK and SCHOOL RINGS

Students may also wish to buy a yearbook. Yearbooks must be ordered and paid for in advance at school or from www.jostens.ca. The Josten's rep will be into the school on designated days during the fall to show rings, and place orders.

KNIGHTWEAR SHOP

Our student-operated clothing shop offers a wide range of clothing featuring plenty of purple and white in support of school spirit. The shop is open on designated lunch times as well as a few evenings per year for parent/guardian access. If you do not see something you wanted or wanted to design your own you can order direct from monctonhighschool.entriptyshops.ca

TEXTBOOKS & LIBRARY BOOKS

Textbooks are provided by the school and must be properly maintained by the student. If textbooks are lost or damaged, a charge will be levied for the loss or damage before receiving your report card.

LIBRARY

Library hours are from 8:45 to 4:00, Monday to Friday and during lunch. The Library Assistant is available to help guide students in their research needs as well as maintain a quiet productive atmosphere for student study.

GRAFFITI AND DAMAGE

Students are financially responsible for defacing, graffiti, or vandalism to school property including school desks, and will be expected to pay for any damage before returning to school.

Property damage between automobiles in the parking lot must be dealt with through insurance providers, and/or RCMP.

ACTIVITY FEES*

Badminton	\$50
Band	\$20
Band Concert	\$40
Baseball	\$70
Basketball Boys Jr.	\$300
Basketball Boys Sr.	\$300
Basketball Girl Jr.	\$300
Basketball Girl Sr.	\$300
Cheerleading Competitive	\$200
Cheerleading Exhibition	\$50
Cross Country	\$40
Dragon Boat	\$45
Drama	\$40
East End Steelers	\$175
Field Hockey	\$75
Football	\$300
Football Try Out	\$25
Golf	\$125
Graduation	\$105
Hockey	\$1800
Honour Choir	\$20
Iron Knights	\$25
Purple Steel	\$50
Rugby	\$125
Soccer Boys Jr.	\$85
Soccer Boys Sr.	\$85
Soccer Girls Jr.	\$85
Soccer Girls Sr.	\$85
Student Fees	\$50
Swim Team	\$55
Track and Field	\$45
Volleyball Boys Jr.	\$225
Volleyball Boys Sr.	\$250
Volleyball Girls Jr.	\$120
Volleyball Girls Sr.	\$225

* The activity fees listed above are an approximate and are subject to change based on tournaments, number of games, etc. Please see the coach or advisor for more information.

STUDENT GUIDELINES AND EXPECTATIONS

SCHOOL RULES AND GUIDELINES

Students that violate or compromise the safety of the learning environment will be subject to in-school suspension, suspension, or law enforcement.

HOW TO ENTER THE BUILDING

All students and visitors must use the main entrance to enter the school during the instructional day.

All doors must remain locked and closed. Propping or opening doors for students outside the building is prohibited. Students that are late for class must use the main entrance and sign into the building.

MHS STUDENT COMMITMENTS

- Respect staff, students and our school and treat others how you wish to be treated.
 - Help, encourage, and be empathetic to our fellow Knights;
 - Be positive, spirited, and community-minded role models;
 - Follow school rules and behave responsibly in and out of the classroom.
 - Respect all Knights and visitors
- Our staff and student leaders will help support Knights when needed.

ORDERLY CONDUCT

All students are expected to display proper respect for the learning and working environment at MHS. Any action which disrupts the positive learning environment and/or threatens the safety of students or staff is prohibited and discipline will result which may include reflection hall, temporary student placement centre assignments, out-of-school suspensions, or referrals to alternate education.

It is our expectation that students exhibit orderly conduct at all times. Students who gather as bystanders to witness acts of violence and/or encourage acts of violence may be disciplined under an infraction for disorderly conduct.

OFF PROPERTY BEHAVIOR

All school rules apply when students

would be under the supervision of school staff. This includes before and after school and during lunch time. It also includes off property and extracurricular events, and consequences are levied accordingly.

SAFE / BULLYING PREVENTION

Hurtful behavior directed towards anyone at MHS is not acceptable. MHS has the SAFE committee to help prevent and respond to hurtful behavior including bullying.

ALLERGIES AND SCENTS

We have several students and staff allergic to peanuts, peanut products, tree nuts as well as perfumes and strong scents. Students, staff, and visitors must refrain from bringing nuts and related products to school and from wearing scented personal products.

TOBACCO FREE SCHOOLS

Moncton High School is a tobacco free environment. The use of any tobacco product or tobacco-like product such as e-cigarettes or vaporizers is not permitted anywhere on school grounds or at school sponsored activities. Staff will work with students violating this expectation to correct the behavior. This may include, Temporary School Placement Centre and suspension out of school with possible referral to alternate education.

DRUGS and ALCOHOL

While attending or in advance of attending school or any school-sponsored activity, students found using, consuming, in possession of, under the influence of, or trafficking in drugs and/or alcohol will be suspended from school for an appropriate period of time and privileges for extra/co-curricular activities will be lost for the remainder of the school year or 6 calendar months, whichever is the longer period of time. The RCMP may be notified and possible charges may be laid. Students may also be recommended for a long term suspension.

PERSONAL SECURITY

The school cannot accept any liability for personal property brought to school such as electronic devices. Bring at your own

risk.

Students are not permitted to carry prohibited or restricted materials and/or weapons, including all types of knives.

VIDEO SURVEILLANCE

A video surveillance system is installed in the school at various public locations to help ensure a safe school environment.

TEMPORARY SCHOOL PLACEMENT CENTRE (TSPC)

The Temporary Student Placement Centre is an intervention and/or consequence to help students correct inappropriate behavior. Administrators assign students to TSPC for varying lengths depending on the situation. While in TSPC, students are supervised by school staff while working on assignments from the classroom teacher. Students are required to arrive to TSPC on time for period one and are only permitted to leave at dismissal at the end of the day except for appropriate washroom breaks, and will have a separate lunch from the rest of the student body.

VISITORS/GUESTS

All visitors – including parents – are required to register at the main office before visiting within our building. Students are not permitted to bring a friend to school or ride the bus that is not enrolled in MHS.

LOCKERS

All students will receive a school lock. This lock is the property of MHS and it must be returned at the end of the school year. For lost or stolen locks, there is a \$10 replacement fee. Only school locks can be used on lockers. Student lockers and desks are school property and remain at all times under the control of the school. Searches of lockers or desks may be undertaken at any time if there is a concern. Students must use their assigned locker given by their homeroom teacher.

CLOSED CAMPUS

All doors are locked during the school day, and students are not permitted to be outside during breaks or between classes.

FOREST AREA

All forest areas around the school are out of bounds for all students. Students seen entering or leaving the forest will be disciplined accordingly. There is no reason to be in the forest.

SCHOOL BUS RULES

Students travelling on school busses are subject to all school rules. Students must remember that bussing is a privilege that can be revoked as a consequence of inappropriate behavior. Students can only travel on the bus he or she is assigned. At any time that the red lights are flashing, it is illegal to pass the school bus.

School bus routes are created by Anglophone East School district and not Moncton High. If you are unsure of your route, or need to make a change this cannot be done instantly. It would take a few days.

ANNOUNCEMENTS

Public address announcements help communicate important matters to all students and staff. Students must listen quietly during any announcement. Daily announcements will be made each morning and must be approved by a staff member.

STUDENT SUPPORTS

CAREER AND GUIDANCE CENTRE

The Career and Guidance Centre at MHS provides the following services to students:

1. Personal and confidential counselling
2. Educational counseling and course changes during the first week of each semester.
3. Career counselling
4. Referrals and liaison to and with appropriate community agencies.

Students who wish to see a counsellor should complete an appointment request and leave it with the appropriate guidance counselor.

Grade 9: Mrs. J. Campbell

Grade 10: Mrs. K. Nowlan-Gallant

Grade 11: Mrs. S. Smith

Grade 12: Mrs. K. Hill

ADDICTIONS COUNSELLING

An addictions counsellor is available at the school. Please check with guidance

for more information. This counselling is personal and confidential.

LOST AND FOUND

Lost and found is located in the main office and the physical education office.

TELEPHONES

There is a telephone available in the office for emergency student use.

CAFETERIA AND VENDING

The cafeteria and vending machines are run by Chartwell's and open at noon daily and between classes in the morning. All meals must be eaten in the cafeteria.

Students that are caught shoplifting, or stealing from the cafeteria may be prosecuted by the food provider, or by school administration.

Vending machines are on a timer system and are turned off during class. They are available before school, lunch, and after school.

MEDICINE

Medication such as Tylenol or Aspirin cannot be given to students by teachers. All medication must be given under a Doctor's care and with supervision of appropriate staff.

DRIVING TO SCHOOL

School parking lots, and roadways are part of Moncton High School, and reserve the right to limit or deny parking. **Students are NOT permitted to spend time in their car during instructional or non-instructional times including lunches and breaks.**

HOW DO I?

Request a transcript?

There are two types of transcripts available at Moncton High School; **Unofficial:** used for scholarships, can be given to the student for pick up.

Official: a sealed enveloped or direct correspondence to the college or university of your choice. There is a fee of \$2.00 for this service.

Make a course change?

Students will go to their homeroom teacher to request a course change, and the teacher will go to the guidance department to have it completed by the grade level counselor. Students are to attend the classes that they are scheduled in until the change is made.

See a guidance counselor?

Students will need to go to the guidance centre and fill out an appointment slip with the appropriate person. Students will be called from class to see the counselor. Do not wait in the guidance area, and do not miss classes to have this done.

See a Vice-Principal?

Students will see the administrative assistant at the front desk to make an appointment to see at VP. They will see you when they have an opportunity to do so.

Pay a fee?

Students/Parents can either go online to www.district2.schoolcashonline.com or pay cash at the main office.

Request a bus change?

Students can fill out the alternate conveyance forms on the Anglophone East School District website to arrange temporary changes of a week or so. If this is a permanent change, proof of address will need to be given to the main office, and a request will be put through the AESD for you.

Apply for an exemption?

Students will receive a form from their homeroom teacher just before exams to apply for the exemption. All 50% exams are done through your subject teacher.

Notes