

# MARSHVIEW

## M I D D L E S C H O O L



### **Code of Conduct**

2025-2026

#### **MISSION**

Engage students in a positive learning environment.

#### **VISION**

We strive for excellence by providing diverse learning opportunities for all.

#### **VALUES**

Collaboration  
Creativity  
Critical Thinking  
Citizenship  
Character  
Communication

#### **Contact us:**

**Marshview Middle School**  
19 Queens Road  
Sackville, New Brunswick  
E4L 4G4

506-364-4086  
<http://marshview.nbed.nb.ca>

## **Welcome to Marshview!**

We are excited about the passion we have for learning and look forward to sharing that with you. This booklet outlines how things run at Marshview. Please take a look and help us make our school a great place to be. The Marshview Middle School Code of Conduct aims to provide a cohesive approach to maintaining a positive learning and working environment. Our Code of Conduct informs all members of the school community of the shared obligations and responsibilities supporting our mission, and is reflective of Provincial Policy 703 (Positive Learning Environment), 322 (Inclusion), and the District and Provincial Code of Conduct.

Marshview is a welcoming environment for all students regardless of gender identification, sexual orientation, and religious beliefs. Marshview is a community that values, diversity, accountability, and preserving the dignity for all.

Marshview Middle School would like to respectfully acknowledge that we gather on the unceded, traditional territory of the Mi'kmaq people. In the spirit of peace and friendship, we express gratitude for the history, culture, rights and traditions of our indigenous community and commit to reconciliation through education and honouring those that were here before us.

## **GENERAL SCHOOL GUIDELINES**

### **Hours of Instruction:**

8:20-8:30	Homeroom Period
8:30-9:15	Period 1
9:15-10:00	Period 2
10:00- 10:45	Recess/Advisory
10:45-11:30	Period 3
11:30-12:15	Period 4
12:15 – 12:40	Lunch - Gr 5&6 students eating lunch/Gr 7&8 students outside
12:40 – 1:05	Lunch - Gr 5&6 students outside/Gr 7&8 students eating lunch
1:05-1:50	Period 5
1:50-2:35	Period 6
2:35	Dismissal of Walkers
2:40	Dismissal of Car Pick Up
2:45	Dismissal of Bus students

- We appreciate all you do to **ensure your child arrives on time in the morning**. It is **extremely important** that all our students are at school and ready to learn by 8:20 am. This **on time arrival sets the tone for the day**. When students are late, they may miss key information that is delivered in homeroom. If you do arrive late, come through the front door, you must sign in at the office and then proceed to class. Knock softly on your classroom door before entering.
- You will be marked tardy if you arrive after the playing of O'Canada at 8:25.

### **School Fees:**

- Our school fees remain at \$30.00 for the 2025-2026 school year.
- These fees cover the cost of the student's locks, technology fees and several student activities and instructional materials.
- **We encourage the use of our online payment system SchoolCashOnline.**

### **Attendance:**

- Illnesses aside, student success in school is directly tied to attendance when healthy and we remind parents of their role in ensuring their sons/daughters attend regularly.
- The Education Act refers to **regular school attendance as both a duty of the pupil and an expectation on the part of the parents to cause attendance to take place.** The Act recognizes regular attendance supports the learning success of the student and contributes to the learning environment of the school. It is recognized some students will be absent from school for valid reasons such as chronic illness or family emergencies.
- Attendance is recorded daily, and the safety of our students is our top priority. If your child is not at school we need to know where they are. By taking a few moments to log your attendance on our School Messenger System, you are helping us to ensure your child's safety in a timely manner. If you know ahead of time of a planned absence, please log it in the system online, using the app, or via phone as soon as you know.
- Students are responsible for collecting and completing work missed during absences.
- **Parents will be contacted when students are chronically absent. In these situations, parent meetings will be required to discuss options for academic success, attendance/punctuality and future grade placement.**
- Parents who are picking students up are to call the office to make arrangements to pick them up. Please be mindful that missed time greatly impacts student learning.

### **Communication:**

- We encourage parents and families to take an active role in Marshview students' education. If you have questions, please contact us and make an appointment to discuss.
- Newsletters outlining the fantastic things happening at our school will be sent home via school connects and placed on the school website.
- Teachers can be contacted via email: [firstname.lastname@nbed.nb.ca](mailto:firstname.lastname@nbed.nb.ca)

### **Visitors:**

- Visitors to Marshview will be by appointment only. Please email or call the school to make arrangements (506-364-4086).

### **Dress Code:**

- Appropriate dress for school is expected at all times.
- Items inappropriate for school include clothing with offensive, racist or obscene messages, whether direct or implied, or the advertising of alcohol, cigarettes, marijuana and adult content.
- Students will be required to change or cover up unacceptable garments. If, after a warning, students persist in wearing inappropriate items, they will face stronger disciplinary action for reasons of non-compliance.
- Hats/Hoods are not permitted in school but may be worn on the playground

### **Lockers:**

- Students will be supplied with a school lock. This combination and locker number will be recorded and only school assigned locks will be permitted. Students are responsible for the security of their own possessions, and we encourage students to keep the combination secret and to keep their locker locked during and at the end of the day.
- Lockers should be cleaned periodically to help students stay organized and to avoid foul odors and fruit flies.
- Lockers must be completely cleaned out at the end of each school year and locks collected by the teacher.
- As these lockers belong to the school, students should not mark on their lockers and may not put stickers etc. on them as this creates extra work for custodians.

### **Phone Use:**

- When necessary, there is a phone for student use located outside the office. Students must ask permission to use the phone and receive a phone pass from their teacher.
- Emergency telephone calls by students to parents are accommodated through our school office at any time.
- Smart phones / cell phones are not required at school. Marshview has a **no personal device** policy in place for the 2025-26 school year. Please see appendix A.

## **DAY TO DAY OPERATIONS**

### **Bussing:**

- Students are expected to maintain the same standard of behaviour on the bus as is required at school. Behaviour contrary to bus rules will result in bus suspension. Parents will be responsible for arranging transportation to and from school. See [Policy 551 SAFE AND ORDERLY CONDUCT ON SCHOOL BUSES \(nbed.ca\)](#)
- Students may only travel on the bus to which they are assigned by the District Transportation Office. Students who leave school property without permission are not eligible for their bus on that day.
- For more information on bus routes and times, visit the district webpage and click on the bus icon in the top right corner.

**Breakfast Program:**

- We are fortunate to have a supportive community who help us to ensure our students are ready to learn. We offer breakfast on most school days.
- Breakfast carts are located in each hallway and are filled with fruit such as oranges and bananas, and non-perishables such as granola/cereal bars, cereal and applesauce.
- Waste products must be placed in the appropriate garbage can.
- Breakfast and snacks are available to all students.

**Changing Classes:**

- Students will proceed to their classes in line. Walk, no more than two abreast, quietly, on the right-hand side of the hall.
- There will be no running in the hall.

**Library:**

- Books will be due three weeks after sign out. Please return your library books on time.
- Students are responsible for the care of the books assigned to them. Families will be billed for lost or damaged books.

**Boundaries**

- Our school boundaries run in between Queens Road and Dufferin Street. Please be mindful of our neighbours and their property lines by staying in our school yard.
- We operate a closed campus, meaning students are to stay on school grounds for the duration of their school day.
- Students must be signed out by a parent or guardian if they are leaving school grounds.

**Arrival/Dismissal****Arrival**

- Upon arrival, students will have time on the playground.
- The morning bell will signify when it is time to come inside.
- Students will enter the building through the grade level designated door.
- Please lower your voice to an “indoor” voice.

**Dismissal**

- All paper/garbage must be off the floor in both the classroom and hallways
- Chairs should be put up on desks.
- Walkers will dismiss after the bell with a “walker” announcement. Those waiting for a parent pick up with dismiss 3 minutes later with a “pick ups” announcement. Bus students will be called down by bus number once busses have arrived and are safely stopped.

**Recess:**

- All students must go outside, unless they are meeting with a teacher or attending an extra-curricular activity. Our grade 5 and 6 students go out together, followed by a separate grade 7 and 8 recess.
- Recess is supervised by duty teachers. When on duty, teachers will wear safety vests.

**Outside Play**

- Keep your hands to yourself and your feet on the ground
- Keep comments to peers friendly, you don't need to be "friends" with everyone, but you need to be respectful.
- Take care of our environment: place garbage in the bins provided; take care of our equipment; and be mindful of your surroundings.
- Please let the duty teacher know if you need to enter the school for any reason and if there is a problem that arises that you cannot solve.
- Football and other throwing/movement games (except basketball due to hoop location) should be played on the field.
- Advise the duty teacher if the ball goes on to the street – once the "ok" is given from the duty teacher, ONE student will be able to retrieve the ball. Please look both ways to ensure safety before proceeding across the road.
- Winter weather brings its own excitement and challenges. Announcements will be made to remind students of safe play.

**Indoor Recess**

- In the morning: students will come into the school and change into their indoor shoes. They will proceed to the gymnasium for movement or the cafeteria to chill until 8:20am.
- At recess and noon: students will remain in their respective classrooms/library for a quieter hangout or head to the gym for active play.

**Lunch:**

- Marshview is a closed campus. This means that our students stay onsite for the duration of the day.
- Lunch time at a middle school can be a lively time. Having procedures and expectations in place will lessen the chaos and ensure all students have a pleasant eating experience.
- All students will be alternating days eating in their classrooms and eating in the cafeteria for the 2025-26 school year. Grade 5 and 6 students eat lunch from 12:15-12:40 while the grade 7 and 8 students are outside. When the bell rings, the groups switch, and the 5s and 6s head outside, and the 7s and 8s come in to eat from 12:40-1:05.
- Ensure all waste products are in the appropriate bins. Duty teachers will check areas for cleanliness before dismissal.
- Be courteous – push in your chairs, use your manners, and speak in an "indoor voice".

## INTERVENTION AND SUPPORT

All members of the school community (students, families, staff) share obligations and responsibilities that support our mission for a positive learning environment. Marshview is a safe space for all students regardless of gender identification, sexual orientation, and religious/cultural beliefs. We work daily to ensure Marshview is a community that values diversity and accountability, preserving the dignity for all, founded in allyship and acceptance.

We are in the business of educating children and raising strong, kind, resilient community-minded humans. We love it and take that role very seriously. We expect your kids to be kind to each other. When they are not, there will be a restoration of relationships and education for future behaviour.

### **Everyone Makes Mistakes**

Middle School is a wonderful time when students are figuring out who they are, who they want to be, and their place in the world. This is a prime time for students to be making mistakes and then learning from them by being held accountable for their actions. We are teaching that actions have consequences grounded in positive behaviour intervention. This is the perfect time of life to learn these lessons while the stakes aren't too high. Through this approach we are building character, community and citizenship within our students.

### **Respectful Language**

We are a public school. Language containing racial slurs, swear words, derogatory terms IS NOT acceptable. Conversations about what is appropriate and inappropriate need to be happening at home in addition to school. Please monitor how your children are speaking to one another, in person and online, what they are watching, and to whom they are talking. This needs to be a shared accountability, building community between our homes and school.

Our response to unacceptable language is restorative in nature and will be focused on reparation of relationships grounded in education. *When our students know better, they do better.* This means educating our students on the vocabulary they are using, but also on speaking out against hate when they overhear it. Education regarding inclusionary language may result in the offending student missing class time to address prosocial skills needed to maintain our positive learning environment. Repeat offenses will be addressed through stronger disciplinary measures.

### **Treating our classmates and staff with respect**

We expect respectful interactions in our classrooms, hallways and playground. If conflict arises between peers, seek assistance from an adult if it can not be handled appropriately and calmly. Marshview Staff - regardless of role in the school - occasionally need students to relocate to the hallways or office in order to defuse a situation. This often saves the student from embarrassment and deescalates emotional outbursts. Students will be given time to calm themselves and return to class when ready. Non-compliance of these directives is not an option. A lack of cooperation will lead to further disciplinary action and may require time away from the common learning environment to re-teach prosocial behaviours.

## Work Completion

Students who fall behind in work for any reason (e.g. absence, time management, lack of clarification or comprehension), will be signed up for Study Hall at Lunch. This program is staff supervised and allows students to catch up, ask questions, meet deadlines and complete the assignments needed to assess learning. **Completing assignments at school is not optional.** Students will be held accountable for their work and will be supported in ensuring it is done.

Our Educational Support Teachers in our Resource department will work with teachers and students of all learner profiles ensuring the right supports and the right intensity.

## BEHAVIOUR RESPONSE TO INTERVENTION

*Please note the following list is not all encompassing and at times the office will need to readjust response as needed.*

### Impeding the Learning Environment

**WE RESPECT THE LEARNING ENVIRONMENT**  
**WE COMMIT AS LEARNERS TO ALWAYS TRY OUR BEST**

## Disruptive Behavior

Behavior	Response
Learning Environment Interruptions	<ul style="list-style-type: none"><li>Marshview staff will implement a 4 step warning process for impeding the learning environment</li><li>1-Teacher redirection 2-Teacher redirection 3-chat in hallway/break 4-sent to office</li><li>Office will arrange SEL lesson with Behaviour Mentor and contact home Student stays in office until end of that class</li></ul>

## Work avoidance

Behavior	Response
Work refusal/missing homework	<ul style="list-style-type: none"><li>Referral to study hall</li></ul>
Repeated study hall referral (5)	<ul style="list-style-type: none"><li>Contact home</li></ul>
Class preparedness	<ul style="list-style-type: none"><li>Talk to ESS for universal strategies</li><li>Discussion with home for support</li></ul>



## Non Compliance of Rules

### WE RESPECT THE ADULTS IN THE BUILDING

#### Blatant Defiance

<i>Behavior</i>	<i>Response</i>
Wearing of Hats and Hoods	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> offence: Reminder</li> <li>• 2<sup>nd</sup> reminder: Keep hat until end of the day</li> <li>• Repeated behaviour: Discuss clothing choice with families to find alternate school clothing</li> </ul>
Visible Phones	<ul style="list-style-type: none"> <li>• Bring phones to the office</li> <li>• Repeat Offenders: Parents can pick up phone with conversation with administration</li> </ul>
Refusing to listen to a staff member's directive	<ul style="list-style-type: none"> <li>• Office Referral and time spent with Behavior mentor</li> </ul>
Refusing to attend study hall	<ul style="list-style-type: none"> <li>• Student will be reminded to attend</li> <li>• Repeated behaviour: Student will serve a 1 day In-school suspension</li> </ul>

#### Disrespectful/Impolite

<i>Behavior</i>	<i>Response</i>
Talking back to teachers/Interrupting/Rude body language  Swearing and name calling	<ul style="list-style-type: none"> <li>• Marshview staff will implement a 4 step warning process for impeding the learning environment</li> <li>• 1-Teacher redirection 2-Teacher redirection 3-chat in hallway/break 4-sent to office</li> <li>• Office will arrange SEL lesson with Behaviour Mentor and contact home Student stays in office until end of that class</li> </ul>
Arguing and Yelling at Staff	<ul style="list-style-type: none"> <li>• Office Referral</li> </ul>
Refusing to comply	<ul style="list-style-type: none"> <li>• Office – conversation</li> <li>• Behavior mentor</li> </ul>
Racist, sexist, homophobic comments	<ul style="list-style-type: none"> <li>• Behavior mentor/Counselor to restore and educate/Suspension</li> </ul>
Graffiti/Vandalism	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>

## WE USE TECHNOLOGY TO LEARN

### Inappropriate Use of Technology (Policy 311)

<i>Behavior</i>	<i>Response</i>
Minor: Turning classmates' computers Changing background screens Off topic searches Taking photos of self or others	<ul style="list-style-type: none"> <li>Marshview staff will implement a 4 step warning process for impeding the learning environment</li> <li>1-Teacher redirection 2-Teacher redirection 3-chat in hallway/break 4-sent to office</li> <li>Office will arrange SEL lesson with Behaviour Mentor and contact home Student stays in office until end of that class</li> </ul>
Major: Looking at inappropriate material Cyber bullying Impersonating others Sending spam	<ul style="list-style-type: none"> <li>Suspension of privileges</li> </ul>

### Violent Behaviour

## WE SHOW SAFE AND KIND BEHAVIOUR

### Violence

<i>Behavior</i>	<i>Response</i>
Pushing	<ul style="list-style-type: none"> <li>Hands-off warning</li> <li>Repeated- Office referral</li> </ul>
Punching	<ul style="list-style-type: none"> <li>Office referral</li> <li>Student sent home</li> <li>SEL transition back to school</li> </ul>
Fight	<ul style="list-style-type: none"> <li>Suspension 3 to 5 days</li> <li>SEL transition back to school</li> </ul>

## Appendix A

September 2025



Dear Parents,

### RE: Smart Phones and Gaming Devices at Marshview Middle

This letter is to give you notice that Smart Phones will not be permitted at Marshview Middle School for the 2025-2026 school year. This includes the use of personal gaming systems. We will reflect on this initiative at the end of each year. Currently, Marshview does not use personal devices for learning, and this initiative would align us with other schools in the Tantramar Family: Salem, Port Elgin and Dorchester.

As we seek ways to improve the mental health of our students, we look to the current research. It is becoming increasingly alarming when looking at the rise of anxiety and depression amongst youth since the popularity of cell phones.

Our mission at Marshview is to engage students in a positive learning environment. We are making strides when it comes to developing our community of learners. Our Engage! program has seen students in grade 5-8 working together towards common goals. A daily advisory period focusses on personal wellness and Social Emotional Outcomes, Increasing our guidance allotment has allowed us to introduce new learning groups, and developing our teaching practices to reflect 21<sup>st</sup> century learning has all been part of our school improvement goals.

The middle school years are amazing but challenging times for our youth. We want kids to have fun being kids a little longer. The staff at Marshview are excited about another year without phones and personal devices. Data from studies suggests "a really significant impact on the quality of learning going on in the classroom not only for the students but for the teachers"<sup>1</sup> when smart phones are not permitted. "These devices are quickly changing childhood for children. Playing outdoors, spending time with friends, reading books, and hanging out with family is happening a lot less to make room for hours of snap chatting, instagramming, and catching up on You Tube"<sup>2</sup>.

Tantramar Regional High school has open wireless and students will begin to use personal laptop computers for learning upon reaching high school. Phones are permitted at Tantramar but not in class. At Marshview, we do not have open wireless infrastructure and are updating our technology each year with school devices connected to our current system.

We have noticed an increase of social pressures and emotional damage from activities online. As a reminder, please talk to your child about their online presence. Ask your child to see their phones and social media accounts and monitor their posts. Great information can be found at [www.kidsintheknow.ca](http://www.kidsintheknow.ca) or [www.cybertip.ca](http://www.cybertip.ca). This is also a reminder that most social media sites require users to be at least 13 years old.

**This initiative will require support from the parents of our students. We appreciate you not sending the phones to school and educating your child about regulation and addiction.** Should you need to contact your child while they are at school, please phone the office and we are more than happy to give them a message. Students also have use of the school phone to reach parents. If you feel like your child requires a phone for after school activities, the office is more than happy to hold them for the day for safe keeping. We look forward to your help with this initiative in the upcoming year.

Sincerely,  
Heather Dixon  
Principal

<sup>1</sup> Rubbo, L. "When schoolkids lock their mobile phones away in pouches for the day, amazing things happen". ABC News Australia. June 2019. Accessed June 26 2019.

<sup>2</sup> Waituntill8th.org. Austin, Texas, 2017. Accessed June 26 2019.