**Student Handbook**

**2021 - 2022**



**Carleton North High School**

**‘Home of the STARS’**

**30 School Street**

**Florenceville-Bristol, NB**

**E7L 2G2**

**http://web1.nbed.nb.ca/sites/ASD-W/cnhs**

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**Note:** There is a **Course Selection Handbook** issued by Guidance at Course Registration time.

**Note:** There is an **Athletic Code of Conduct Handbook** issued by the Athletic Department.

**Carleton North High School**

 **School Calendar 2021-2022**

**Semester 1 (Terms 1 & 2)**

**Month** **Dates** **Events**

**August**  24 Admin Only: New Administrator Meetings

25 Admin Only: Opening Administrator Meetings

26 Admin Only: Opening Administrator Meetings

30 Staff Only: Full Administration Day (School Based)

31 Staff Only: NBTA Council Day

**September** 1 Staff Only: NBTA Council Days (School Based)

2 Staff Only: EECD Professional Learning Day

3 Staff Only: Full Administration Day

6 Labour Day Holiday

 7 **Orientation and first day of classes for grade 9 students**

 8 **First day of regular classes for grades 10 – 12 students**

10 **Regular classes for all CNHS students**

 13, 14 ‘Potential Grad’ Photos

 15 School Photos

**October** 11 Thanksgiving Day Holiday

 28 Parent-Teacher Interviews 5:30-7:30 p.m.

**November** 2 All PHEP work to be submitted to teachers

5 Term One Ends

8 Term Two Begins / Marks Due at 3:30 p.m.

11 Remembrance Day Holiday

12 Report Cards Issued

 19 No School for Students - Parent Teacher 8:30 – 11:30 / Professional Learning in p.m.

 29 Grade 9 Immunizations

**December** 3 No School for Students - Professional Learning Day for teachers

23 Last Day Prior to Christmas Break

**January** 7 No School for Students - Full Day School Improvement Planning

10 Students Return from Christmas Break

24 - 28 Assessment / Demonstration of Learning Week (Exam Week)

 31 No School for Students - Turn Around Day for teachers

 31 Marks due at 3:30 pm

**February** 1 No School for Students - Turn Around Day & Last Day of Semester One



**Carleton North High School**

**School Calendar 2021 - 2022**

**Semester 2 (Terms 3 & 4)**

**Month**  **Date** **Events**

**February** 1 No School for Students – Turn Around Day

2First Day of Semester Two / Term 3 Begins

 4 Report Cards Issued

 21 No School for Students - Family Day Holiday in N.B.

**March**  7 - 11 March Break

 24 Parent-Teacher Interviews 5: 30 – 7:30 p.m.

 25 Professional Learning Day

**April** 8 Term Three Ends / marks due at 3:30 p.m.

11 Term Four Begins

13 Report Cards Issued

14 No School for Students - Parent Teacher in a.m. / Professional Learning in p.m.

15 No School for Students - Good Friday Holiday

18 No School for Students - Easter Monday Holiday

**May** 6 No School for Students - NBTA Provincial Council Day

 16 No School for Students - NBTA Branch Meeting Day

 23 No School for Students - Victoria Day Holiday

**June** 2 Athletic Awards Celebration

10 Last Day of Classes

12 **Baccalaureate** Service

13 - 17 Assessment / Demonstration of Learning Week (Exam Week)

20 Term 4 marks due – Gr. 12 at 12:00 p.m. and Gr. 9 – 11 due at 3:30 p.m.

21 **Prom & Safe Grad**

 23 **Graduation Ceremony**

 24 Final Report Cards Available

 28 Last Day for Teachers

***Welcome Message***

It is our pleasure to welcome you to Carleton North High School. We hope that you set educational goals and become involved in our school community during your time at CNHS, whether it is through music, drama, sports, or any of the many clubs and school-related activities available. We look forward to sharing years of learning in and out of the classroom with you. Welcome to CNHS - Home of the STARS!

 ~ Jana Brennan and Jason Smith

***CNHS VISION***

Our Vision is to be STARS:

* **S**elfless
* **T**rustworthy
* **A**mbitious
* **R**esourceful
* **S**tudents and Staff

***CNHS MISSION***

Our Mission is to foster our STARS through:

* a positive learning environment
* balanced academic programs
* diverse co-curricular and extra-curricular activities
* involvement and volunteerism in our communities.

***PROVINCIAL STUDENT CODE OF CONDUCT***

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

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

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

**CNHS *BELL SCHEDULE***

7:30 Main Entrance doors open

8:20 Welcome / Proceed to Class bell

8:25 - 9:30 **Period One** (65 minutes)

9:30 - 9:40 Transition Time (10 minutes)

9:40 - 10:45 **Period Two** (65 minutes)

10:45 - 10:50 Transition Time (5 minutes)

10:50 – 11:55 **Period Three** (65 minutes)

11:55 - 12:40 Lunch (50 minutes)

12:40 Welcome Back / Proceed to Class bell

12:45 – 1:50 **Period Four** (65 minutes)

1:50 – 1:55 Transition Time (5 minutes)

1:55 - 3:00 **Period Five** (65 minutes)

3:00 Bus Dismissals & Departure (12 minutes)

***SCHEDULE OF DAYS***

This year, students will NOT rotate through a day 1 / day 2 cycle of period 4 and 5 flipping. CNHS will follow the same schedule (period 1, 2, 3, 4, 5) every day.

***COMMUNICATION***

CNHS will communicate information to our students and families through voicemails, emails, newsletters, memos sent home, the CNHS Website, TV monitors at school, school announcements, posters at school and social media. **Please bookmark our website and follow us on Twitter and Instagram. Please ensure you’re your contact information is up-to-date and correct. Please call 392-5120 if there are changes.**

***FEES***

***Student Fees –*** Students at CNHS pay a student fee of **$45.00**. This fee covers student folders and handbooks, technology upgrades, resources for student use, resources that support student learning, breakfast and lunch programs, expenses associated with the Grade Nine Welcome Day. Student Fees cover the cost of positive signage throughout the building, items and awards for student recognition, and items and initiatives that enhance students’ sense of belonging at school and in our community. This fee also provides funds for all student events such as guest speakers and travel to co-curricular events. Any remaining fees at the end of the school year may be used for other educational purposes within the school. **All fees are to be paid through School Cash online or at the Office so that receipts can be issued. Keep all receipts.**

***Activity Fees –*** Various clubs and teams are required to charge a participation fee in order to operate. These fees vary depending on the activity (See Extracurricular section for more information).

***Graduation Fees –*** Potential graduates in their final year at CNHS will pay a **graduation fee in semester two** (See Graduation section for more information).



September 2021

Dear Parents/Guardians:

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 intensive threat assessment training of School Administrators, Education Support Services, Teachers and District Staff. Further to this, partners from policing, Social Development and Mental Health are also trained in this multi-disciplinary approach.

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

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "hold and secure" allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A "lock down” requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians 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 parents, 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 children and staff.

Sincerely,



David McTimoney

Superintendent



***HEALTH AND SAFETY –***

Due to COVID-19, CNHS is required to have an **operational plan** that has been shared with all parents and students. It can be found on our website. This is a living document and will change over time.

**1. Health Services**

* If a student becomes ill at school and is unable to attend classes, he/she must first get permission from the classroom teacher to go to the office. Family will be contacted in order for the student to be signed out and picked up. If possible, while waiting, the student may be sent to one of the health rooms in the school.
* Confidential sexual health services (counselling, testing, screening and treatments) are available at CNHS. These services are provided by a Public Health nurse practitioner who visits CNHS bi-weekly and can be contacted directly at 375-2700. Referrals can be made through the guidance counsellor.
* No medication will be issued by school personnel unless approved by parents. In this case it is necessary to follow the protocols and procedures outlined in Policy 704: Health Support Services.

**2. Fire Drills**

CNHS practises several fire drills each year so that we are prepared in case of an emergency. If the fire alarm is sounded, students will file out of the building immediately as directed by teachers. Pulling of an alarm or making a false 911 call for mischievous reasons will be treated as a major infraction and will be reported to the RCMP. **Fire Drill** **General Rules:**

* Students are to move out of classrooms in single file without talking.
* Students are to move well away from the building to their designated area, where teachers will take attendance.
* All people should leave the building even if they feel the alarm has been sounded accidentally.

**3. Lockdown and Evacuation Procedures**

Lockdown and evacuation procedures are reviewed annually with staff and students. The plan is put into action when there is a possible threat to the student population. Total student co-operation is expected. In the event of a lockdown or evacuation, parents will receive information via school connects messages. Please do not come to the school during a lockdown, as students will not be released in a threatening environment.

###### **4. Smoke, Smokeless and Nicotine-Free Environment**

No smoking or vaping is permitted on school property. Students are not permitted to gather on School Street or any other street as a group for any purpose, including smoking. Such loitering or interfering with traffic may result in disciplinary action.

**Guidelines include:**

* Students can smoke off school property between **11:57 – 12:45 pm ONLY. Students arriving in the morning must enter the building and are not allowed to leave the property to smoke.** Students leaving at the end of the day are **not** permitted to leave school property to smoke and then return to school property for transportation.
* Cigarettes, chewing tobacco and other devices such as vapes shall not be visible inside the building and must always be stored in student bookbags.
* **The selling or purchasing of tobacco products is prohibited and will be treated with serious consequences**. The purchase or sale of nicotine products is illegal for students under the age of 19 in New Brunswick.

**5. Healthy Initiatives**

CNHS actively participates in a ‘Healthy Learner / Healthy Lifestyle’ initiative. **Students are not permitted to have any beverage other than water *during instructional time* in classrooms**. **In September of 2020, Phase II of this initiative was implemented which prohibits students from** **consuming Energy Drinks within our building**.

**6. Scents**

CNHS is a scent–reduced building. Please be respectful of those who are allergic or sensitive to certain scents. Spraying of aerosol and body sprays are not permitted in locker or hall areas. Repeat offenders may be asked to wash or return home to remove strong-smelling scents. This policy is enforced to protect those with severe allergies.

***ATTENDANCE -***

The staff at CNHS, along with the PSSC, believes that good attendance is fundamental to academic success. Students who are frequently absent or tardy are at a disadvantage because learning experiences that take place at school are a meaningful and essential part of education.

**1. Legal obligation to attend**

The Education Act refers to regular attendance as both a duty of students and an expectation on the part of parents/guardians to cause regular attendance to take place, except when **just cause** exists (i.e.: documented illness, emergency, religious holidays, circumstances of a compassionate nature). Refer to section 16(1) of the Education Act for more information.

**2. Student responsibilities when absent**

* Students must provide a valid excuse to the office within two (2) days directly following an absence. Parents can call the main office at 392-5120 to provide the excuse. Each excuse must include the current date, the date (s) of the absence (s), a valid reason for the absence, and a signature if the excuse is in written format.
* Students must ensure they catch up on missed work to the best of their ability and must write missed tests.
* Chronic tardiness will result in disciplinary action. Parents are asked to contact the school or leave a message when their child is absent.

***Excessive unexcused absences may be subject to consequences such as detention or in-school suspension in order to complete missed work. Meetings between parents / guardians and Administration may be deemed necessary.***

***3.* Communication regarding attendance**

CNHS has implemented the following to communicate attendance to students and their families:

* After missing a class, an automated voicemail goes home explaining which class was missed.
* After missing **5+** days of a class, the subject teacher will voice concerns to the student and will notify the period 1 teacher who will notify family of the absences.
* After missing **10+** days of a class, the subject teacher will voice concerns to the student and will notify the period 1 teacher, who will notify family of the absences. The period 1 teacher will contact Administration and the Education Support Team to notify them of the concerns. A Student Services member will meet with the student. Appropriate interventions including help from guidance staff, help from community / government agencies, school behavioural contracts, and parent-teacher conferences will be implemented.
* After missing **15+** days of a class, the Student Services team will consult with the District Engagement lead for support. The team will send a letter home notifying the family that a parent meeting will be **required** to discuss the attendance concerns and possible implications.
* Further unjustified absenteeism will be reviewed by the Student Services team. Possible actions based on academic standing will be determined.

**4. Students Leaving During the Day**

For safety reasons, we need to know who is or is not in the building. Therefore, students must **check out at the office** if they need to leave school during the day for any reason. Parents must notify the office by phone in order to release students. Students also need to **check in at the office** if they return to school later that day.

* **Skipping classes** **will carry a minimum consequence of one noon detention for each skipped class. Other consequences may be assessed if warranted.**
* During an exam schedule, students must remain on campus if using bus transportation home. If students leave campus after an exam, it is with the expectation that alternate arrangements have been made to get home.

**5. Tardiness**

Chronic tardiness will result in consequences. Students arriving after the 8:20 a.m. welcome Bell must sign in at the main office and proceed directly to class arranging to **make up missed time** with their teacher. Students who do not follow these procedures will be considered absent without excuse. It is the student's responsibility to have all required materials and report to period one class no later than 8:25 a.m. each day.

***CNHS and CNHS PROPERTY***

**1.** Lockers

Lockers are the property of CNHS and therefore, school personnel reserve the right to periodically inspect lockers for damage or contents, etc. Students to whom the lockers are assigned will be responsible for any damages incurred or loss of locks. **Only standard school-issued locks are to be used on lockers. Lockers are not to be shared.**

2. Textbooks

It is the expectation that the school will make every attempt to recover textbooks assigned to students by taking the following steps:

* The classroom teacher should communicate verbally and in writing to the student the textbook(s) that are to be returned within a specified period of time.
* If the textbook(s) are not returned, the school should communicate with the family verbally and in writing.
* If the above actions produce no results, the school should notify the Budget & Accounting Department at the Office of the Superintendent who will send an invoice to the parents to recover the cost of the textbook.

**3. Delinquent List**

Students are held accountable for items loaned to or used by them during the school year. Students who default on payment of fees or who do not return items will be placed on the delinquent list. Examples include student fees, fines on overdue library books, damaged locker fee, payment for uniforms or other school-provided items, unreturned lock, etc... This delinquent list is maintained to the end of a student’s graduation year and must be paid in full before Graduation. Students will not be allowed to attend or participate in extra-curricular activities, including dances if they are on the Delinquent List.

**4. Library Services and Expectations**

The Library will be open on Monday from 8:00 - 8:20 a.m. and 11:55-12:45 p.m. and Tuesday through Friday from 8:00 a.m. to 3:15 pm. In the Library,

* students are to read or work quietly;
* no food or drink is allowed;
* materials other than course reserves may be borrowed for a period of two weeks. Students must sign for any materials that are removed from the library; fines will be levied for overdue books, and
* use of the computers is prioritized for students doing school-related work. General interest tasks may be done, but all use must follow Policy 311 “Acceptable Use Policy”.

###### **5. Computers, Network, and Internet Use**

CNHS provides networked computers for use by all students who must follow policy 311, the *Acceptable Use Policy.* Policy 311 is posted throughout the school and can also be found on the school’s website. Inappropriate use of computer technology will result in suspension of privileges. The length of the suspension relates to the nature of the offence. As of September 2020, CNHS is a ‘Bring Your Own Device’ school which offers wifi to students and teachers. Students will still need to follow classroom expectations regarding when the use of electronic devices is appropriate. CNHS is not responsible for technical support for devices owned by students.

**6. CNHS Campus**

**CNHS is a closed campus for students in grade 9**. Grade 9 students cannot leave school property at any point during the day unless a parent or guardian signs the student out / in at the office.

CNHS is an open campus for students in grades 10 - 12 at noon. However, students who leave campus and cause problems may lose their off-campus privileges. When students leave or return to CNHS property, they are **expected to travel via School Street** and are expected to be good representatives of CNHS – not littering or causing mischief.

**7. Student Vehicles**

Bringing a vehicle to CNHS is a privilege extended to students. Vehicles are to be used for transportation only and students are required to drive with due care within the 20 km/h speed limit. Students are not to drive vehicles around the school or congregate in vehicles at any time. Vehicles not licensed for road use are not to be on school property at any time.

***EXPECTED MANNER OF DRESS***

Appropriate and respectable dress is expected at CNHS. Any clothing, facemasks, jewelry or tattoos that by word, illustration, or innuendo promote drugs, alcohol, tobacco or vape products, sexual or violent themes or are insensitive to diversity, race or culture are prohibited. **Hats, hoods and other head coverings are not to be worn** in the building for safety reasons (special exceptions may apply). Footwear is to be worn at all times. Any student in violation of this code will be notified and requested to change. Parent conference will be held when deemed necessary. Repeat offences may result in consequences.

Students are expected to change into athletic clothing and footwear for Physical Education classes.

***CELL PHONES and TECHNOLOGY***

Cell phones and other technological devices are to be turned off during tests and other evaluations. Cell phones and/or cameras are never to be used in changing rooms or washrooms. **At no time, can a person take, send or post electronically a picture or video of students or staff members without their knowledge and permission OR use the picture/video for an unethical or illegal purpose.**

Students are to follow expectations about where and when cell phones and other types of technology are permitted. Students who cannot follow these expectations will meet with Administration and disciplinary action may need to be taken.

***STUDENT PUBLICATIONS***

No item concerning the school is to be published by any student of the school without the item being first reviewed by administration or others appointed by the administration. **Posting of digital images on any venue is restricted to Policy 311.** Only posters or announcements pertaining to school-related activities or events will be permitted. None of the above are to be placed in view in the school building without the approval of the teacher advisor and administration.

###### ***STUDENT COUNCIL***

All student activities are conducted under the umbrella of the Student Council. The principal reserves the right to veto any decision of the Student Council regarding student activities, school programs, or standing regulations of the school. The administration of the school will however, be receptive to any responsible representation from the Student Council, and will engage in discussions regarding any desired changes or plans with respect to school operation.

***TRANSCRIPTS***

Transcripts will be issued upon request to post-secondary institutions, financial assistance committees, etc. at no charge to current students. Requests should be made at the Office at least **one week** in advance of the date when the transcript is to be issued.

***GRADUATION REQUIREMENTS and GRADUATION CLASS ACTIVITIES***

1. **Graduation Requirements –**
2. In the **New Brunswick Credit System**, students must:
* meet all grade 9 and 10 requirements
* successfully complete the ELPA (if not exempt)
* successfully complete **17** of 21 grade 11 and 12 credits which must include–
	+ - * + English 11 (2 credits)
				+ English 12
				+ Math 11
				+ Modern History 11
				+ Science Credit (Physics, Biology, Chemistry, Auto Electrical, Intro to Environmental Science, Intro to Electronics, Human Physiology)
				+ Fine Arts /Life Role Credit (Nutrition, Outdoor Pursuits, Visual Arts, Graphic Arts, Entrepreneurship, PE Leadership, Wellness, Music, Theatre Arts, Family Dynamics, Co-Op, Career Exposure)
				+ 5 Grade 12 credits of your choice
				+ 5 other credits of your choice at the grade 11 or 12 level

\*\*Starting in September of 2020, grade 10 students will be required to complete 18 credits for graduation in June of 2023, two of which must be math credits. NRF 10 Math will be considered a credit and will be prerequisite for Foundations of Math 11. Graduates in June of 2022, will still only require 17 credits.

1. In the **Essential Skills** pathway, students will:
* embark on an individualized learning path based on federally and provincially regulated Essential Skills.
* Participate in a personalized, experiential, problem and project based learning environment that positions the student at the center, and the teacher as trusted guide on the side. Students will complete a foundational learning block to ground them in essential skill learning. Then, students move into a personalized college entry pathway, based on their skills, talents, abilities and ambitions or to the workplace readiness program. \*\*Note: This program is not credit based.

**2. Graduation Class Activities -**

The elected Grad Class Executive, with direction from the administration and staff advisors, will plan the Graduation and Graduating Class activities.

* All graduating class activity expenses are paid by **“Graduation Dues”. This fee is typically around $90 and the exact amount will be shared with potential graduates at the beginning of semester two.** Only those who have paid their dues may participate in the activities. Grad Dues cover the cost of baccalaureate, prom preparation, entertainment, gowns, caps and tassels, programs, diplomas and diploma covers, gifts of appreciation, food, flowers, and all decorations. **This fee should be paid at the Office and a receipt will be issued. Keep your receipts.**
* **Baccalaureate Service** – Potential graduates are encouraged to participate. This will be held at a local church and is not mandatory.
* **Grand March and Prom** – Potential graduates and their escorts may participate in the Grand March and Prom.
* **Safe-Grad** – Extra payment is required in advance for those potential graduates who wish to attend Safe-Grad. Only potential graduates may attend this special event. The Safe-Grad committee works throughout the year to raise funds.
* **Graduation** – Official graduates who have fulfilled all financial obligations (**including delinquent list items**) and who have met conduct expectations through to the time of graduation may participate in this ceremony.

***Post Graduate Studies Policy***

**Carleton North High School**

**Conditions:**

1. Applicants must complete the form attached to this policy.
2. Applicant’s past behaviour and academic performance will be reviewed.
3. A letter of recommendation from a recent employer and an interview with school Administration will be required.

**Students attending face-to-face (F2F) classes at CNHS:**

1. There is a fee of **$200.00** for tuition for 1 course and **$100.00** for each additional course. If a course is dropped before September 30th (semester one) or February 15th (semester two) a full refund will be granted. However, withdrawals after these dates will not receive a refund.
2. Only applicants who graduated the previous year will be considered eligible for F2F courses.
3. Attendance and tardy is based on: 7 absences/semester (1.5/month), and three accumulated tardy equates to 1 unexcused absence. Teachers and administration will consult on absenteeism and tardy and administration will make decision regarding expulsion. There will be zero tolerance on fighting and harassment or serious infringements on policy 703.
4. Three teachers from the graduating school should complete the reference form to be admitted into the program.

**Students accessing online learning at CNHS:**

1. Applicants who graduated the previous year or one year ago will be considered eligible for these services from CNHS. Applicants beyond this timeframe are not eligible to apply.
2. Online students pay the same tuition rate as F2F students. However, upon successful completion of the online course, they will be refunded 50% of tuition.
3. Students who access online learning are serviced through Guidance initially. Then, an administrator will track progress and be the local facilitator. In the event students are not performing or meeting expectations, local plans will be engaged to ensure the student is on track. If after three months (after first report), the student has not improved performance, they will be withdrawn from the class and removed from e-learning services.
4. Three teachers should complete the reference form to be admitted into the program (from graduating school).

**Additional considerations:**

1. F2F students are permitted on the CNHS campus 15 minutes before and after their designated class.
2. Online students can complete tests or exams at CNHS by making an appointment with the office.

***ASSESSMENT AND EVALUATION -***

**1. Promotion Policy**

The passing mark for all courses at CNHS is 60%. **Seventeen** credits are required to graduate (18 for those graduating in 2023 or later). Students must have **at least 7** credits at the end of grade 11 (8 for those graduating in 2023 or later) to become a ‘Potential Graduate’ and move to a grade 12 homeroom the following year.

Throughout grades 9-12, students will be assessed and evaluated using a wide variety of methods and experiences. **CNHS no longer has Term Weighting grade calculations for final marks**. Instead, Category Weighting will be used to calculate final marks. See subject-specific course outlines provided by individual teachers regarding calculation of marks.

**2.** **Missed Tests**

A test or other large assessment should be announced to the class a **minimum of three days** prior to the assessment date. Students who miss assigned tests must be prepared to write the first day back after the writing date. The date of rewriting the test is, however, left to the discretion of the subject teacher. If a teacher determines the reason for absence to be invalid, a mark of zero **may** be assigned. If a student is absent on a day that an unannounced assessment is administered, the student may be required to complete the assessment at a later date.

**3.** **Assignments, Tasks, Projects, Essays, Exams Not Done or Handed In**

Most assignments have an assigned due date. These assignments (such as a written report, task to complete, project, essay, etc.) are not optional, so must be included as part of the course. For minor assignments, after reminders and warnings, the teacher may have to assign an incomplete or a mark of zero until the assignment has been completed. For major components such as a major essay, project, or final exam, an incomplete or a failing mark on the course may be assigned, since the *missing major component is compulsory to complete the course*.

**4.** **Cheating and/or Plagiarism**

Any student seeking to gain advantage in an unfair way, or who assists another, will receive consequences for cheating and/or plagiarism (i.e. crib notes, use of an electronic device, cell phone texting, looking at or sharing another’s work during testing, handing in work that is not the student’s original, providing another student with work to be copied, plagiarized, etc…). A first offence will result in the student being assigned a mark of zero on the assignment/test/project. They will be required to properly complete the assignment or assessment for partial value as determined by the teacher in consultation with Administration. Further incidents may result in loss of credit in that course as determined by the teacher in consultation with Administration. All infractions will carry over both semesters (e.g. a first offence may occur in semester 1, and a second offence in semester 2.) Extreme examples of cheating will be handled in a more serious manner than outlined above.

**5. Examinations**

Many courses at CNHS have final exams. Exam dates for each school year are established well in advance. To avoid conflicts, **please check exam and final assessment dates on the school calendar** or the CNHS website. A request must be made to the Principal if you are unable to write an exam or other final assessment during the scheduled time. Students who take vacations or who are not present during the final assessment **may** receive a grade of zero on missed assessments.

*STUDENT BEHAVIOUR -*

1. Discipline Policy

CNHS students are expected to maintain a high standard of conduct. At all times, **the constant goal is to encourage positive, acceptable behaviours**. Staff will take direct steps to address behaviour when problems arise.

Policy 703 (Positive Learning and Working Environment) provides a framework for the EECD, school districts and schools to create positive learning and working environments in the public education system by:

* Establishing a process for fostering positive learning and working environments.
* Setting standards for behaviour and discipline and identifying the responsibilities of all partners in the school system.
* Providing an overview of expected student behaviour in the Provincial Student Code of Conduct.

**2. District Suspension Policy for Major Infractions**

The following refers to student behaviours at school, including to and from school and during breaks on and off school property, while students are representing the school, and at any function sponsored by the school. The Education Act states that a school administrator may suspend for a fixed period of time not exceeding five consecutive days. It is understood that the administrator will consult with the District for suspensions exceeding five days. These guidelines are also applicable for bus suspensions.

Any student who violates the Provincial Student Code of Conduct behaviours categorized as inappropriate behaviours and misconduct are subject to disciplinary action including in-school and out-of-school suspension. This can also result in suspensions that are long-term (balance of the semester or school year).

**The following are examples of behaviours exhibited by any person that are viewed as** **extreme and unacceptable** in the New Brunswick public school system.

* bullying, hazing or any form of intimidation including cyber bullying;
* possession, use or provision of weapons - a weapon can be any object used, or intended to be used, to cause injury or death, or to threaten or intimidate a person. Discipline decisions will take into account the inherent or perceived danger of the object involved;
* possession, use or selling of illegal or dangerous substances or objects - examples include the use of illegal drugs, tobacco and alcohol, possession of drug paraphernalia and possession of explosives;
* possession of or sharing pornographic materials, including electronic images
* physical violence - the use of force or inciting others to use force to cause physical injury;
* sexual assault, harassment, abuse and misconduct;
* dissemination of any hate propaganda, including hate literature;
* harassment - causing a person to fear for their safety or the safety of a person known to them by repeatedly following them from place to place or repeatedly communicating directly or indirectly (e.g. by leaving notes, making or sending persistent or harassing telephone calls or e-mails, etc.);
* uttering threats - communicating the intent to hurt or damage a person, an animal, place or thing;
* vandalism causing extensive damage to school property and on school property;
* theft;
* disruption to school operations - any behaviour which threatens the health or safety of any person, including school personnel (e.g. arson, bomb threats and tampering with safety equipment such as fire alarms); and
* any behaviour that, in the opinion of school or district would be considered serious misconduct.

All consequences for serious misconduct will follow Policy 703 and district long-term suspension protocol. Where it is warranted, the police will be notified.

**The following behaviours, exhibited by any person,** **will not be tolerated** in the New Brunswick public school system:

* cheating, plagiarism, forging notes, signatures or excuses;
* accusations involving falsehood or malicious intent
* discrimination on the basis of real or perceived race, colour, religion, national or ethnic origin, ancestry, place of

 origin, language group, disability, sex, sexual orientation, gender identity, age, social condition or political belief

 or activity

* using disrespectful or inappropriate language or gestures
* disorderly conduct
* unjustified absenteeism and chronic tardiness
* persistent or repetitive disruptive behaviour or chronic minor offences
* shoving, pushing or minor physical altercations
* loitering
* disrespect, insubordination or defiance of authority
* failure to comply with school rules or directions;
* intentional property damage; and
* any other behaviour that, in the opinion of school or school district officials would reasonably be considered a

 behaviour not tolerated.

For more information about policies referred to in this document, please visit: <http://www.gnb.ca/0000/policies.asp>.

**3. Physical Violence and/or Fighting**

The following will be considered in determining the severity of physical violence or fighting: nature of the assault, use of weapons, intent to injure, nature and severity of any injury, number of people involved, and impact on the school. Police may be involved.

**4. Threatening Behaviours**

Anglophone West School District has developed a protocol that requires school trained staff to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The Fair Notice Letter from the Superintendent found on page 7 of this handbook explains the process with the goal being to provide a safe, healthy and caring learning environment for all.

**5. Substance Use and Abuse (Alcohol, drugs, etc.) - Possession, Under the Influence, Trafficking**

Students who refuse to go to a designated area and who, after administration deem to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of this policy. In the case of trafficking, recommendation will be made to the Director of Schools that the student receive a long-term suspension. Police will be notified.

**6. Smoking, E-Cigarettes, Vaping**

At the start of each school year, students are informed of the smoking policy and there is constant awareness. When students violate the policy, the policy will be reviewed with the student and consequences will be issued.

**7. Harassment and / or Discrimination**

Harassment is considered to be any words, acts, or gestures used continually with the intent of hurting a person's feelings, body or possessions. **Discrimination is the act of treating a person differently because of that person's race, class, sexual orientation or gender or any other group to which that person belongs, rather than assessing individual needs and merits.**

Students and staff have an absolute right to feel emotionally and physically safe at school, which includes all school-sponsored events whether they take place in the school or outside of the school grounds. No one will bully, taunt, intimidate or subject others to harassment or discrimination in any form. Staff are expected to intervene if incidents are witnessed or reported. The names of all parties involved will be brought to the attention of the Guidance Counsellor and Administration.

The incident will be investigated by Administration and both parties will receive counselling. Administration will inform parents/guardians of both parties of the concerns. Administration will follow suggested guidelines and practices related to positive discipline practices and will inform students and guardians of the processes and appropriate consequences where warranted. This may include referrals to district supports and support staff, as well as various agencies and professionals.

**8. Vandalism**

The destruction of school property (or property of a school-related event at another site) will be paid for by the offender and will normally be treated as a more serious infraction.

***EXTRA CURRICULAR ACTIVITIES -***

Student participation in extra-curricular activities is one of the factors that contributes to the physical, social, emotional and intellectual well-being of students. Furthermore, such activities form the basis of an overall improved school climate in the form of “school spirit”. We hope that all students can find a club or activity that interests them!

**1. CNHS Activities**

Art Club Badminton Baseball

Basketball Book Club Cheerleading

Choir Concert & Stage Band CyberTitan

Day of Silence Drama Encounters with Canada

Games Room Grad Club GSA

Hockey Interact ISCF

Master Chef Math Club Noon Intramurals

Oratory Rotary Leadership Rugby

Safe-Grad Skills Canada Soccer

Student Council Swim Team TADD

Track & Field Video Club Volleyball

Yearbook Youth Summit

All activities will be offered subject to student interest, availability of coaches, advisors, and funding.

**Following NBIAA regulations, students must be enrolled in a full-time program at CNHS to be eligible to participate in athletics. Please see the detailed Athletic Code of Conduct available from the Athletic Director for specific information about participating in athletics at CNHS.**

**2. Coaches and Advisors**

Coaches and advisors will be appointed annually by staff leaders, SPRs and administration once names of interested parties have been submitted to the school. Screening processes may be used to ensure that volunteers have the necessary training, skills, and knowledge to safely and appropriately develop CNHS students physically, mentally and emotionally. All coaches and advisors must be trained in Policy 701 and will be held to the same ethical standards as a member of the teaching staff and must act accordingly.

**3. Academic Performance**

While participating in extra-curricular sports and activities, the first priority for students should still be academic achievement. Therefore:

* Students failing one course during a semester will be placed **under review** by the Administration and will be given an opportunity to improve performance.
* Students failing two or more courses during a semester will be **suspended** from all extra-curricular activities until such time that significant improvement is noted.
* Review of progress is carried out at 1-2 week intervals. The goal is always to achieve academic success while remaining a part of their athletic team.

**4. Conduct**

It is expected that students participating in extra-curricular activities as participants or spectators on or off of school property conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school or community -- for they represent all of these groups*. Students whose behaviour proves inappropriate to the school will be suspended from extra-curricular activities for a period of time deemed appropriate by Administration*. Subsequent offences will result in suspension from all extra-curricular activities as participants or spectators for a period of time deemed appropriate by Administration and the Athletic Director. **Team or activity initiation procedures (hazing) are strictly prohibited.**

**5. Attendance Policy**

When a student is absent from school for at least one period of any school day, that student will not be allowed to take part in any activity sponsored by the school during or following classes on that day or weekend (if the absence occurs on a Friday). If the student's absence is excusable under the school's attendance guidelines, with the exception of absence due to illness, they may be permitted to participate. *Students with 10 or more unexcused absences may lose the privilege of participating in extra-curricular activities*.

**6. Use of Alcohol or Drugs**

* Any student possessing or using alcohol or drugs during the time period in which he/she is involved in an extra-curricular activity will be suspended from all extra-curricular activities for a period of time deemed appropriate by Administration.
* A second alcohol or drug offence during the same school year will result in loss of all extra-curricular activities for a period up to six months.
* An alcohol/drug infraction occurring at a particular event will result in suspension from attending or participating in that event for a period of 6 months.
* Notwithstanding any of the above guidelines, the principal may suspend students for cause at any time from participation in extra-curricular activities.

**7. Activity Fee Structure**

Various clubs and teams are required to charge a participation fee in order to operate. Please check with the coach or activity supervisor regarding possible fees. Activity fees help cover the following: NBIAA insurance and registration, operations for travel, tournament events, equipment, awards, training for coaches, as well as first aid training and kits. If the fee poses a problem for your family, please discuss this with administration or guidance.

**8. Fundraising**

Any fundraising activities associated with the school (i.e. any team, club, group, organization) must be approved by the administration. All activities must follow Department of Education Nutrition Policy 711.

***SCHOOL SANCTIONED EXCURSIONS - (Curricular and Extra-Curricular) -***

**1. Rules and Regulations**

* The supervisor (admin, teacher, coach, or other volunteer with policy 701and criminal record check) is in charge of the group he/she is responsible for at all times. This means that their instructions are to be obeyed at all times without question. All supervisors are to be treated in the same respectful and positive manner as CNHS staff.
* Supervisor to student ratios will be:

1:15 for day trips

1:10 for overnight trips

1:8 for high-risk or out-of-province trips

1:5 for canoe or watercraft trips

* The supervisor will establish a curfew hour for students**; this hour is not to be later than 11:00 p.m.**  For special events, however, students who are accompanied by the supervising teacher may have this curfew extended to midnight.
* Absolutely no drinking of intoxicating beverages or use of illicit drugs by students. Students are not to attend commercial drinking establishments such as clubs, bars, taverns, etc.
* When representing CNHS or attending a school sanctioned event, all school guidelines apply.

**2. Transportation**

Whenever possible, students as members of school groups operating will travel to and from destinations on school buses driven by regular drivers. Students must leave the event in the same vehicle, except in the instance where a student wishes to travel from the activity site with his or her parents or guardians.

If personal vehicles are used as a means of transportation:

* **licenced drivers 21 years of age** or older must be utilized as drivers
* a minimum of **$2,000,000.00 liability insurance** must be carried on the vehicle. This is not an expensive item and will provide greater safety and security for all concerned.
* vehicle tires must be appropriately rated and from November to April must be **snow tires**.

For more information, see Policy 513.