



Carleton North High School



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 all. Welcome to CNHS - Home of the STARS! ~ Dr. Sénéchal and Mrs. Brennan

A condensed version of the CNHS Student Handbook is distributed to all students in period one at start-up.

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, and encouraging 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.

Bell Schedule

8:00	Supervision Commences
8:21	Warning Bell
8:24 - 9:29	Period One (65 minutes)
9:29 - 9:39	Nutrition Break (10 min)
9:39 - 10:44	Period Two (65 minutes)
10:44 - 10:52	Break (8 minutes)
10:52 – 11:57	Period Three (65 minutes)
11:57 - 12:44	Lunch (47 minutes)
12:44	Warning Bell
12:47 – 1:52	Period Four (65 minutes)
1:52 – 2:00	Break (8 minutes)
2:00 - 3:05	Period Five (65 minutes)
3:05 – 3:11	Bus Dismissal & Departure (6 minutes)

Schedule of Days

CNHS has a two-day schedule rotation. Mondays and Wednesdays are Day 1 (Periods 1, 2, 3, **4, 5**). Tuesdays and Thursdays are Day 2 (Periods 1, 2, 3, **5, 4**). Fridays alternate between Day 1 and Day 2. Schedules are posted throughout the building.

Student Fees

CNHS students pay a student fee of **\$40.00** which covers locker and lock rental and maintenance, technology upgrades, student resources in the Library, positive signage and resources to support student learning. This fee also provides funds for all student events such as guest speakers, assemblies, breakfast and lunch programs, and travel to co-curricular events, for example.

Health and Safety –

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. Where possible, the parents will be contacted and arrangements will be made for the student to be signed out and picked up. If the office decides it is appropriate, the student may be sent to one of the health rooms in the school after obtaining permission from the administrative office. Students may not leave the health room at noon.
- 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 under the direction of a physician. 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. **General Rules for Fire**

Drills:

- 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 persons should leave the building even if you 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-Free Environment

CNHS is a smoke-free environment. No smoking or vaping is permitted anywhere 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 in the designated area off school property between **11:58 – 12:44 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 and other devices such as e-cigs, vapour, chewing tobacco, shall not be on display inside the building.
- The selling or purchasing of tobacco products is prohibited and will be treated with serious consequences.

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 consequence will be issued.

1st Offence: 1 noon detention and warning will be issued to the student.

2nd Offence: 3 noon detentions will be issued to the student.

3rd Offence: The student will be issued a 1 day out-of-school suspension.

4th Offence: The student will be issued a 5 day out-of-school suspension for continued refusal to follow school and district policy.

5. Scents

CNHS is a scent-reduced building. Please be respectful of those who are allergic or sensitive to certain scents. 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 in the classroom 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.

*****Unexcused absences will be subject to consequences such as detentions, in-school suspension, counseling, or letter of probation. Chronic unexcused absence may lead to an out-of-school suspension.***

3. Students Leaving During the Day

For safety reasons, we need to know who is in the building and who has left the building. Therefore, students must **check out at the office** if they need to leave school during the day for any reason. Parents must come to the office or 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. Students cannot write a morning exam, leave for the rest of the day, and come back to ride an afternoon bus. If students leave campus after an exam, it is with the expectation that alternate arrangements have been made to get home.

4. Tardiness

Chronic tardiness will result in consequences. Students arriving after the 8:21 a.m. warning bell must report to the main office and **sign in**. Then, proceed directly to the class in session and arrange 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 8:24 a.m. each day.

CNHS and CNHS Property

1. Lockers

Lockers are the property of Carleton North High School and therefore, school personnel reserve the right to periodically inspect lockers for damage, 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.**

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 within the timeline stated, the school should communicate with the parents/guardians 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.

To the extent funding is available, the district will endeavour to fund schools for lost textbooks providing the measures outlined above have been followed.

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 textbook fees, damaged locker fee, payment for unreturned textbooks or uniforms or other school-provided items, unreturned lock, etc... This delinquent list is maintained to the end of a student's graduation year.

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 8:00-8:21 a.m. and 11:58-12:44 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, according to supervising teacher's guidelines and policy 311, *Acceptable Use Policy*. Policy 311 is posted at various locations 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.

6. Open Campus

CNHS is an open campus for students at noon. However, students who leave campus and cause problems may lose their off-campus privileges. Students must travel via School Street and are not permitted to cross private property when leaving or returning to school.

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.

Dress Code

Appropriate and respectable dress is expected at CNHS. Any clothing, jewelry or tattoos that by word, illustration, symbol or innuendo promote drugs, alcohol, tobacco products, sexual themes or violent acts is prohibited. Hats, hoods and other head coverings are not to be worn from the time students enter the building (special exceptions may apply). Coats are not to be worn in the classroom. Footwear is to be worn at all times. Any student in violation of this code will be notified and requested to change before returning to class. Parent conference will be held when deemed necessary. Repeat offences may result in consequences and/or suspension.

Cell phones

Check with teachers for individual class rules. Cell phone expectations around in-class use may vary from one class to another. Students are expected to follow classroom rules with respect to cell phone use in class. Cell phones and/or cameras are never to be used in changing rooms or washrooms.

Student Publications

No item concerning the school is to be published by any student of the school without the item being first reviewed and, if necessary, edited by the 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 / or the administration.

Student Council

All student activities of the school 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. Notwithstanding the former statement, the administration of the school will be receptive to any responsible representation from the Student Council, and will grant them a fair hearing regarding any desired change in school operation.

Graduating 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 **“Grad Dues”**. Only those who have paid their dues may participate in the activities. Grad Dues cover the cost of gown rentals, hats, tassels, prom preparation, invitations, diplomas, food, flowers and other decorations.
- **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.
- **Graduation Rehearsal – Mandatory attendance** is necessary to qualify for attending graduation.
- **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.

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 least **one week** in advance of the date when the transcript is to be issued.

Assessment and Evaluation -

1. Promotion Policy

The passing mark for all courses at CNHS is 60%. **Seventeen** credits (courses at the grade 11 and 12 level) are required to graduate. Students must have **at least 7** credits at the end of grade 11 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. See subject specific course outlines provided by individual teachers regarding calculation of marks.

2. Missed Tests

A test or other scheduled assessment should be announced to the class a **minimum of three days** prior to the writing 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 test is administered, the student may be required to write/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, and teachers have pre-announced policies regarding penalties for late assignments. 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 assign a mark of zero until the assignment has been completed. For major components such as a major essay, project, or final exam, 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 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 a zero on the assignment/test/project. A second offence, regardless of course, will result in loss of credit in that course. 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 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 during the scheduled time. Students who take vacations during this time **may** receive a grade of zero on missed exams.

Student Behaviour -

1. Discipline Policy

CNHS Students are expected to maintain a high standard of conduct and self-control. At all times, the constant goal is to encourage positive, acceptable behaviours. Classroom teachers will take direct steps to address behaviour when problems arise. There are also occasions when an out-of-class incident is handled directly by the administration.

Policy 703 (Positive Learning and Working Environment) provides a framework for the EEC, 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 are in reference to student behaviours at school including to/from school and during breaks on/off school property 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 Office for long-term suspensions exceeding five days. The guidelines are also applicable for bus suspensions.

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

- Bullying, hazing or any form of intimidation
- Cyber bullying
- Possession, use or provision of weapons
- Possession, use or selling of illegal or dangerous substances or objects
- Possession of or sharing pornographic materials including electronic images
- Persistent disobedience or disruption
- Persistent refusal to do assigned school work
- Conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school, while on the school premises, while attending any school activity, or while on a school bus
- Wilful damage to or destruction of property while at school
- The persistent use of profane or improper language
- Physical violence (direct involvement or watching)
- Sexual assault, harassment, abuse and misconduct
- Dissemination of any hate propaganda, including hate literature
- Harassment, uttering threats, vandalism, theft
- Disruption of school operations
- Involvement with drugs and/or alcohol
- Any other behaviour that, in the opinion of school or school district officials would reasonably be considered serious misconduct

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

Subject to the approval of the Director of Schools, if the physical violence is severe, the consequence may be an out-of-school suspension for a minimum of a half-year or one semester. The following factors will be taken into account in determining the severity of the violent act: nature of the assault, use of weapons, intent to injure, nature and severity of any injury, number of people involved, and the impact on the school.

In all other cases, the following consequences will apply:

1st offence: 3-5 days (in-school or out-of-school suspension)

2nd offence: minimum of 5 days out, 5-10 days out, subject to the approval of the Director of Schools

3rd offence: Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or one semester.

Where it is warranted, the police will be notified.

4. Abusive Language Toward A Staff Member

The use of abusive language will not be tolerated in our school system. **ALL** staff members have the right to work in an environment that is respectful and harassment-free.

1st offence: 1-5 days (in-school or out-of-school suspension)

2nd offence: 5-10 days out-of-school suspension, subject to the approval of the Director of Schools.

3rd offence: Recommendation to the Director of Schools that the pupil be suspended for a minimum of a half-year or one semester.

Where it is warranted, the police will be notified.

5. Threatening Behaviours

Subject to the approval of the Director of Schools, if the threatening behaviour is deemed to be of a serious nature, the consequence may be an out-of-school suspension for a minimum of a half-year or one semester. 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 distributed to all students at start-up explains the process with the goal being to provide a safe, healthy and caring learning environment.

Depending on the nature and severity of the threatening behaviour, the first step may be conflict resolution, intervention, and/or suspension. Where it is warranted, the police will be notified.

1st offence: 3-5 days (in-school or out-of-school suspension)

2nd offence: Minimum of 5 days out-of-school-suspension

6. Substance Use and Abuse (Alcohol, drugs, etc.)

→ Possession

1st offence: 3-5 days (in-school or out-of-school suspension)

2nd offence: Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.

Students who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of this policy and will be subject to the same consequences. Police will be notified.

→ Under the Influence

1st offence: 5 days out-of-school suspension

2nd offence: Recommendation to the Director of Schools for a minimum of a half-year or one semester suspension.

Any student smelling of a substance that is prohibited may be deemed in possession or under the influence of that substance and will be subject to the same consequences. Where it is warranted, police will be notified.

→ Trafficking and Possession for the Purpose of Trafficking

Recommendation to the Director of Schools that the pupil be suspended for one calendar year. Police will be notified.

7. Harassment

Harassment is considered to be any words, acts, or gestures used continually with the intent of hurting a person's feelings, body or possessions. Students and staff have an absolute right to feel emotionally and physically safe at school, on buses and at school functions. No one will bully, taunt, intimidate or subject others to harassment in any form. Staff are expected to intervene if incidents of harassment are witnessed or reported. The names of all parties will be brought to the attention of the Guidance Counsellor and Administration.

The incident will be investigated by Administration. Both parties will receive counselling. Administration will inform parents/guardians of both parties of the concerns. The student will be informed of the next consequence.

1st offence: Counselling and intervention with possible in-school or out-of-school suspension.

2nd offence: 1-5 day in-school or out-of-school suspension

3rd offence: Minimum of a 5-day out-of-school suspension

4th offence: Recommendation to the Director of Schools for suspension for the remainder of the semester.

8. Discrimination

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. The behaviour violates the basic beliefs of the Human Rights Act and will not be tolerated in the school environment. This includes all school-sponsored events whether they take place in the school or outside of the school grounds.

All staff will be expected to intervene whenever incidents of discrimination are witnessed or reported. The names of all parties involved will be brought to the attention of the Administration of the school and the Guidance Counsellor.

The incident will be investigated by Administration. Both parties are offered counselling. The Administration will inform parents/guardians of both parties of the concerns. The student will be informed of the next consequence.

1st offence: 1-5 day in or out-of-school suspension depending on age of the student and nature/knowledge of the intent

2nd offence: 3-10 day out-of-school suspension depending on age of the student and nature/knowledge of the intent.

Suspension of more than 5 days needs the approval of the Director of Schools.

3rd offence: Minimum 5-day out-of-school suspension at the recommendation to the Director of Schools for an out-of-school suspension for the remainder of the semester depending on age of the student and nature/knowledge of intent.

4th offence: Dependent on the age of the student and the nature of the intent, a recommendation to the Director of Schools for an out-of-school suspension for the remainder of the school year.

9. 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. If necessary, the police will be notified.

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	Dance Fitness
Day of Silence	Drama	Encounters with Canada
Games Room	Grad Club	GSA
Hockey	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	Zombie Walk	

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

2. Coaches and Advisors

Coaches and advisors will be appointed annually by the administration of the school. 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.

4. Conduct

It is expected that all students participating in extra-curricular activities as participants or spectators on school property or at a school event at an alternate location, conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school and community -- for they represent all of these groups. Students whose behaviour is disruptive or whose behaviour at school functions or in the community proves inappropriate to the school will, on the first offence, be suspended from extra-curricular activities for a period of time deemed by the administration to be appropriate. Subsequent offences will result in suspension from all extra-curricular activities as participants or spectators for a period of up to six months. **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 policy, with the exception of absence due to illness, they may be permitted to participate. *Students with 8 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 three months.
- 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 policies 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, please discuss 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. On-Site Rules and Regulations

- The supervising teacher 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.
- Absolutely no drinking of intoxicating beverages or use of illicit drugs by students is allowed.
- The supervising teacher 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 12 midnight.
- Students are not to attend commercial drinking establishments such as clubs, bars, taverns, etc.

2. Transportation

Whenever possible, students as members of school groups operating will travel to and from destinations on school buses driven by regular drivers. However, if cars and vans are used as a means of transportation, adult drivers, (not students), must be utilized as drivers. It is the recommendation of the school that all personal vehicles used to transport students carry a minimum of \$2,000,000.00 liability insurance. This is not an expensive item and will provide greater safety and security for all concerned. 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. For more information, see Policy 513.