

### **Closed Campus**

Central New Brunswick Academy is a closed campus facility. The school welcomes students from arrival to dismissal time. No student will be permitted to leave the CNBA campus without completing the sign-out procedures as noted below. Since CNBA is located on a main highway, it is a student friendly campus in that students are expected to remain on school grounds at all times. CNBA offers cafeteria services and noon hour activities to students; therefore, there is no reason for students to go off site.

### **Sign-In and Sign-Out Procedures**

To conform to the Anglophone West School District Policy (Safe School Environment), students will be able to sign-out of school once the school office has received written or verbal consent from a parent/guardian. Students will remain in class until the parent/guardian has contacted the school office to take responsibility for the student and complete the sign-out procedure.

***Students may not leave the school without permission.*** A student arriving at school after the homeroom period has begun in the morning or afternoon must **sign-in at the office.**

### **Visitors**

According to the Healthy and Safe Schools Document, visitors will be limited in schools, by appointment only and will wear masks inside the school. A log will be maintained for all visitors to CNBA.

### **Front Entry**

Students are not permitted to loiter near the library/front doors of the school. This practice allows people to enter/exit the building without interference and helps to maintain a safe and orderly environment.

### **Homeroom**

You are responsible to be in homeroom every day at the designated time. Attendance is very important, as it is the only time of the day that your homeroom teacher can pass important information on to you.

### **Punctuality**

Students are expected to be on time for homeroom, which begins at 8:20 a.m., to participate in opening exercises and announcements. If a student signs in after 8:20 a.m., he/she will need to sign in at the reception desk. A late slip will be provided, which will need to be presented to the teacher whose class you will be entering. It is very important that you are on time for school and classes. Excessive tardiness is disruptive to the school learning environment and will result in intervention to improve this behaviour. A late arrival without reason provided by a parent will be documented. Four late arrivals (without reason) in a month will result in an after school detention.

### **Vandalism**

CNBA is a beautiful facility that we are so fortunate to have. We must all do our part in keeping it in good shape and free from damage. Vandalism of our school or its property is a serious offense and will not be tolerated.

### **Smoking/Vaping**

Visitors to Central New Brunswick Academy are asked to refrain from smoking on school property. All facilities, property and vehicles at CNBA are designated smoke-free as required by policies of both *Anglophone West-School District (ASD-W)* and the *New Brunswick Department of Education*. CNBA encourages all students to engage in healthy practices and will endeavor to assist those wishing to free themselves from tobacco use.

Students are not provided with an area on school property to smoke/vape. Smoking/Vaping on school grounds will result in an out-of-school suspension. In the case of vaping, the vape will be confiscated and returned to a parent.

### **Student Parking**

Student parking is a privilege at CNBA. All students wishing to use parking facilities at CNBA must register their vehicle with school administration. Safety is paramount and parking privileges are granted with the expectation that all drivers will be licensed and hold valid insurance on their vehicles. **Proof of license, vehicle registration & insurance is required.**

Parking privileges may be revoked due to the unsafe operation of a vehicle or the contravention of school rules. Once vehicles are driven on school property, they will remain there until dismissal, unless there is a request/permission from a parent/guardian for departure during this time. **Students are also not permitted to go back to their vehicles during the school day without supervision.** Further information will be given when vehicle registration occurs at the main office.

### **Student Fees**

A student fee of \$20 for each grade 6 student and \$10 for students in grades 7 to 12 is required by September 30<sup>th</sup>. This fee is necessary to cover the cost of a yearly planner, rental fee for a locker and lock, exam booklets, school sponsored activities, photo I.D. card and other school related functions.

NOTE: Student fees must be paid for a student to participate in extra-Curricular activities.

### **Lockers and Desks**

Lockers and desks are the property of the school and can be searched at anytime. Students are responsible for the contents of their lockers and should keep them locked to maintain the protection and security of their belongings.

### **Textbooks**

Students are responsible for the textbooks that have been issued to them. This means they must replace any textbook that has been damaged or lost.

### **Valuables**

Students, please take special note: DO NOT bring large amounts of money or valuables to school. You are responsible for your own property and should always remember to keep possessions locked in your locker, or on your person. If you should ever lose or find something, the lost & found is in the office. The school will not accept responsibility for lost or stolen items.

### **Sensible Scent Policy**

CNBA is committed to providing a safe and comfortable environment for all members of our school community (teaching & support staff, custodians, bus drivers). Scents can trigger physiological reactions (allergic reactions, respiratory issues, etc.) in others. All members of the school community and visitors are expected to be considerate when it comes to scents.....

Sensible use of scents makes sense.

### **Recreational Transportation**

Students are not permitted to bring recreational devices with wheels onto the school property. (i.e., rollerblades, skateboards, etc.) The exception to this is a bicycle. Once bicycles enter on the school property, they must be parked in the bicycle parking rack provided where they must remain for the school day. A bicycle lock is recommended to ensure the security of the bike. Students are not permitted to drive their bikes around on school property during the school instructional day.

Recreational vehicles, such as dirt bikes, side-by-sides and four wheelers, have a designated parking area at the rear of the school near the shop. Once on school property, they must remain there until dismissal. The recreational vehicles must enter the property via the trail and not the main school entrance, which is reserved for licensed/authorized vehicles.

### **Resource**

A student working to the best of her/his ability, who is unable to keep up with the pace and demands of the regular program, will be considered for a Personalized Learning Plan (PLP). These programs shall be decided upon by the Education Support Services (ESS) team in consultation with teachers and parents. CNBA is committed to inclusive practices, which includes providing universal accommodations to any student needing extra support.

### **Student Services**

The guidance office is open at scheduled times during the regular school day and is staffed by one part-time guidance counselor. A student may make an appointment with the guidance counsellor, who will provide an appointment for the teacher, if during instructional time. When the counselor is not available, students may request a meeting through their teacher or at the main office, and the counselor will arrange a meeting time.

We are extremely fortunate to have a partnership with the Central New Brunswick Health Centre where the services of a Social Worker and Nurse Practitioner are available for the students. Child & Youth Team members are also available for students on a referral basis. Referrals are made through the school or the Central New Brunswick Health Centre.

### **Extra-Curricular Activities**

At CNBA we encourage all students to take advantage of the wide variety of activities that are offered. We believe that through involvement in these activities, the school experience and opportunities for success are enhanced. However, it is important for students to realize that involvement in these activities is a privilege earned and not a right. Participation in any activity is conditional on the fulfillment of all academic requirements and behavioral expectations. Students need to pay attention to announcements each day for information regarding scheduled activities.

### **Talk Mail/Attendance Manager**

The school utilizes the services of School Messenger. This enables us to send messages home to the entire student body or to particular grade levels by phone and/or email. Please make sure that the school has current phone numbers and email addresses. In respect to attendance, the system will send out a message at approximately 8:40 a.m. alerting you to the status of your child's attendance at school. If a student is absent (unexcused) or late to school/class, you will be alerted. To avoid a call on an absence of which you are aware, call the school with a valid reason for the absence prior to 8:30 a.m. Arrivals to school/ period 1, will go home to alert you that your child arrived late. At the end of the day, you will receive a call notifying you of any unexcused absences throughout the day. Please contact the school immediately to inform us of absences so that we can enter it in the system. Excuses must come from the parent/guardian and not from students. These guidelines allow school administrative staff to manage students' attendance at school to ensure all students are accounted for during the school day.

### **Medical Emergency Contacts**

It is ABSOLUTELY ESSENTIAL that emergency telephone numbers are provided on each student's information sheet. Work numbers and email addresses are required. Should a student become ill or get injured during the school day, these emergency contacts are used to notify parents. The school may call for further emergency services including transportation to the hospital if deemed necessary.

### **Legal Documents**

Adoption papers, restraining orders, no-contact orders, name changes and custody agreements must be properly documented and delivered to the principal. Any changes to these documents must be reported in a timely manner.

### **Computer: Acceptable Use Policy**

The computers in the classrooms, labs and the library at CNBA are placed there to enhance the learning and educational opportunities of students and staff. With this privilege comes the responsibility to follow guidelines for acceptable use. This policy has been developed to comply with the New Brunswick Department of Education Policy 311. This policy sets guidelines and rules for students utilizing computers at CNBA. The entire Policy 311 may be viewed on the

Department of Education website at the following location:

<http://www.gnb.ca/0000/pol/e/311A.pdf>

This policy applies to student laptops as well. When using the Bring Your Own Device (BYOD) school Wi-Fi, students need to remember that they are accessing internet on a government system, which expects adherence to Policy 311/

### **Electronic Devices and Cell Phones**

The staff at CNBA has decided to allow the use of Cell phones during break and lunch time. Other than these times, cell phones are to be turned off and kept in the student's locker during what is considered instructional time. Here is the schedule of use that must be adhered to:

- Prior to the beginning of homeroom at 8:20 a.m., your cell phone is to be turned off and secured in locker (Middle School) or in locker or bookbag (High School).
- Cell phones can be used during break (15 minutes) and lunch time. It must be shut off at all other times. Upon return to class from breaks/lunch, phones will be placed back in their secure location.
- Cell phones are to be appropriately used. Cell phones that are used for cyber-bullying, communicating inappropriate messages or graphics, spreading gossip/slander, will result in the loss of cell phone privileges of the owner.
- Even though your cell phone may have photo capabilities, photos are not to be taken at school during the instructional day.
- **If you become ill while at school and need to go home, it is extremely important that you make the phone call home from the office.** The Administrative Assistant/Administrator will need to speak with a parent/guardian to care for your needs and ensure that transportation home is secured. If this guideline is not followed, cell phone privileges may be revoked.
- If cell phone use interferes with the teachers' or administrators' ability to deal with a problem at school effectively, then privileges will be revoked. When incidents occur at school, it needs to be dealt with by school staff without outside interference. **Students should not be contacting parents/guardians before school staff have had time to investigate/deal with an incident.**
- **The use of cell phones is a privilege**, so make responsible choices to be able to maintain cell phone use during breaks.
- Other electronic devices such as I-pods, video games, etc. are to be used during breaks and lunch time as well. These devices are to be locked in lockers during instructional time; they should not be visible during this time.
- Cell phones that have been confiscated will be turned in to the office by the student with battery in place. **Removing the battery is not an option.** A student may pick the phone up at the end of the day when consequences will be discussed, if necessary.
- **In the case of high school students, cell phones or other electronic devices may be used during instructional time when the teacher deems them to have an instructional purpose. The teacher will inform you of the need to bring cell phones to class. These devices may only be used for the purpose/purposes prescribed by the teacher. In cases where this does not occur, the electronic device will be taken to the office by the student.**
- **Refusal to adhere to these guidelines is considered defiance and will be managed as non-compliance to school policy.**
- **Parents are asked to contact their child during breaks and lunch. This avoids a student's phone privileges being revoked for the day or classroom interruptions.**

## General Guidelines

Students must understand that they are in the school to learn and must behave accordingly. Each student has the responsibility to act in such a way that she/he does not infringe upon the rights of any member of our school community. As a result, the rules listed below must be followed. Unless specific consequences are indicated, consequences for infraction of school behaviour rules are determined according to the individual situation. Information such as the seriousness of the infraction and the student's behavioral record are taken into consideration. Consequences may involve one or more of the following: parental contact, alternate education site, withdrawal of extra-curricular activities, detention, suspension, police involvement, and/or counseling.

### **General Behavior**

- Students are to be quiet in the hall so as not to disrupt classroom learning.
- Students are to keep their hands and feet to themselves.
- Students are to remain in the building during their 15-minute breaks.
- Students are encouraged to take care of the building and the grounds by not littering or causing damage to school property.
- Students are to eat lunch in their designated area. Food is **not permitted** in the gymnasium or the locker rooms. Students are not allowed to eat in common areas, other than the cafeteria due to COVID regulations.
- Students are to remain in sight and are not to enter the wooded areas surrounding the school.
- Students are to stay within the school boundaries designated and are not to be near Route 8 highway.
- Students are to be prepared for class by having what they need to participate in the learning environment.
- Students can take bottled water to class. All other food and drink is reserved for breaks and lunch time.

## Dress Code

The New Brunswick Schools Act requires students to come to school neat, tidy and properly dressed. It is expected that students will dress in a neat, clean, safe and sensible manner. As a school we have discussed the importance of making decisions of behavior, language and dress based on the appropriateness of the occasion and location. We have been emphasizing that the appropriateness of our behavior, language and dress can vary depending on where we are and the circumstances in which we find ourselves. Students' choice of dress could be very different on weekends, in social situations and certainly in the summer. School is a place of work with an expected standard of behavior and a certain standard of dress. All clothing has a time and a place where it is appropriate and socially acceptable and choices appropriate to the time and place must be made. Teachers will review expectations at the beginning of each school year.

A few reminders:

- Clothing with inappropriate language and/or symbols- any reference to drugs, alcohol or sexual connotations is not considered acceptable.
- Hats or hoods are not to be worn in the school
- Clothing intended to be worn for physical education purposes (spandex shorts, track & Field clothing, etc.) are to be treated as such; what is intended be worn to Phys. Ed. or as part of a sports uniform is not appropriate as school wear.

*If needed, staff will manage the dress code discretely and respectfully with a student.*

### **Assignments**

- All assignments are to be neatly and finished as required in the teacher's instructions.
- Parents of students, in grades six to eight, will be given advance notice of major assignments. Talk mail, agendas, and/or written notices will be used as a means of notification. Students from grades nine to twelve should accept the responsibility of informing their parents and properly completing their work on time.
- Major assignments such as essays, book reports, and projects will be assigned at least a week prior to the due date.
- Teachers will maintain records of all assignments that have and have not been passed in.
- Assignments that have been plagiarized will be managed by the subject teacher and dealt with accordingly.

### **Missed Tests/Midterms/Exams**

- If a student misses a test, he/she must be prepared to write the day of his/her own time upon return to school, pending teacher availability. Writing of the test will take place after school as lunch time does not allow the time required to write an hour-long test.
- If a student is absent for three or more days due to illness or other reasons communicated by the parent, the teacher and student will discuss a time and date for writing the missed test.
- Midterms and Exams are extremely important to the evaluation process. They represent 20- 30% of a student's mark. They may only be missed if a legitimate medical/legal/compassionate excuse is provided. If a student does not produce a legitimate document, a value of "0" will be issued for the midterm/exam and the course will be considered incomplete.

### **Transportation**

In the interest of the safety of all concerned, it is essential all students traveling on the school buses behave responsibly and follow the rules and regulations as required by the bus driver and the school district.

**Due to COVID guidelines, bus notes to travel on a bus other than the one assigned will not be an option for students. Bus notes to travel on the same bus and get off a different stop will be authorized by office staff.**

### **Prevention and Resolution of Disagreements between School Personnel and Parents/Visitors**

Just as our school staff is expected to treat visitors to the school (parents and other community members) with the utmost respect, visitors are expected to show similar respect to our staff. Therefore, any form of excessive disrespect and/or threatening behaviour will result in the visitor being asked to leave the school property. Law enforcement (RCMP) may be called if necessary.

We expect most misunderstandings and disagreements to be resolved through a discussion between the parties who are immediately involved. If a member of the school personnel is

unable to reach resolution with a parent/visitor, the concern is referred to the school principal or vice-principal. At all times, efforts are made to identify common beliefs and to reach agreement on actions that are consistent with those beliefs. We want to achieve win-win outcomes.

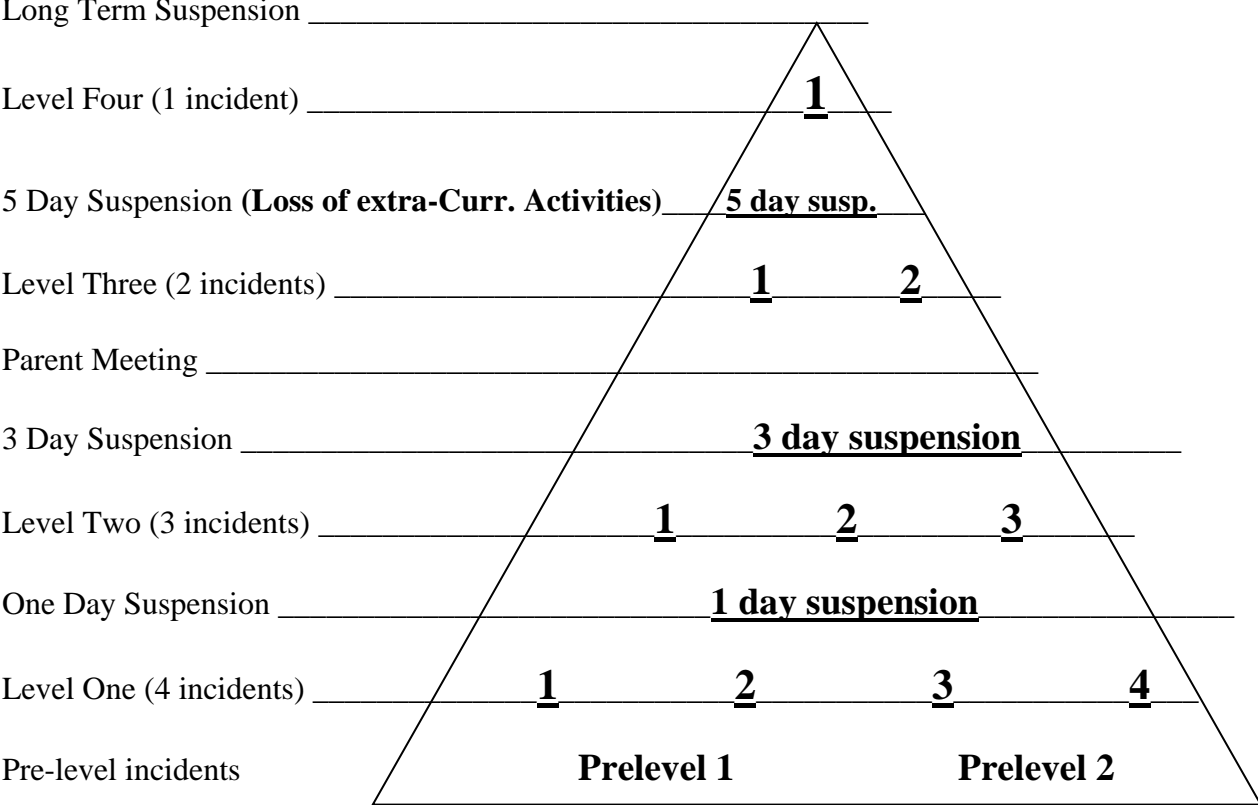
Records of incidents related to inappropriate behavior are kept in order to maintain an account of the timeframe, specific details of the situation and an outline of the problem-solving process. If the school-based process to achieve resolution does not produce the desired response, the situation may necessitate a referral to the Superintendent, the issuing of a Trespass Notice and/or contact with local law enforcement officers.

**Weapons/Perceived Weapons**

Knives or any other device that could be considered as a weapon (potentially causing injury) or look like a weapon are not to be brought to school. If discovered in a student’s possession, the object will be confiscated and reported to the RCMP and a threat assessment may be initiated.

**Summary of discipline continuum at Central New Brunswick Academy**

Teachers are expected and encouraged to adapt curriculum and policies to the needs of their students; however, they have agreed to common approaches in some areas to ensure consistency and fairness for students and parents.





## *Discipline Continuum*

1. Following a detention, students will begin on Pre-level 1. On being assigned a third detention, the student moves to Level 1. The parents are informed. At this point, his/her name is entered on a tracking sheet in the office. This tracking sheet includes all those students who have reached this point.
2. On the fifth subsequent detention assigned, the student would receive a one-day suspension, and move to Level 2. The parents are notified that the student is moving to Level 2.
3. On the fourth subsequent detention assigned, the student would receive a 3-day suspension, parents would be called in for a meeting, and the student would move to Level 3.
4. After the move to Level 3, on the third detention assigned, the student would receive a 5-day suspension, be required to sign a behavioral contract, lose extra-curricular privileges and move to Level 4.
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5. At Level 4, the student is at great risk of a long-term suspension. On the second detention assigned, the student will be given an end-of-semester or end-of-year suspension, depending on the time of year and at the discretion of the administrative team. This may be appealed to the district.
6. For behavior resulting in immediate suspension, the student will be placed on the Discipline Continuum by the school administration. More serious discipline incidents may result in more rapid movement along the Continuum.
7. Suspensions will usually be out-of-school. However, some in-school suspension days may be available depending on funding and because of a recommendation by the principal. Parents may be consulted in this decision. Most detentions will be assigned after school. However, the Staff is being asked to support noon detentions for those students where after school is not a viable option. Two noon-hour detentions will be equivalent to one after-school detention.
8. Students can reverse direction along the Continuum through a period of positive behavior. After 25 detention-free days, a student will move back one level.
9. It is the goal of this plan to improve student behavior by making the consequences very predictable and clear. It will remain extremely important for teachers to phone parents when a student is assigned a detention.

## **Suspensions and Appeals**

The administration can suspend students from school for improper behavior. Suspensions of 5 days or less cannot be appealed. Once accumulated days of suspensions go over 5 days, then the suspension can be appealed.

PLEASE NOTE: Students, who are suspended from attending school, cannot be on school property or attend any school-based activities in Anglophone School District West.

The Education Act, Section 14(1), states Duties of Pupils.

- (a) Participate in learning opportunities to his or her potential,
- (b) Accept increasing responsibility for his or her learning as he or she progress through his or her schooling,
- (c) Attend to assigned homework, attend school regularly and punctually,
- (d) Contribute to a safe and positive learning environment,
- (e) Be responsible for his or her conduct at school and while on the way to and from school,
- (f) Respect the rights of others, and
- (g) Comply with all school policies

## **Guidelines for Promotion**

Central New Brunswick Academy is committed to the education of students in settings appropriate to their chronological age. A student may be retained as the result of discussions with teachers, parents, and the school administration, if it has been determined that retention is the best option for the success of that student.

### **Middle School Years (Grade 6, 7, and 8)**

Achievement in all subject areas is reported using the levels 1, 2, 3, 3+, 4, 4+ , or N/A. Level one means the student is working below the learning goals, level two means the student is approaching the learning goals, level here means the student is meeting the learning goals, level 3+ means the student has consistently proficient achievement, level 4 means the student is excelling with the learning goals and 4+ means the student is learning at a level surpasses grade-level expectations. Work habits and behaviors are reported by VG (Very Good), S (Satisfactory), and NI (Needs Improvement).

### **High School Years(Grades 9-12)**

#### **Grades 9/10**

Achievement is recorded in percentages; there are no averages.  
The expectations for promotion are:

#### **Grade 9:**

- Pass mark of 60% to pass a course
- Students must pass Language Arts and Math
- Of the remaining subjects, no more than 2 may be below 60% and those must have a minimum mark of 50%. (Grade 9)

### **Grade 10:**

- All subject areas requiring a passing mark of 60% in Grade 10 as these courses are pre-requisites for grade 11 courses.

A range of assessment strategies is recommended; modifications, rewrites, and social promotion remain integral components of the system.

### **Grades 11 and 12**

Achievement is recorded in percentages; there are no averages; students acquire credits toward graduation by achieving a minimum of 60% in required courses.

### **Graduation Requirements:**

Requirements for graduation can be located at:

<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/316AA.pdf>

### **Honour Certificates**

At Central New Brunswick Academy, we like to give recognition to students who achieve academic success during the school year. Certificates are awarded at the end of the school year to students in *grades 9 to 12* who attain final marks of 80% or higher. The requirements for receiving a certificate are as follows:

- 90% or higher-Honors with Distinction
- 85% or higher-Honor Certificate
- 80% or higher-Academic Merit Award

For students in *grades 9 to 11*, the awarding of certificate is based on a final average (using specific guidelines).

For students in *grade 12*, the awarding of a certificate is based on an overall average of grade 11 and 12 credits (using graduation requirements as guidelines).

### **Attendance**

According to the Education Act, attendance at school is compulsory. Regular attendance is a requirement for all students attending CNBA. A student absence is to be explained through a signed excuse from a parent/guardian.

Students, parents, administrators, and teachers will work cooperatively to maintain regular attendance. Students are responsible for maintaining an awareness of school academic requirement (homework, notes, assignments, etc.) during any absence. The school will endeavor to assist students who may fall behind due to absence.

Anglophone West School District has a set of guidelines on Absenteeism/Tardiness, which we will be following at CNBA during the 2021-2022 school year. The highlights of CNBA's Attendance Policy are as follows:

- Home contact is made with the parent/guardian when a student misses 3 consecutive or a total of 5 days if the parent/guardian has not contacted the school.
- At 10 days, the guidance counsellor will contact the parent/guardian of the child and/or child (depending on the age of the child) to discuss the issue and determine support/intervention.

- At 12 days the principal or vice-principal will contact the parent outlining the continuing attendance issue and outline the steps taken by the school to date and determine a plan of action to improve the student's attendance.
- At 15 days, a parent & student meeting with an administrator will be established immediately for the student to continue his/her studies at school.

**Notes:**

- We make every effort to work through attendance issues. It is extremely helpful if parents/guardians/students can provide a document (medical note, legal note etc.) to support absences that require medical attention (doctor, orthodontist, hospital, etc.) or other legitimate situations.
- It is also helpful for the teacher to receive written excuses from the parent following an absence, as these can be kept on file to support the student's attendance records.
- If a student is absent for several days, due to illness, then the student and parent/guardian need to use discretion in respect to any additional absences.
- The attendance policy is in effect for the entire school year and not per semester.
- Student attendance at school sponsored events such as conferences, will not count against a student's attendance record. In these cases, the student will be marked present at school but with an excused absent from classes indicating their participation in a school sponsored event.

**Student Threat Assessment**

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.