

STUDENT HANDBOOK

2022-2023

**Townsvie School
122 Lewis Fisher Lane
Woodstock, NB
E7M 0G6**

**Principal – Pat Thorne
Vice Principal – Holly Jones
Vice Principal – Angela Ketch**

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Townsvie School
TEACHER EMAIL ADDRESSES

Name of Staff Member	Position	Email Address
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7. Katie Brennan	Resource	katie.brennan@nbed.nb.ca
8. Laura Dickinson	K-8 Teacher	Laura.Dickinson@nbed.nb.ca
9. Sabra Gatta	Grade 5-8 Teacher	Sabra.gatta@nbed.nb.ca
10. Alyson DeLong	Grade K -8 Music Teacher	Alyson.Delong@nbed.nb.ca
11. Shelley Hawkes	Kindergarten Teacher	Shelley.Hawkes@nbed.nb.ca
12. Wendy Cole	Kindergarten Teacher	Wendy.Cole@nbed.nb.ca
13. Shannon Despres	Kindergarten Teacher	Shannon.Despres@nbed.nb.ca
14. Jennie Carpenter	Kindergarten Teacher	Jennie.Carpenter@nbed.nb.ca
15. Angel Antworth	Grade 1 English Teacher	Angel.Antworth@nbed.nb.ca
16. Chelsey Phillips	Grade 1 English Teacher	Chelsey.Phillips@nbed.nb.ca
17. Marissa Whiteway	Grade 1 Fr. Imm Teacher	Marissa.Whiteway@nbed.nb.ca
18. Sue Wilson	Grade 1 Fr. Imm Teacher	Sue.Wilson@nbed.nb.ca
19. Kelli Oulton	Grade 2 English Teacher	Kelli.Oulton@nbed.nb.ca
20. Sharlene Doherty	Grade 2 English Teacher	Sharlene.Doherty@nbed.nb.ca
21. Lana McCarthy	Grade 2 Fr. Imm Teacher	lane.mccarthy@nbed.nb.ca
22. Anna Hamill	Grade 2 Fr. Imm Teacher	Anna.Hamill@nbed.nb.ca
23. Ami Morgan	Grade 3 English Teacher	Ami.Morgan@nbed.nb.ca
24. Caitlin Taylor	Grade 3 English Teacher	caitlin.mccarthy@nbed.nb.ca
25. Cindy Davidson	Grade 3 Fr. Imm Teacher	Cindy.Davidson@nbed.nb.ca
26. Megan Furlan	Grade 4 English Teacher	Megan.Furlan@nbed.nb.ca
27. Danielle Kitchen	Grade 4 English Teacher	danielle.kitchen@nbed.nb.ca
28. Stacey McCarthy	Grade 4 Fr. Imm Teacher	Stacey.McCarthy@nbed.nb.ca
29. Kristal Hopkins	Grade 5 Intensive French Teacher	Kristal.Hopkins@nbed.nb.ca
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31. Jane Bridgeo	Grade 5 Fr. Imm Teacher	Jane.Bridgeo@nbed.nb.ca
32. Kate Gionet	Middle School Teacher	Kathryne.HebbGionet@nbed.nb.ca
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39. Andrea Everett	Middle School Teacher	Andrea.Everett@nbed.nb.ca
40. Dana Lawrence	Middle School Teacher	Dana.Lawrence@nbed.nb.ca
41. Suzanne Alexander	Middle School Teacher	Suzanne.Alexander@nbed.nb.ca

TOWNSVIEW SCHOOL
Bell Schedule (2022-2023)

Morning Student Arrivals & Procedures	8:00am-8:25am Bus Arrivals (Students Go Directly to Their Classroom & Prepare for Classes)		
	8:00am-8:25am Parent Drop-Off Arrivals (Students Go Directly To Their Classroom & Prepare for Classes)		
	8:10am-8:25am Student Walker Arrivals (Students Go Directly to Their Classroom & Prepare for Classes)		
8:30am-8:40am	School Day Begins Homerooms (Playing of O'Canada & Morning Announcements)		
-----	Grades K-2	Grades 3-8	
	8:40am-9:13am Period 1	8:40am-9:30am Period 1	
	9:13am—9:46am Period 2		
	9:46am-10:19am Period 3		
10:20am-10:35am	Morning Break		
	10:35am-11:08am Period 4	10:35am-11:25am Period 3	
	11:08am-11:41am Period 5		
	11:41am-12:10pm K-2 (Noon Recess)	11:25am-12:15pm Period 4	
	11:35am-12:10pm K-2 (Lunch)		
	12:10pm-12:15pm K-2 Return to Homerooms	12:15pm-12:40pm Gr. 3-5 (Lunch)	12:15pm-12:40pm Gr. 6-8 (Noon Recess)
	12:45pm-1:18pm Period 6	12:40pm-1:05pm Gr. 3-5 (Noon Recess)	12:40pm-1:05pm Gr. 6-8 (Lunch)
	1:18pm-1:51pm Period 7	1:05pm-1:10pm Return to Homeroom	
	1:51pm-2:00pm K-2 Dismissal (All Walkers Go Home)	1:10pm-2:00pm Period 5	
	2:00pm-2:45pm K-2 After School Recess (For Bus Students Only)	2:00pm-2:50pm Period 6	
	2:45pm-250pm Come into School & Prepare for Home		
End of Day Procedures & Timelines	-----	2:50pm-2:55pm Grade 3-8 Homeroom & Prepare to Go Home	
	-----	2:55pm-3:00pm Grades 3-8 Departure for All Walkers & Parent Pick Ups	
	2:55pm-3:20pm Grades K-2 Bus Departures	2:55pm-3:20pm Grades 3-8 Bus Departures	

Notes

-  8:00am-8:15am – students will remain in their homerooms (classroom bubble) until homeroom teachers arrive on duty.
-  After your child's first day of school – no parents/guardians will be permitted to walk their child in the school
-  2:00pm K-2 End of Day Dismissal & Parent Pick Up – Parents/Guardians will wait outside the building. Homeroom teachers will walk their students outside the main doors to meet up with the parents/guardians out in front of the school.

WELCOME MESSAGE TO STUDENTS, PARENTS/GUARDIANS:

On behalf of the staff, it is our pleasure to welcome both our returning students and to those students who are new to Townsview School. We are extremely proud of our school, and you have the biggest role to play in making sure that your year is positive and full of successful experiences.

This handbook has been created to help you and your parents learn as much as possible about school policies, procedures and the services we offer to our students. In addition to academics, we offer many activities, clubs, and athletics to help students become well-rounded. This handbook offers a great deal of information about activities at the school and expectations for both students and staff.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of the school community. Parents and teachers can be supportive, but ultimately you as a student must show respect, be responsible and make right choices. Get involved in your school, participate in activities and have the courage to care. You can make a difference by standing up and speaking out.

We look forward to this school year with great excitement. Get involved in your school and be committed to academic success. We hope you have a fantastic year.

Townsview School Mission Statement

**“Working Together To Prepare All Students For
Success In An Ever Changing World”**

Vision Statement

**At Townsview, we believe that our students and staff
will be empowered and engaged to become successful learners and citizens in an ever
changing world.**



RESPECT – RESPONSIBILITY- RIGHT CHOICES

ANGLOPHONE SCHOOL DISTRICT WEST
FAIR NOTICE LETTER

September, 2022

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

ALLERGY ALERT:

Townsvlew School is both a NUT SAFE and SCENT SAFE BUILDING. Thank you for respecting the safety of others.

ARRIVING, DEPARTING & PICKING UP AT SCHOOL

- Parking of cars – you will have two places to park if coming into the school: the first is the main parking lot just outside in front of the school or the afterhours parking lot located up by the soccer field and upper playground (side parking).
- School Drop Off – if you are just dropping your child off at school, it is best to use the drop off lane; it is for continuous movement of cars.
 - ✚ It is not made for cars to park and walk your child to the school doors. It is only for drop and go. We need to keep the traffic flow moving.
 - ✚ It is extremely important that you do not drop your child off while in the “outside lane”, this is a safety concern as students have to walk through moving traffic to get access to sidewalk
- At the 1:55pm K-2 pick-up, parents/guardians are required to stay outside the front of the building and teachers will bring your child outside to you.

For students in grades 3-8, there are a couple of options for after school pick-up:

- If you are in your car and wanting to pick up your child, you can travel up into the drop off zone and the students who are being picked up will walk to the drop off zone and meet up with their parent. There will be a teacher supervisor present at this location. We ask that your child not run to your car but rather wait until you are able to drive near the teacher supervisor and pick up your child and then go on your way.

STUDENTS LEAVING DURING THE SCHOOL DAY:

- A student who has to leave during the instructional day must present to the homeroom teacher a signed note from the parent and/or guardian – or the parent/guardian has contacted the school.
- Please note that students will not be dismissed from class to wait in the lobby or outside the school.
 - ✚ Students will remain in class. We ask that all parents/guardians come to the front door of the school to pick up their child. The student must sign out in the office before leaving.
 - ✚ Please note that this policy is not to cause hardship to you as a parent/guardian, it is a safety precaution.
- If the student is only leaving for part of the day, we ask that the student sign out & sign back in.
- Parents cannot sign out another parent’s child without prior notification to the school administration.

VISITORS:

As a safety procedure for students and staff, visitors must report to the office, they must sign in and out at the main office. Office hours at the school is 8:10am-4:00pm.

ATTENDANCE:

As stated in the Education Act, students are expected to attend school each day school operates. Occasionally, absences are necessary due to sickness or appointments which cannot be scheduled beyond school times. In these cases, please follow the following procedures:

- In the case of a planned absence, send a note to your child's teacher beforehand informing him/her of the upcoming absence.
- A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest, recover and receive the extra tender love and care he or she needs. Please remember that we do not have a sick room: fresh air, exercise, and opportunities to socialize are all very important to healthy growth, therefore all children who are present at school are asked to go outside during scheduled breaks.
- It is equal responsibility of the school, parent, and student to ensure that the student attends classes punctually and regularly.

BUS NOTES:

- ASDW has implemented changes to our Bus Stops Policy. This means there will be two options for afternoon drop-off: *one primary, one alternate* – and these two options are to be used consistently on the same days each week.
- In September, parents/guardians will indicate on the student data collection form which days the students are to be dropped off at each of the two location options. School bus stops for primary and alternate addresses, if not the home address, must be on an existing school bus route and there must be space for the student on the bus.
- Parents/Guardians must notify the school in writing at least 24 hours in advance of a permanent change to either the primary or alternate stop location. Telephone calls and verbal requests will not be accepted. Continual or excessive changes to the primary or alternate stop locations may result in loss of bus privileges.
- Transportation for occasional drop-offs (i.e. birthday parties, visiting a friend, sleep-overs, or after-school activities) will not be provided for students at any grade level.

FEES

In all cases where fees are collected from students, receipts will be issued. Keep your receipts. Payment of fees can be made either by school cash online, cash, or by cheque. If paying by school cash online – you will need to create your profile, go to <https://anglophonewest.schoolscashonline.com> If any fee cannot be paid on time, please contact administration to set up a payment plan prior to the start of the activity.

- **Middle School Student Fee:**
 - ✚ The amount of the student fee is \$31.50 – payable by Friday, September 30th. This fee is used to cover expenses associated with guest speakers, specialized student assemblies, student agendas, and locks for lockers.
 - ✚ If this fee cannot be paid on time, please contact administration to set up a payment plan.
- **Student Activity Fees:**
 - ✚ A student who participates in an extracurricular activity may need to pay an activity fee. The activity fee helps to off-set the costs & operations of running the extracurricular program. All payments are made at the administrative office (cash or cheque (cheques made payable to Townsview School), or they can be made online. Please ensure that the fees are paid prior to the playing of the first game (athletic team) or on the day of the first practice (band and drama). If this is not possible, please contact the office to set up a payment plan. This is the responsibility of the parent/guardian, if this is not done, participation will be denied until arrangements have been made and have been followed through.
 - Boys & Girls JV Soccer - \$42.00 per athlete
 - Boys & Girls Varsity Soccer - \$42.00 per athlete
 - Boys & Girls Badminton - \$21.00 per athlete
 - Boys & Girls Varsity Basketball - \$182.00 per athlete
 - Boys & Girls JV Basketball - \$157.00 per athlete
 - Boys & Girls Varsity Volleyball - \$182.00 per athlete
 - Boys & Girls Varsity JV Volleyball - \$157.00 per athlete
 - Boys & Girls Rugby - \$21.00 per athlete
 - Band - \$42.00
 - Drama (Middle School) - \$62.40
 - Drama (Elementary) - \$52.50
- All payments are made at the administrative office (cash or cheque – cheques made payable to Townsview School or can be made online.
 - ✚ Please ensure that the fees are paid prior to the playing of the first game (athletic team) or on the day of the first practice (band and drama). If this is not possible, please contact the office to set up a payment plan.

EXTRA CURRICULAR PARTICIPATION:

- Student participation is encouraged at Townsview; however, it is a privilege to represent the school. It is a requirement of all students to be in good standing.
- ✚ The definition of a student in good standing applies to three categories of student behavior:
 - academic performance
 - attendance (not having high chronic absenteeism)
 - general positive attitude and behavior that complies with a positive learning environment at school. Students who have not demonstrated commitment to being in good standing, at the discretion of school personnel, will be assigned a probationary period or may be removed from the activity until they meet the requirements of the student in good standing clause.

LICE:

- In order to contain the spread of lice at school, students whose hair has lice will have their parent or guardian called to come and take the student home for treatment. In some instances, a child may present with nits but no live lice. In this situation, home will still be contacted. We recognize that having lice is not a sign of uncleanliness and we act in a gentle manner always keeping the child's feelings in mind. We regret having to take this action, but lice is highly communicable as well as costly and time consuming to get rid of. Therefore, the school must ask the parent or guardian to keep the child home until all lice have been removed. It is necessary to continue to pick nits (or eggs) as not all nits are killed by the lice shampoo treatment.
- In the best interest of the student body, all parents are asked to respect the following Department of Health guidelines regarding communicable diseases.

EXCLUSION CHART:

Infection/Disease	Minimum Exclusion Period from School
Pertussis (whooping cough)	If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.
Measles	Exclude until 4 days from the onset of rash.
Mumps	Exclude until 5 days from the onset of gland swelling if non-immunized contacts are present.
Rubella	Exclude until 7 days from the onset of rash.
Chicken Pox	Exclude until child feels well enough to return to school.
Shingles	Usually not required (unless skin lesions (spots) cannot be covered)
Hepatitis A	Exclude until 1 week from the onset of illness/jaundice.
Pink Eye	If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling, or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no or minimal clear or watery discharge without fever, eye pain, or eyelid redness do not need to be excluded.
Scabies	Exclude until 24 hours after treatment.
Ringworm	Exclude until treatment started.

MEDICATION:

- As outlined in Policy 704, a form must be filled out by parents/guardians if medication is to be administered at school.
- Staff is not permitted to administer any medication (i.e. Tylenol, Advil, etc.) without speaking with the parent or having received written consent from parent/guardian.
- Epipen Policy - outlined in Policy 704, students who require Epipens should have at least one and preferably two on their person at all times. In addition, it is crucial that homeroom teachers and administration are notified as well.

PARENT CUSTODY ARRANGEMENTS (Primary & Non-Custodial)

- The school administration and classroom teacher need to be aware of any custody arrangements and if there are court orders prohibiting a parent from having contact with the child.
- A copy of the specific, up-to-date court order must be in the child's school record. In some cases, parents who have children under joint custody request that both parents receive copies of the school report card and other documents. Please inform the school if this is your preferred arrangement.

SCHOOL DRESS POLICY:

- Students are expected to wear appropriate school clothing. This may not necessarily be in keeping with today's fashions; however, everyone is expected to dress sensibly and modestly.
 - Hats & Hoodies – please remove your hat and/or lower your hoodie before going into the classroom.

FIELD TRIPS:

- **Start of Trip** - It is important to note that all students must be transported to a field trip on the school bus that is provided.
- **End of Trip** - Students are permitted to leave from the field trip destination with their parents provided that the teacher accompanying the class has been notified. Please note that a parent cannot take other parent's children without prior notification (either by email, phone call, or a handwritten note).
- Unfortunately, our parent volunteers who accompany their child on a field trip are responsible to pay their own admission fee as the school is unable to absorb that cost.

FIRE DRILLS:

- As part of the school evacuation preparedness, fire drills will be held periodically. Directions are posted in each teaching area.
- Students are expected to remain quiet and walk quickly (no running). Once outside the building, students will remain with their teacher, until the bell signal is sounded (all clear signal) and students return back into the school.

EMERGENCY EVACUATION:

- In order to make certain that we can evacuate the building as quickly as possible, a number of drills will be held each year. *WHEN THE ALARM IS SOUNDED, EVERYONE SHOULD REACT AS IF IT WERE A SIGNAL FOR AN EMERGENCY.*
- If the route that you are scheduled to follow is blocked for any reason, the line is to be re-routed to the nearest exit. Students on noon hour will exit the building and go to where their homeroom teacher is located.
- Students must be 30 feet away from the building. No parking is allowed around the building to ensure a fire lane is open at all times. During an emergency, students will be sent to the Woodstock Baptist Church in cold or inclement weather.

**IT IS A CRIMINAL OFFENCE TO PULL A FIRE ALARM OR CALL 911 AS A PRANK.
ANYONE FOUND GUILTY MAY BE PROSECUTED IN A COURT OF LAW.**

BIRTHDAY INVITATIONS:

- Although we understand that it is natural for families to want to plan birthday parties by giving out invitations to friends, it is not possible for the school to disclose class lists, nor can homeroom teachers forward invitations through their classroom email distribution system.
- Paper invitations can be given to the homeroom teacher for discrete distribution.

LOST & FOUND:

- We encourage parents/guardians to check out the Townsview Lost and Found Page on Facebook and see if any items belong to their child. The web address is <https://www.facebook.com/townsvIEWSchoollostandfound>
- If after a bit, these lost items are not picked up, they are packaged and taken to local charitable organizations.

PUBLIC EVENTS:

- Students, parents and guests at school events are permitted to take photos and videos without obtaining consent. However, it is important to respect other people's privacy and be sensitive to the fact that not all students wish to have their photos and videos shared on social media.

OUTDOOR PLAY:

- Primary students (K-8) will have a 15-minute morning recess, a 25 minute noon recess, as well as, K-2 an end of day recess for bus students. Parents are asked to ensure that children are dressed appropriately for going outdoors.
- When weather does not permit outdoor activities due to extreme cold or rain, we will have an "inside day" at our school.
- The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. Teachers scheduled for outdoor supervision will supervise the designated in-school areas, as outlined on the school supervision schedule.
- Fighting – Townsview supports solving problems through dialogue and mediation.
 - ✚ A student who willingly engages in a physical altercation or chooses to set up a fight may be assigned a suspension and the length will be determined using, but not limited to, the following criteria:
 - Recency, frequency, and intensity of threatening behaviours
 - Level of disturbance
 - Degree of any injury
 - Level of responsibility for instigating

NOON BREAK:

- Middle School students who live within reasonable walking distance, may walk home at noon for lunch.
- No other student(s) may leave the school grounds at noon unless they are accompanied by their parent/guardian. The student must sign out at the office before leaving and sign back in when returning.
- Townsview policy states that a parent or guardian is not able to give written permission for their child to leave the school grounds with another child and/or parent/guardian.

EXPECTATIONS FOR STUDENT PLAYGROUND CONDUCT:

- The following behaviors are considered unacceptable because of their dangerous or offensive nature to others:
 - ✚ throwing rocks or snowballs
 - ✚ pushing and shoving other students
 - ✚ grabbing coats, hats or other clothing
 - ✚ using profane or vulgar language
 - ✚ playing tag games that require excessive pushing or grabbing of other students
 - ✚ playing tag games on equipment
 - ✚ fighting and play fighting
- Students are expected to come properly dressed to play outside during their free time. Bikes, skateboards, hover boards and roller blades are not to be used on the school grounds.

PROGRESS REPORTS/ PARENT TEACHER CONFERENCES:

- Three formal report cards will be issued per child each year – release dates for each term report card are decided by ASD-W Office of the Superintendent.
- Parent/Teacher/Student Conferences will be scheduled after term one and term two report cards. It is important to note that parents may schedule a meeting with school staff at any time throughout the school year.
- Please contact your child's teacher to schedule an appointment.

SCHOOL CLOSURES:

- To ensure clarification – all school closure notices will come from the ASD-W Office of the Superintendent.
- They will communicate school closures via:
 - ✚ The local radio station
 - ✚ Through the ASD-W website [Anglophone West School District – Excited. Involved. Prepared. \(nbed.ca\)](#) & Twitter (school based and ASD-W)
 - ✚ You can call the ASD-W phone line and listen for the directions. (We are Zone 3)
- Announcements will be made, through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free). We are Zone 3.
- Or 1-506-453-5454 any time after 6:00 a.m., and by checking the district website at www.asd-w.nbed.nb.ca

SCHOOL CASH ONLINE:

- Anglophone School District West offers School Cash Online as its preferred method of payment for all school fees, including everything from swimming to school supply packs.
- School Cash Online helps parents and community members pay school-related fees safely, quickly and easily. By using School Cash Online, you help increase efficiency and security at schools by making payments directly into your school's bank account. This allows teachers and administrative assistants to focus on helping students, and not counting cash. Plus, you get to stay informed of your child's activities and needs!
- Powered by KEV Group, School Cash Online is the industry leader in school financial management. The new system will put all the school fees available to your student online for purchase. Schools post their items and activities through the system and assign the relevant fees to your student. You can then choose to purchase these fees online through three different methods, including credit cards. You can also stay informed and keep track of which school fees require your attention.
- You can register by visiting: <https://district.schoolcashionline.com/>
- You will need your child's last name, first name and date of birth to register. Should you encounter any difficulties, you can use the parent help desk at 1(866) 961-1803 or by visiting schoolcashionline.com/Home/Support.

MIDDLE SCHOOL DANCES:

- Each year Townsview has dances for our middle school students on Thursday evenings.
- Students must be in attendance for the day of the school dance.
- The times of our dances are from 7:00 pm-9:00pm with our doors opening at 7:00pm. We ask all parents to not drop off their child before 7:00pm. We also ask that arrangements be made to pick up their child at 9:00pm unless they have permission to walk home.
- The cost of our dances is \$5.00 per person.
- Our electronic use policy is in effect at all school dances.
- All dances are supervised by Townsview Staff who willingly volunteer their time

TOWNSVIEW WEBSITE:

- Website Address is as follows:
<http://web1.nbed.nb.ca/sites/ASD-W/Townsview/Pages/default.aspx>
- On the website we will post newsletters, yearly calendar, etc. and other related information to keep our community in the loop as to what is going on at Townsview School.

PARENT/GUARDIAN EMAIL DISTRIBUTION LIST:

- The school administration has a global email distribution list to send school newsletters, school announcements, and other points of interest related to Townsview.
- If you would like your name added to the parent/guardian email distribution list, you will need to contact Pat Thorne (School Principal). Her email address is patricia.thorne@nbed.nb.ca
- When contacting Pat Thorne please provide your name, your email (printed neatly), your child's name, what homeroom they are in, and all contact numbers.

VOICE MAIL:

- Townsview has a voice mail system in place. It is with School Connects system (district wide). At the start of the school year our office administrative staff will update our students contact information.
- If you change your phone contact and or email address during the school year, it is important to let the school know so we can update our data base as well.

TECHNOLOGY USE:

- Students are responsible for acceptable behavior as they use the computer network system at Townsview School. In the event individuals violate the school policy for technology, disciplinary action will be enforced.
- The following actions are considered a violation of the policy for technology use:
 - ✚ Sending or displaying offensive messages or images, using obscene language,
 - ✚ downloading or sending threatening material,
 - ✚ damaging computers, computer systems or computer networks,
 - ✚ downloading games, programs and images without teacher permission, using web-based e-mail, using chat rooms, social networking sites, violating copyright laws,
 - ✚ trespassing into another's folders, work, or files, intentionally spreading computer viruses, making changes to system, file and software.
- Students and parents/guardians will be required to sign a User Agreement Contract indicating they have read and understand the Provincial Policy 311 regarding technology use.

PERSONAL ELECTRONIC DEVICES POLICY:

Townsview School is striving to maintain technological relevance in education and is providing the opportunity for students to use electronic devices in accordance with the Acceptable Use Policy 311. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and parent/guardians.

- The basic purpose of the school policy around the use of cell phones or any "Personal Electronic Devices" is to prevent student and teacher distraction, disruption, and to respect the privacy of all in the school.
- Cell phones and other personal electronic devices (PED's) must be turned off during class time, unless authorized by a teacher.
- The use of the camera or video/audio recording features is prohibited.
- Students in grades 3-8 may use cell phones and PED's appropriately and respectfully when classes are not in session (i.e. recess and noon hour).
- The use of any electronic device that disrupts academic instruction may result in some form of discipline, such as loss of cell phone privileges, confiscation of the phone for a period of time. Repeated in-class offences will result in parents having to retrieve the phone at school.
- Cell phones are not permitted in the hallways.
- Disruptive and inappropriate exposure/use of cell phones and PED's such as text messaging, web access, and social media sites may also result in confiscation for a period of time.
- To encourage responsible and respectful use of all devices, a staff member may request a student to "flip-it" (show the screen). Students are to immediately show the screen to the staff member. With probable cause, the school does have the right to look for specific records contained on the device related to the reason for the search. Students and parents should know that when students walk through the doors of the school, these devices can be searched to conduct an investigation.

Townsview School assumes no liability or responsibility for any electronic devices that are lost, damaged or stolen.

- **Non-Compliance of the Personal Device Electronics Policy**
 - ✚ 1st Incident
 - Townsview Staff will request that the student put the electronics device away or confiscate the electronics device and return it to the student at the end of the day
 - Further disciplinary measures may result depending on the circumstances of the incident
 - Teacher will notify the admin of any such violations of the policy

2nd Incident

- Townsview Staff will confiscate the electronic device and deliver it to the office.
- Parents/Guardians will be notified to discuss the issue.
- The electronics device will be returned to the student at the end of day, or after a longer interval at the discretion of administration.
- Further disciplinary measures may result depending on the circumstances of the incident.
- This would be recorded into Power School student behaviors data base.








3rd Incident

- Townsview Staff will confiscate the electronics device and deliver it to the Administration
- Parents/Guardians will be notified to discuss the issue. Parents/Guardians may be requested to pick up the electronics device at school.
- Further disciplinary measures may result depending on the circumstances of the incident.

TOWNSVIEW HOME & SCHOOL ASSOCIATION:

- Is a group of active volunteers, including parents, guardians, teachers, and administrators committed to making Townsview School a better place for the students and staff. They work closely with the Townsview School administration to enrich the school community and provide additional funds for the school. We support them by fundraising, celebrating, encouraging, and recognizing students and staff.
- If you are interested, you can help by volunteering your time, making a monetary donation, or donating items throughout the year when needed for our events.

GENERAL ROUTINES & PROCEDURES:

- All students must arrive at school by 8:30am.
 -  If a student arrives after 8:40am, they must sign in at the office.
- Middle School students must use and maintain their assigned locker and we ask that they do not share their locker with other students
 -  Use only the lock issued by the school for your locker. All unauthorized locks will be removed from the locker and replaced with a school lock
 -  Store all outdoor clothing in your locker
 -  Keep a sweater or sweatshirt in your locker and use it in the school for cooler temperatures
- Do not threaten the safety of another person:
 - Any item which is used for this purpose will be confiscated by school officials.
 - Items such as, but not limited to, guns, knives, firecrackers, stink bombs, laser lights, and aerosol sprays are prohibited.
- All bikes and skateboards must be left at the bike rack and do not use on school property.
 - Students riding bikes or skateboards to school should have helmets for safety reasons.
- School Bus – It is a privilege, not a right, to be transported on a school bus.
 - All students are required to obey the rules as set down by the driver. Any infraction of the rules will be dealt with in a progressive manner and may lead to a suspension from using the school bus.
- Property of Townsview is the grounds, building and any contents purchased by or for the school or belonging to the Province of New Brunswick.
 - A student who willfully, or accidentally, damages school property will pay restitution.
 - All incidents will be documented.
- Theft – any case of theft is to be reported to the administration.
 -  Student(s) will be required to return the property in the condition it was in before it was taken.
 -  This may result in the student(s) paying restitution and/or being suspended.
- Plagiarism
 -  Plagiarism will not be tolerated. The student must redo the work in all cases of plagiarism, and the teacher will contact the parent/guardian. It is the responsibility of the student and their parent(s)/guardian(s) to understand what constitutes plagiarism.

- **Dangerous Item – Townsview promotes a safe and orderly school environment.**
 - ✚ Any item that threatens the safety of others will be confiscated by school officials.
 - ✚ Any student who uses the item will be assigned a suspension. The length of the suspension will be based on, but not be limited to, the following:
 - Recency, frequency, and intensity of threatening behaviours
 - Degree of injury or potential injury
 - Level of assurance that the act will not be repeated
 - Student’s behaviour record
 - Level of police involvement
- **Tobacco - No Smoking Tobacco, Vaping Products including E-Cigarettes on School Property**
 - ✚ The building and property of Townsview School have been identified as a “No Smoking Zone.” Any student who smokes, uses chewing tobacco or the smokeless cigarettes in this zone will be assigned an out-of-school suspension. Length of suspension will be determined by the school administration. This is in effect anytime a student is under the jurisdiction of school officials and school related events.
 - ✚ It is a criminal offense to sell tobacco products to any person less than 19 years of age. A student who is caught selling will be required to turn over all money and tobacco products to school administration. In addition, the student(s) will be assigned an out-of-school suspension. The length of suspension will be determined by the school administration. This is in effect anytime a student is under the jurisdiction of school officials and school related events.
- **Drugs and Alcohol**
 - ✚ Any student who is under the influence of, or found using, possessing, or transmitting, drug paraphernalia, illegal drugs or alcohol will be assigned an out-of-school suspension. Length of suspension will be determined by the school administration.
 - ✚ This is in effect anytime a student is under the jurisdiction of school officials and school related events.

BRING YOUR OWN DEVICE – Grades 3-8 PROGRAM:

Townsview School (grades 3-8) can Bring Your Own Device (BYOD) whereby:

- All students grades 3 through 8 will be given a password and have the opportunity to be on the WIFI Network.
- All students will be responsible for following Policy 322 (Computer Use) at all times. Despite the fact that their electronic device is theirs, if there are any issues with the content of the account, the district has the right to confiscate the information on the phone.
- The electronic device is to be used when instructed by the supervisor in class. If the instructor has not given that permission, students are to follow the same standards as laid out prior to BYOD.
- It is important for parents to know that you are not required to provide your child with an electronic device. We are going to do our best here at the school to provide technology to our students when needed. That being said, we will not have enough devices here at the school to provide for everyone.
- Rules will not change about the content that students are supposed to follow as a result of the BYOD. Inappropriate sites are still just that despite your ability to get on sites during the school day.
- Your child will not have the ability to print documents from their phone.
- Cyber Bullying situations will be handled the same as always and any of those incidents involving the BYOD product will be dealt with through the administration.
- Students will not be permitted to share their passwords. Students can lose their privilege at any time. The rights to the passwords provided to the students can be deleted at any time.

VOLUNTEERS:

- All volunteers must complete a volunteer registration package, which is available at the office. Policy 701, completed online, is one aspect of this package. Also required are a criminal record check, a code of conduct form and acknowledgement of Policy 702 (Tobacco Use) and Policy 703 (Positive Learning and Working Environment). Completed and signed packages are to be returned to the office.
- Parent volunteers will be under the direct teacher supervision whenever assisting in the classroom and/or on field trips. This is required before you can volunteer at any school activity.

ANTI-BULLYING STATEMENT

- Townsview School is committed to providing a caring, friendly, and safe environment for all members of the school community so they can learn and work in a relaxed and secure academic atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all members of the school community should be able to report incidents and know they will be dealt with promptly and effectively, according to the anti-bullying policy currently being developed by the Government of New Brunswick.

STUDENT ACTIVITY CODE OF CONDUCT:

- This Code of Conduct is intended to provide a brief overview of our policy and philosophy at Townsview School, as well as to explain the expectations we have of our students who participate in school activities.
- Although activities are of great importance to our school, this by no means allow individuals to deviate from school behavior expectations. In fact, as ambassadors of our school, our activity students will be expected to uphold the very best in behavior and discipline. Activities are a privilege to participate in, not the student's right.
 - ✚ All Townsview School rules of conduct are applicable to members of our student groups at all times. Students are under the supervision of a coach/leader/director for home and away events, on trips, at tournaments, at practices, at productions, and at performances.
 - ✚ In accepting the terms of a group membership, students are expected to obey all reasonable direction of the coach, assistant coach, teacher supervisor, and/or director of group. Failure to do so may result in suspension or expulsion from the group.
 - ✚ Participants will exemplify the true spirit of sportsmanship and citizenship towards all officials, opponents, spectators, volunteers, and teammates.
 - ✚ Participants must model appropriate legal and good health choices as they pertain to tobacco, drugs and alcohol. Students may be suspended from participation for violation.
 - ✚ Since our participants are considered ambassadors of Townsview School, the school itself will be judged by their conduct and presence. All participants must conduct themselves accordingly at all times.
- Each group member is expected to attend all practices punctually. Medical appointments or instances where the student has made arrangements with the supervisor prior to the practice and/or event are the exemption. In addition, it is also the responsibility of the student to inform the supervisors of any trips/vacations that may take place during the season
- School uniforms are to be worn for game/event situations only. They are loaned to students. Reasonable care and prompt returns of uniform is expected. Students may be charged a replacement fee for lost, damaged, or unreturned uniforms due to negligence.
- Participation in activities does not and will not take precedence over regular school requirements.
 - Students need to let their teachers know when of absences from class as per school policy
 - Students must be up-to-date on all school assignments and homework – if not, the student may be suspended from the activity until that student is caught up and is in good standing.
 - Students must be present at school in order to take part in extracurricular activities that day.
- Activity Fees – the school does not receive any district funding to cover the costs of association fees, equipment purchases and replacement, tournament registration, referee fees, regional & provincial fees, and additional equipment necessary to run a quality program.
 - It is for this reason that we must charge a fee for each student activity. Fees can be paid at the office or School Cash Online. All fees must be paid or a payment program established before the student will be eligible to participate.
 - If you have any questions or concerns, feel free to contact the administration at the school.

MIDDLE SCHOOL AWARDS:

- Townsview School supports the belief that students involved in athletics, extra-curricular and/or academics should be rewarded for their efforts and achievements not only in participation and representing themselves both on and off the playing fields, but most importantly they represent Townsview School.
- Selection of each award will be made by the coaches, the Awards Committee and in consultation with the school administration.
- Some of these awards take into consideration for students involved in Grades 6-8
- Students are eligible to win more than one award
- School Administration will have final approval of all award recipients
- Athletic awards will be presented to the following teams:
 - ✚ Cross Country Running
 - ✚ Varsity Girls Soccer
 - ✚ Varsity Boys Soccer
 - ✚ JV Girls Basketball
 - ✚ Varsity Girls Basketball
 - ✚ JV Boys Basketball
 - ✚ Varsity Boys Basketball
 - ✚ Badminton
 - ✚ JV Girls Volleyball
 - ✚ Varsity Girls Volleyball
 - ✚ JV Boys Volleyball
 - ✚ Varsity Boys Volleyball
 - ✚ Rugby
 - ✚ Track & Field
- Additional Townsview Awards Presented
 - ✚ Thunder Express Awards
 - ✚ Middle School Band
 - ✚ Drama
 - ✚ Townsview Home and School Award
 - ✚ Athlete of the Year (Female and Male)
 - ✚ UNB Academic Achievement Award
 - ✚ Thunder Pride Student of the Year (Female & Male)
 - ✚ The Spirit of Service Award
 - ✚ Craig Manufacturing Turn Around Awards (Grade 5 & Grade 8)