

# STUDENT HANDBOOK

**Townsvie School  
122 Lewis P. Fisher Lane  
Woodstock, NB  
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**New Brunswick School Calendar  
2016 – 2017**

<u>Month</u>	<u>Dates</u>	<u>Events</u>	<u>Number of Days for Students</u>	<u>Number of Days for Teachers</u>
August	29	Full Administration Day		1
	30-31	Council Day		2
September	1	Full Administration Day		1
	5	Labour Day	19	19
	6	First Day of Classes		
October	10	Thanksgiving Day	20	20
November	11	Remembrance Day	21	21
December	23	Last Day of Classes	17	17
January	9	First Day of Classes	17	17
February			20	20
March	6-10	March Break	18	18
April	14	Good Friday	18	18
	17	Easter Monday		
May	5	Council Day		1
	22	Victoria Day	21	21
June	23	Last Day of Classes	17	17
<b>Total Number of Days for Students</b>			<b>185</b>	
<b>Total Number of Days for Teachers</b>				<b>195</b>

\*Note: December 23<sup>rd</sup>, 2016 will be a half-day of classes.

\*Note: There will be some Professional Development Days that will be scheduled.

## Townsvew School Bell Schedule

	Grades K-2	Grades 3-8	
<b>8:30 - 8:40</b>	<b>Homeroom and Daily Announcements</b>		
	<b>8:40 - 9:13 Period 1</b>	<b>8:40 - 9:30 Period 1</b>	
	<b>9:13 - 9:46 Period 2</b>		
	<b>9:46 - 10:19 Period 3</b>	<b>9:30 - 10:20 Period 2</b>	
<b>10:20 - 10:35</b>	<b>Morning Break</b>		
	<b>10:35 - 11:08 Period 4</b>	<b>10:35 - 11:25 Period 3</b>	
	<b>11:08 - 11:41 Period 5</b>		
	<b>LUNCH 11:41 - 12:15</b>	<b>11:25 - 12:15 Period 4</b>	
	<b>Outside 12:15 - 12:40</b>	<b>(3-5) LUNCH 12:15 - 12:40</b>	<b>(6-8) Outside 12:15 - 12:40</b>
	<b>12:40 - 12:45 Entry &amp; Homeroom</b>	<b>(3-5) Outside 12:40 - 1:05</b>	<b>(6-8) LUNCH 12:40 - 1:05</b>
	<b>12:45 - 1:18 Period 6</b>	<b>1:05 - 1:10 Entry &amp; Homeroom</b>	
	<b>1:18 - 1:51 Period 7</b>	<b>1:10 - 2:00 Period 5</b>	
	<b>1:51 - 2:00 Dismissal</b>		
	<b>After School Recess 2:00 - 2:45</b>	<b>2:00 - 2:50 Period 6</b>	
<b>Dismissal</b>	<b>Dismissal 2:50</b>	<b>Homeroom &amp; Dismissal 2:55</b>	

## **Townsvie Mission Statement**

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

## **Townsvie Vision Statement**

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



### **WELCOME MESSAGE TO STUDENTS, PARENTS/GUARDIANS:**

Welcome to both returning students and to those students new to Townsvie School. You have the biggest role to play in making sure that your year is positive and full of successful experiences. Parents and teachers can be supportive, but ultimately you 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.

Parents, please take time to go through your child’s communication book or agenda planner. We provide it for you to use as an organizational tool and expect it to be used for homework, communication with your child’s teacher(s), as well as a source of helpful educational information. It is important that students in grades 6-8 take it with them to each class. Also, this planner should go home with students at the end of each day. One way for students to be successful in school is to stay on top of their work and ask for help when they are in need.

## **ALLERGY ALERT:**

Due to the serious medical conditions of several students and staff – Townsview School is both a **NUT SAFE** and **SCENT SAFE BUILDING**. Thank you for respecting the safety of others.

## **ARRIVING, DEPARTING & PICKING UP AT SCHOOL:**

As we begin our new school year, please note the following:

- Students are not to be in the building before 7:50 AM or after 3:15 PM unless under the supervision of a teacher or coach. Students are expected to have arranged for rides to pick them up when school activities end.
- Grades K-2 students will be permitted to enter the school upon arrival and wait in the cafeteria. At 8:10 am students will be taken to their homerooms.
- Grade 3-8 students can enter the school at **8:15 am**. If students arrive earlier than 8:15 am, they will be required to wait outside. If weather is cold or it is raining, students will be permitted to enter the school to wait in the cafeteria.
- **After September 16th**, we ask that parents not walk any Grades 1-8 students to their classroom, we allow this the first couple of weeks just to help with the transitioning process. If you require talking to one of your child's teachers, we ask that you call and make an appointment or write a note in your child's communication book. It is difficult for parents to meet with teachers as teachers are on duty and helping to prepare their students for the day before classes.
- **After September 30<sup>th</sup>**, we will be requesting that parents not walk their kindergarten children to their classrooms. The first couple of weeks, we permit parents to walk their kindergarten child to their homeroom, hoping this helps to lessen the anxiety as students become familiar with the school.

### **Please Note:**

This process is not in place to frustrate parents or have parents think that we do not trust them. We just want to help students adjust to the school year and having students travel down to their classroom is one way of creating independence while also allowing the homeroom teacher to connect with students as they help them prepare for the day. As you can only appreciate, having a lot of parents walking down the hallway into the classroom creates some problems within itself. Although we have teachers on duty, they may not be in that specific classroom itself, your presence going into the classroom creates additional anxiety maybe not just with your child but with other children as well. This would apply to all classrooms from K-8.

- Homeroom teachers are busily practicing procedures & routines, and part of the daily procedures for our students is getting ready for the day.
- 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.
- At the end of the day, 1:55 pm for K-2 students, parents/guardians are required to come into the school and wait inside the cafeteria to pick up primary students. Teachers will bring the children down into the cafeteria, so we ask that parents not to go to the classrooms, but rather wait for your children inside the cafeteria.

### **FOR STUDENTS IN GRADES 3-8, THERE ARE A COUPLE OF OPTIONS:**

- 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.
- If your child is a walker going towards Helen Street or to the path along the golf course, we will have a teacher supervisor walk the students out through the after-hours access door (side door by the library) and then walk them up so that they can access either Helen Street and the golf course path in a safe manner

### **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.
- 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 into the school to pick up their child. The student must sign out in the office before leaving. Please note that this policy is to not cause hardship to you as a parent/guardian, but rather, 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.

### **VISITORS:**

- As a safety procedure for students and staff, visitors are expected to report to the office. During instructional time (8:00 am – 3:00 pm) all visitors must sign in and out at the main office.

### **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:

**(a)** In the case of a planned absence, send a note to your child's teacher beforehand informing him/her of the upcoming absence.

**(b)** In the case of an unplanned absence, please phone our Safe Arrival Number at 325-4435 before 8:00 AM to inform us that your child will not be in school and the reason. This service is available 24 hours a day. When your child returns to school, please follow this with a written note to your child's teacher explaining the reason for the 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 encouraged to go outside during scheduled breaks.

**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.



### **BUS NOTES:**

- As of September 2013, Anglophone West School District 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, sleepovers, or after-school activities) will not be provided for students in any grade level.

### **CUSTODIAL ARRANGEMENTS:**

The school administration and classroom teacher need to be aware of any custody arrangements and, in particular, if there are court orders prohibiting a parent from having contact with the child. A copy of the specific 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.

### **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 missing more than 10 days of supported, documented excused absences), and 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 contract/policy and student in good standing clause. This may carry over from one academic year to another based on the above criterion.

### **EXTRA-CURRICULAR FEES:**

Students are encouraged to participate in extra-curricular activities that take place during after-school hours. These activities do involve costs to operate therefore we the school are in need of assigning participant fees. Following are the fees for each of our extra-curricular activities:

- Boys & Girls JV Soccer - \$20.00 per athlete
- Boys & Girls Varsity Soccer - \$40.00 per athlete
- Boys & Girls Badminton - \$10.00 per athlete
- Boys & Girls Varsity Basketball - \$150.00 per athlete
- Boys & Girls JV Basketball - \$100.00 per athlete
- Boys & Girls Varsity Volleyball - \$100.00 per athlete
- Boys & Girls Varsity JV Volleyball - \$75.00 per athlete
- Boys & Girls Rugby - \$20.00 per athlete
- Band - \$40.00 per student
- Drama - \$50.00 per student

All fees must be paid prior to receiving their team uniform and/or participating in the activity. If your child is participating in one of the extra-curricular activities and paying the extra-curricular fee is a financial hardship, please contact the school administration. We do not want the activity fee to be a deterrent to your child participating. Thank you for your support and understanding.

### **MIDDLE SCHOOL STUDENT FEES:**

Student Fees are \$30 and are paid by middle school students only. These fees are used for middle school student activities inside and outside of the classroom.

### **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 AYR Motor Center 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.***

### **LOST & FOUND:**

- This service is located just outside the cafeteria.
- We encourage parents/guardians to drop in and see if any items belong to their child.
- If after a bit, these lost items are not picked up, they are packaged and taken to local charitable organizations.

### **OUTDOOR PLAY:**

Students in grades 3-5 will be expected to play outside upon arrival (times vary depending on bus arrival times) and 25 minutes at noon. Primary students (K-2) also have a 25 minute noon recess, as well as, 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 (as well as two others) will supervise the designated in-school areas when the decision has been made to stay in.

### **NOON BREAK:**

- Walking students who wish to go home for lunch (within reasonable walking distance) must bring a note from the parent/guardian indicating permission to do so.
- No other student(s) may leave the school grounds at noon unless 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. Skateboards and roller blades are not to be used on the school grounds.

## **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. 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, including confiscation of the phone for a period of time. Repeated in-class offences will result in parents having to retrieve the phone at school.
- 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.**

### **TOWNSVIEW WEBSITE:**

- Townsview has a website (maintained by one of our teachers).
- 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.

### **CYBERBULLYING & HARASSMENT:**

- Harassment is considered to be any mean word, act or gesture used continually with the intent of hurting a person's feelings, body or possessions. Pupils and staff have an absolute right to be and feel emotionally and physically safe at school, on buses or at school functions. No one will bully, taunt, intimidate or subject others to harassment in any form.
- Cyberbullying - Bill Belsey provides the following definition of cyberbullying (Teachers and the Law, Second Edition; A. Wayne MacKay & Lyle Sutherland):

***“Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”***

- Cyberbullying has a direct impact on the climate, culture and learning in the classroom. Students who participate in cyberbullying would be subject to disciplinary action in accordance with Townsview School's Code of Conduct.

### **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 during the school year, it is important to let the school know so we can update our data base as well.

### **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](mailto: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.

## **PROGRESS REPORTS/ PARENT TEACHER CONFERENCES:**

Three formal report cards will be issued per child each year. Parent/Student/Teacher 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
  - 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](http://www.asd-w.nbed.nb.ca)

## **SCHOOL DANCES:**

- Each year Townsview has dances for our middle school students on Thursday evenings (bi- monthly).
- The times of our dances are from 7:00 pm-9:00 pm with our doors opening at 7:00 pm. We ask all parents to not drop off their child before 7:00 pm. We also ask that arrangements be made to pick up their child at 9:00 pm unless they have permission to walk home.
- The costs of our dances is \$2.00 per person.
- Our electronic use policy is in effect at all school dances.
- All dances are supervised by teachers who willingly volunteer their time
- We also invite parent/guardian volunteers to help with supervision as well. If you are interested, please contact the school.

## **SCHOOL SUPPLIES:**

- School supply lists are sent home with children in the June report card. These lists are also posted on our school website and available at Walmart and Covey Basics.
- Pre-Kindergarten students will receive the list of needed supplies on the kindergarten orientation day in May.
- K-5 students have the option to purchase a school pack for \$40.00. Forms will be sent home in the spring.

## **VOLUNTEERS:**

All volunteers must complete a volunteer registration form as well as policy 701 training. The link for the Policy 701 form is located on our school web page. Parent volunteers should be under direct teacher supervision whenever assisting in the classroom and/or on field trips.



## ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

September 6, 2016

Dear Parent/Guardian:

Anglophone West School District has developed a protocol outlining our commitment to creating and maintaining an environment in schools where students, staff, and others feel safe. In order to enhance safety and security, the District has been involved in intensive threat assessment training of school administrators, guidance counsellors, resource teachers and district staff.

The protocol requires trained school staff to complete a “Violence Threat Risk Assessment” in all cases where students make significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skill, and experience available to assess high-risk, threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. 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. To help keep our school communities safe, parents, students, and community members who have knowledge of a threat or high-risk behaviour are to 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.

Sincerely,

David McTimoney  
Superintendent

