



**Canterbury
High School
K-12**

Canterbury High School Staff List 2018-2019

Teacher	Position	Staff Member	Position
McCarthy, Terri	Grade 10 & Math/Science	Dickinson, Nancy	Administrative Assistant
Brown, Julie	Grade 5 & French 6-10	Donovan-Bedard, Jane	Educational Assistant
Crossman, Les	Grade 9	Fowler, Brenda	Educational Assistant
Dempsey, Marley	Music & Arts	Barb Williams	Educational Assistant
Dickinson, Russell	Grade 11	Tanya Luimes	Educational Assistant
Dow, Michelle	Grades 5-8	Kathy Howland	Educational Assistant
Grant, Kimberly	Phys. Ed. & Sciences	Morrison, Barb	Custodian II
Havens, Heather	Resource & Methods, PIF	Stephen Wood	Custodian I
Hudson, Pamela	Grade 12	Sheri Dymond	Library Assistant
Ketch, Jocelyn	Grade 5-8 Math & Science	Dickinson, Teresa	Bus Driver- bus 135
Mabie, Susan	Principal	Leeman, Mary-Ellen	Bus Driver- bus 133
Morehouse, Justin	Kindergarten pm & gr.3-4	Colleen Marr	Bus Driver- bus 134
Simpson, Holly	Kindergarten mornings		
Sumner, Kerry	Grade 1 & 2		Bus 135 – Meductic
Tompkins, Jeff	Vice- Principal		Bus 133 – North Lake
Wright, Paula	Grade 3 & 4		Bus 134 – Scott Siding

Staff e-mail: All staff can be e-mailed using the names above, "Firstname.Lastname@nbed.nb.ca"

CHS Website : <http://web1.nbed.nb.ca/sites/district14/chs/Pages/default.aspx>

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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2018-2019 SCHOOL CALENDAR OF EVENTS

<u>Month</u>	<u>Dates</u>	<u>Events</u>
September 2018	3 4 12 13	Labour Day – No School First Day for Students School Picture Day (Harvey’s Studios) Agricultural Safety Day for Grade 5 Class in Florenceville-Bristol Civic Center
October 2018	8 9-12	Thanksgiving Day – No School Registration for Kindergarten 2017-2016
November 2018	5 9 12 20 22 23	Report Cards Issued 9-12 Professional Learning – Full Day - No School for Students Remembrance Day – No School (Day in Lieu of November 11 th) Report Cards K-8 Parent Teacher Interviews 4:00-7:00 pm Parent Teacher - AM –Professional Learning PM – No School for Students
December 2018	19 21	Christmas Concert 9:00 am & 1:15 pm Last Day Prior to Holidays
January 2019	7 8 21-25 28 29 30	Professional Learning Day – No School for Students First Day for Students after break Exam Week for High School (Grades 9-12 only) Professional Learning Day K-8 & Turn Around Day – No school for students K-12 Turn Around Day Grades 9-12 – No School for high school only Semester 2 Begins – High School Only
February 2019	1 18	High School Report Card #2 – Grades 9-12 only Family Day – No School
March 2019	4-8 22	March Break Professional Learning Day– No School for Students
April 2019	1 4 5 19 22	Report Cards K-12 Parent Teacher Evening 4:00-7:00 pm Parent/Teacher AM, Professional Learning PM – No School for Students Good Friday – No School Easter Monday- No School
May 2019	3 13 20	NBTA Council Day – Provincial– No School for Students NBTA/AEFNB Branch Meeting Day –No School for Students Victoria Day – No School
June 2019	10-14 16 17 18 19 21 26	Exam Week Grades 9-12 Baccalaureate Service – Church and Time to be announced Prom 8:00 pm & Safe Grad Track & Field Morning K-5, Rain Date June 22 Graduation 6:00 pm Last Day for Students – Final Report Card Day (K-11) Last Day for Teachers

CHS Website: <http://web1.nbed.nb.ca/sites/district14/chs/Pages/default.aspx>

What you can find on our CHS Website:

- Link to Anglophone West website (storm day information there)
- News- includes items sent by voicemail and other reminders
- Newsletters & cafeteria menu
- Athletic news, game schedules, cancellations (Athletics also has an e-mail distribution list.)

Visitors, Volunteers & Parents/Guardians Entering the School

Canterbury High School is your school and nothing is more important than the education of your child. You are welcome to visit and you are encouraged to phone or come in if you have any questions or concerns. For safety and to limit disruptions to the learning environment, we ask the following:

- All doors are locked. There is a camera and door chime on the main office entrance door. Please press the button and someone will let you in. We apologize if no one answers. We may be away from the desk for a moment, but we try to always have someone in the office.
- Please sign in at the office if you are staying to volunteer or have a meeting.
- Picking up a child early – Please let office staff know and we will get your child for you if it is during class time.
- Dropping off items- Please inform office staff and we will deliver the items at the next break unless students need the item immediately.

CHS HOME & SCHOOL

Our CHS Home & School was formed two years ago primarily to assist in operating our cafeteria. We have made the Culinary Arts course possible at CHS . One employee is hired each year for a few hours each day to assist with serving and clean up in the cafeteria. We work in cooperation with staff and administration who advise us of needs within our school and ways we can help. Each year we do ‘bulk food orders’ as a fundraiser for our school. This money is used to help with insurance costs for the cafeteria and to assist with activities for students. Our main student activities so far have been ‘Elementary Fun Nights.’

- Membership is \$5.00 per adult (Parents, grandparents, or community members can join).
- We work to improve opportunities for our school and you can volunteer one time or frequently

CHS Parent School Support Committee (PSSC)

The PSSC is an elected body of parents who meet with school administration throughout the year. The PSSC advises the principal on policy. Members are elected for a three year term. Elections are held at ‘Meet the Teacher Night’ in August or September. For more information, please feel free to call.

Volunteers

All volunteers must have Policy 701 training and a Criminal Record Check (vulnerable sector screening). This includes coaches, parents/ guardians attending field trips or volunteering at school, and all adults who wish to work with students in any capacity. Policy 701 can be viewed and the quiz written on-line. It is good for as many years as you wish to participate as a volunteer and only needs to be done once. There are two other policies you must read. Forms may be picked up at the office. Policy 701 can be found on-line at: <http://701.nbed.nb.ca>

Breakfast Program

We have a daily breakfast program for students in grades 6-12 in the front lobby where students help themselves to toast, fruit and dairy products. At the K-5 level, volunteers prepare breakfast two days a week and teachers have items such as yogurt and cheese and crackers to offer all other days. Anyone wishing to make a donation to the breakfast program can do so at the office. We are currently sponsored by a provincial Wellness Grant and Breakfast for Learning through the President’s Choice Children’s Charity. We also need volunteers to sustain this program. If you would like to volunteer, our Administrative Assistant will gladly take your information.

STUDENT BEHAVIOR: Policies & Code of Conduct

Duties of Pupils (Education Act)

14 1) It is the duty of a pupil to

- (a) *participate in learning opportunities to his or her potential,*
- (b) *accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,*
- (c) *attend to assigned homework,*
- (d) *attend school regularly and punctually,*
- (e) *contribute to a safe and positive learning environment,*
- (f) *be responsible for his or her conduct at school and while on the way to and from school,*
- (g) *respect the rights of others, and*
- (h) *comply with all school policies.*

CHS Code of Conduct : Our code of conduct is a set of expectations outlining expected behaviour and responsibilities

At CHS we ROC!

R – Respect all (*respect self, respect others, respect property*)

O – Own it (*own your actions & choices; no excuses*)

C – Choose right (*do what is right, not popular or easy; make the best choice including our best academically.*)

- Students must complete all assigned work and participate in their learning to the best of their ability
- Students are to show respect for adults as well as each other, at school and elsewhere. We want our students to feel safe at school and to enjoy learning. This means that no student has the right to disrupt a classroom in any way.
- CHS is a K – 12 School. Older students are looked up to by younger students. Older students, therefore, should set a good example including what they say (content & language.) Students are to refrain from intimate contact.
- Fighting, intimidation, harassment, threats, and any aggressive behaviour towards staff or other students is not permitted.
- Deliberate damage to school property or the property of others is not permitted, and will result in the offending student paying for replacement or repair. This includes carving in walls, desks, etc. All repairs will be billed to parents.
- In addition to Policy 703, students are not permitted to carry or light lighters or carry pocket knives
- Swearing at, to or about or trying to intimidate a staff member in any way will result in an automatic suspension. Threats both direct and implied made directly or indirectly towards staff will be taken seriously and suspension as well as possible RCMP involvement will result. Aggressive language and/or behaviour can't and will not be tolerated.

BULLYING

All reported incidents of bullying will be dealt with. We ensure that at the beginning of the school year, our policy is reviewed with students from kindergarten to grade 12 and we go over what bullying is and how to respond. We ask that parents encourage their children to inform staff if there is a concern and we also ask parents to follow up with staff if their child seems hesitant, to ensure their child has come forward with any concerns. It is important if students feel an issue is not being dealt with, that they mention the frequency and inform the staff member if they have mentioned it before to another staff member. In the past, students may mention a concern casually to one staff member and then to another which results in staff not being aware that the problem is repeated and serious in nature. Given the number of daily student interactions, it is important for us to have this information.

Students will be held accountable from the first incident. Depending on the age of the student and the nature of the incident, loss of free time or an in-school or out-of-school suspension may be given in addition to interventions/ counseling and support for the student who is bullying. The second offense will see increased interventions which may include suspension as a means of helping the student learn bullying is not acceptable. Should the bullying then continue, the student may be risking their opportunity to remain in a setting with other students up to and including suspension for the remainder of the semester/ school year. Parents of the student (s) involved will be notified.

Strategies CHS Implements to Promote a Positive Learning Environment

- Proactively ensuring open communication between home and school
- Staff teaching/modeling expected behavior
- Student and staff think-tanks to discuss TTFM data to proactively put into place actions
- The school promotion of healthy relationships (staff-staff, staff-students, staff-parents)
- Student-centered bullying prevention group (Beyond the Hurt)

- Staff & PSSC review of data, incidents and climate followed by suggestions for improvement
- Teaching and posters to help students understand the differences between conflict and bullying

Policy 703 Positive Learning & Working Environment

This policy outlines expectations regarding many aspects of student behavior which school administration uses in developing our own student code of conduct. This policy guides decisions around intervention, suspension and consequences. This policy can be viewed on the Dept. of Education website under policies. The policy categorizes behaviours into two categories: Serious Misconduct and Behaviours Not Tolerated. In each, it makes recommendations for appropriate response by school personnel. Age of students is taken into consideration. This does not mean a student in elementary can't be suspended; however, this is not common. As students get older, more is expected and the seriousness of the offense, repeated behaviours, impact of behavior, etc. are taken into consideration. The ultimate goal is teaching appropriate behavior. A few examples of expectations set in this policy include:

- School personnel and students in the public school system have the right to work and to learn in a safe, orderly, productive, respectful and harassment-free environment.
- Direction for managing behaviours that are more minor in nature but are disruptive because of their frequency. For example, defiance, disrespectful language and gestures or missing school or arriving late. For some students, additional individual interventions will be required. When disruptive behavior is substantial and persistent, a formal plan of intervention must be put in place;

Serious Misconduct (Policy 703, Department of Education)

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

- bullying, hazing or any form of intimidation;
- cyber bullying – including, but not limited to, posting inappropriate material online, sending harassing, deliberate or repeated emails and posting items online without permission of those involved;
- possession, use or provision of weapons – a weapon can be any object used, or intended to be used, to cause injury or death, or to threaten or intimidate person. Discipline decisions will take into account the inherent or perceived danger of the object involved
- possession, use or selling of illegal or dangerous substances or objects – examples include the use of illegal drugs, tobacco and alcohol, possession of drug paraphernalia and possession of explosives;
- possession of or sharing pornographic materials (including electronic images);
- physical violence – the use of force or inciting others to use force to cause physical injury;
- sexual assault, harassment, abuse and misconduct;
- dissemination of any hate propaganda material, including hate literature;
- harassment – causing a person to fear for their safety or the safety of a person known to them by repeatedly following them from place to place or repeatedly communicating directly or indirectly (e.g. by leaving notes, making or sending persistent or harassing telephone calls or e-mails, etc.);
- uttering threats – communicating the intent to hurt or damage a person, an animal, place or thing;
- vandalism causing extensive damage to school property and on school property;
- theft;
- disruption to school operations – any behavior which threatens the health or safety of any person, including school personnel (e.g. arson, bomb threats and tampering with safety equipment such as fire alarms); and
- any other behaviour that, in the opinion of school or school district officials, would reasonably be considered serious misconduct.

6.3.2 These behaviours represent a significant disruption to the learning and working environment, endanger others or significantly impair the operation of the school and the maintenance of a positive learning and working environment. These behaviours will normally result in the exclusion of a person from school property and, in the case of a student; these behaviours will result in an immediate suspension, in addition to other interventions. In most cases, due to the gravity of these behaviours, their occurrence will require the involvement of law enforcement officers.

Staff & Student Dress Code K-12

Students and Staff at CHS are to be dressed appropriate for an educational setting in a clean, neat manner. Students may not wear clothing that advertises drugs, alcohol or has suggestive or obscene material. Pajamas are not to be worn at school unless it is a designated day. "Business casual" is our expectation. Jackets/coats and hats are not to be worn inside the school building.

Students who disregard this policy will be asked to change or go home to make the necessary changes and repeated infractions may result in detention. Administration will be notified of the request to have a student change. Should the student refuse or the necessary change not be possible at school, administration will send the student home. It is expected that the student will not continue to wear inappropriate clothing to school.

Parents/Guardians share the responsibility to see that their child is clean, tidy and dressed appropriately for school. Staff has the responsibility to enforce appropriate dress for a learning environment.

Students Being Picked Up or Leaving During the Day

If a student plans to leave school, we ask that students K-8 be picked up by a parent/guardian at the office, and inform the student's homeroom teacher. Grades 9-12 must inform their homeroom teacher, check with administration, and be signed out. Administration will require a note from parents or attempt to phone parents before signing out high school students. When a student has been absent from school, upon returning to school, he/she shall present a written excuse to his/her homeroom teacher. The excuse, written and signed by the parent/guardian, shall specify the date(s) and reason(s) for the absence.

Students Being Picked Up or Dropped Off for Clubs, Events or Trips Outside of School Hours

It is the responsibility of parents or guardians to be on time and for K-5 to ensure they enter the building and are in the care of an adult. Parents K-5 must also be on time for pick up and be waiting when students are dismissed at the appropriate entrance to ensure the child goes home with the intended adult. Ex. At the end of an elementary fun night, the parent/guardian must be at the bus entrance waiting to pick up their child. For grade 6-12, at dances, events and for bus trips returning later than 3:00 pm, it is the responsibility of parents to be on time and ensure their child goes home with the intended adult. For 9-12, dismissal works the same as at 3:00 pm; they will be dismissed and it is up to the student and parent as to where they go and to arrange transportation.

Absences & Tardiness

As stated in the Education Act, Duties of a Pupil, section 14 (d), students are to "attend school regularly and punctually."

Students who are late must report to the office to get a late slip and sign in. Persistent tardiness or missing a day without a reason will result in students needing to make up the missed time at noon or after school. Should the concern not be resolved with making up time, other interventions will follow. All absences require a written note to the homeroom teacher.

ATTENDANCE & TRACKING OF ATTENDANCE (Attendance Policy 14-700-012)

Parents/guardians have the responsibility to ensure that their child attends school every day with the exception of days they are ill. Please do not risk school success by missing school time. A letter will be sent to inform parents of 5 & 10 days missed. At 10 days, a meeting may be requested.

- **Please call before 8:30 am to notify us if your child will be absent from school.**
- Personal contact will be made with a guardian by homeroom teachers following the 5th absence when they are unaware of the reason for absences or should students be missing the days in a short period of time.
- Parents will be contacted following the 10th absence, a letter will be sent and a copy of the letter placed in the student's file, excluding situations where the school is aware of extenuating circumstances.
- Should attendance concerns exist, school administration and guidance will request a parent meeting (including students who are older) to develop a plan to ensure students are attending regularly which is the expectation set in the Education Act for NB.
- Following all attempts by the school to resolve absenteeism and support the student and family, the Senior Education Officer will be notified and Social Development.

Responsibility of Students to Make Up Missed Work Due to Absences

- **Students will be responsible to get caught up on missed class work their first day back and plan to stay noon and after school if needed.**
- **They should get missed work and assignments from a classmate first and verify this with the teacher.**
- **Students will be required to write any missed test upon their return to school the following day.**

Lice & Nit Policy

For the past three years, we have implemented a protocol that has worked very well to reduce and limit the spread of head lice. They are a nuisance but not harmful to health, however; must be cleaned up immediately. We check periodically and any time a case is reported. It is very important to notify us should you discover your child has lice or nits so we can check others in the class and the peer group. This allows for the fastest response and greatly limits the spread of lice. You would want others to extend this same courtesy so please notify us in case your child isn't the only one.

1. If a child has lice or nits they are immediately sent home to be treated and have all nits removed
2. The next day, an adult must return with the child and to be checked to ensure the student is free of all nits/lice
3. Should nits/lice be found, students will need to stay home until entirely cleaned up because not all nits are killed by treatment and we need to prevent further spread of lice from any nits that might hatch. The only way to ensure this is being nit and lice free.
4. We will work with you and support you with instructions for cleaning bedding & home as well as public health numbers which will also provide you information on cleaning up to rid your home and items of lice.

SCENT FREE POLICY

Due to environmental allergies and sensitivities, CHS supports a "Scent Free Policy". This means that students/staff will not be permitted to wear scented colognes, perfumes, body sprays, aftershave, etc. Parents have a shared responsibility to ensure their child cooperates with this policy since several students have allergies and asthma which is impacted by scent. Perfumes and sports sprays often used after physical education cause concern. Please speak with your child about options other than strong smelling sprays so students with allergies and asthma are safe.

TRANSPORTATION

Parents will be required to fill out a transportation form indicating their child's primary and secondary bus stop (K-5). Phoned in changes will only be accepted in emergency situations. Parents are asked that there is a regular schedule for the primary and secondary stops and should there need to be a change, it must be in the form of a written request 24 hours in advance of the change. For more details, please see the transportation letter sent home explaining the ASD-West Transportation Policy.

SCHOOL BUS SAFETY GUIDELINES - See pamphlet sent home with students, *Safety on the Bus*

1. **Obey the driver** promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. **Respect the driver and fellow passengers.**
4. Arrive on time and stand away from the roadway while waiting for the school bus.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus.
NEVER CROSS BEHIND THE BUS.
7. Always keep a safe distance around the school bus.
8. Go directly to your seat; allow others to sit with you. **Remain seated.**
9. Sit facing forward, with your belongings on your lap or under the seat. **Keep the aisle clear.**
10. Obtain approval of the driver to open windows or emergency door. Nothing must be handed out or be thrown out of the bus windows.
11. **Talk quietly.** Silence is required when approaching a railway crossing.
12. **Eating and drinking are not allowed on the bus. Use of tobacco is forbidden.**
13. Neither pets nor large objects are allowed on the bus.
14. Anyone who intentionally damages the bus will be held responsible.
15. Dress according to weather conditions. For safety, avoid draw strings/loose objects on clothing & backpacks.

CAFETERIA

Our cafeteria is operated by the CHS Home & School and the Culinary Arts class. The cafeteria will open the last week of September and run through the end of May. The cafeteria is open most weeks, Tuesday through Friday and is **closed on Mondays** and Tuesday when Monday is a holiday. Menus will be posted each month on the CHS website. We attempt to keep our prices as low as possible. Any profit that is made is used to purchase items needed for the school. Parents can pay \$20, \$40 or \$60 in advance for a cafeteria card as opposed to paying each day. This is tracked at the cafeteria so students don't lose their card.

K-5 Lunch ... \$4.00
6-12 Lunch ... \$4.25
Milk \$0.50

No charging but you can buy a meal card in advance.

Bicycles

In accordance with N.B. provincial law, students who bring bicycles to school must wear a helmet. Students without helmets may not use their bike on school property. If they do arrive without helmets, students must walk their bike to the bike stand. All bikes must be parked in the bike stand and not be left lying on the ground. We encourage parents to insist that students wear helmets and respect provincial laws. We have an obligation to ensure student safety and be in compliance with provincial laws and policies.

Telephone

There are pay phones in the lobby and in the gym area. When students need to make a telephone call they are asked to use these phones. The cost is 25 cents. Calls from the school phones are for EMERGENCIES.

Information and Policies Specific to Elementary K-5

Electronics

Students in K-5 are not permitted to bring electronic devices to school. This includes cell phones, iPods and all game devices. Not only can electronics be a distraction but they frequently end up lost or damaged.

Behaviour

A number of steps are taken to teach our students appropriate behaviour. Teachers will speak with students and when necessary, may use time out, loss of play time, or parental contact. After several interventions, if behaviour has not improved, students in K-5 may also get noon detention. Detention given by teachers is 20 minutes and then students are able to play the remaining 20 minutes of noon. All efforts are made to ensure students learn appropriate behaviour without punitive measures. **Exceptions may be made when behaviour is serious, repeated or aggressive in nature.**

Fees (\$10) & School Supply Packs (\$40) Total: \$50.00

At the request of many parents, CHS provides a school supply package for students in K-5 for \$40. This fee includes all supplies needed other than book bags, lunch bags, & sneakers. We also collect a fee of \$10 which covers presentations and guest speakers and any remaining money is used to off-set field trip costs. This saves us collecting smaller amounts of money frequently.

Grade 3 & 4 Swimming Program \$35 (Savings of \$20 from public rate)

Students in grades 3 and 4 have the opportunity each year to take 10 swimming lessons at the Carleton Civic Center. By the end of lessons over the two grades, most students are able to swim. This is part of their Physical Education program and for safety reasons, we have made it a priority that all students have the opportunity to learn to swim.

CHS Elementary Playground Rules

The staff member on duty will walk and patrol the entire area of the playground throughout their duty. All staff members are expected to address inappropriate behavior of any student on the playground and serious or repeated incidents will be shared with teachers and or administration.

1. We will respect each other and be kind to all.
2. We will not push, shove, hit, punch or throw things such as rocks or snowballs that might injure someone. The only things we throw will be sporting equipment designated by the teacher. The sporting equipment must be used properly and safely.
3. We will use equipment safely and how it should be used which means:
 - ❖ We will sit down on the slides and never run up them.
 - ❖ We will not run between the swings or run under others.
 - ❖ We will not bother others while they are using equipment.
4. We will take turns and not crowd while on play equipment.
5. When playing soccer, basketball, football and other games, we must play by the rules (No Rough Play.) We will play fair and not exclude people.
6. We will keep our playground litter-free, tidy and safe. If you break something, or find something that is not safe, tell an adult.
7. When responding to an adult's request we will be cooperative, polite and truthful.
8. We will stay on the playground area inside the fence and not beyond the blue line by the back stairs on the paved area. We will not go inside without asking permission.
9. We will not play in places designated as off limits (ie. Ice)
10. We will wear warm clothing and proper footwear. During cold weather, students must wear hats, mittens and snow pants. Students must have snow pants to play in the snow.
11. When the bell rings, we line up quickly and quietly.

This is a school playground. There is no supervision before and after school. This area is supervised during recesses and lunch for CHS elementary students. Children should not arrive before 8:10 a.m. must leave when dismissed at 3:05 p.m.

Information and Policies Specific to Grades 6 – 12

Middle Level Grades 6-8: Marks on the new report card will comment on academic achievement and learning habits. There are three reports per year. The achievement reports will be marked on a scale of 1 to 4.

High School Grades: Courses run one semester from Sept – Jan or Feb – June with the exception of English in grades 9 to 11 and 9 & 10 Math. A mid-term 'snap shot' mark will be sent home for semester one in November and for semester two in April. These marks give a picture of the student's mark at that point. All marks will run until the end of the course with the final mark for the course reflecting 100%. Exams will be worth 20-30%. For grades 9 – 12, the pass mark is 60%.

Student Fees \$25.00 per student will be collected for students in Grades 6 – 12. From this, \$15 is used to cover consumable goods and \$10 goes to CHS Student Council to support student activities such as presentations and field trips.

Lockers Please keep your locker **CLOSED & LOCKED** as well as neat and tidy (no stickers, please). Only school locks may be used since we have all codes and they don't need to be cut off when a combination is forgotten. **Lockers remain the property of the school and are subject to periodic inspection by the administration.**

Leaving School Property Grades K - 8 students must remain on school property, unless they are accompanied by a parent or guardian during the school day. ***Grade 9 students, due to their age, also require permission slips to leave school following exams in January and June. One note for the year is all we require as long as parents state they may leave property at noon and following exams.***

Book Bags For safety reasons, we also ask that backpacks remain in lockers since students have breaks before and after each class in grades 6-12 and K-5 bags hang on their hooks.

ILLEGAL SUBSTANCE USE/ABUSE – (Middle & High School)

Illegal substances are never permitted on school property, on the bus, or at school-sponsored events. **We are taking a “0” tolerance approach to illegal substance use/abuse or the reasonable suspicion of substance use/abuse.** Students who are or suspected of being under the influence of drugs and/or alcohol or who have a quantity of illegal drugs or alcohol will be suspended from school. The length of suspension will be determined by school administration and a first offense is typically a 5 day out of school suspension. Supports such as addictions counseling, will also be offered to the students. Incidents involving drugs will be reported to the RCMP. In addition, parents/guardians will also be contacted. Any suspension under this policy will result in suspension from extracurricular activities. First offence – 3 school months, second offence – 6 school months to 1 year, third offence- length will be determined by administration.

CHEATING & PLAGIARISM - Plagiarism has occurred when a student:

- Directly copies another’s work with or without acknowledgement; or
- Closely paraphrases the equivalent of a short paragraph or more without acknowledgement; or
- Borrows ideas without acknowledgement and presents them as the student’s own thoughts
- **Rewording, summarizing another person’s work or using their ideas without acknowledgement is also plagiarism.**

Cheating & plagiarism are not allowed. If anyone violates this policy, they will be asked to redo tests or assignments that have been plagiarized on their own time. CHS students may also be subject to disciplinary action.

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. We ask that if your child is being harassed or bullied that you notify your child’s teacher or school administration.

CYBERBULLING Bill Belsey provides the following definition of cyber bullying (Teachers and the Law, Second Edition; A. Wayne MacKay & Lyle Sutherland):

“Cyber bullying 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.”

Cyber bullying has a direct impact on the climate, culture and learning in the classroom. Students who participate in cyber bullying will be subject to disciplinary action in accordance with Canterbury High School’s Code of Conduct.

Electronic Devices

Grades 6-8 – Students may not bring or use electronic devices at school.

Grades 9-12 – Students may bring electronic devices and they may be used during instructional times according to teacher directive / permission and students are responsible for the safe and proper use of the device.

Personal Electronic Devices refers to cell phones, personal music players (iPod; MP3 Player; Blackberry, Game Systems) digital cameras or other such electronic devices. The school will not be responsible for lost or stolen items.

The Positive Learning Environment Policy (Policy 703) and the Information and Communication Technologies Use (Policy 311) details expectations regarding the use of personal electronic devices and should be carefully reviewed by students and parents. Students may not use any type of technology or recording (digital, audio, text, video, etc.) in a manner that would:

- detract from school safety & crisis response
 - infringe on the privacy rights of individuals including pictures or recording without their knowledge and consent
 - contribute to bullying or harassment via inappropriate text messaging, inappropriate digital photos, inappropriate video or audio recordings
 - contribute to cheating in the classroom
 - contribute to inappropriate social interactions during the school day that result in decreased learning opportunities
 - All students, parent(s)/guardian(s) and CHS Staff will be made aware of this policy at the beginning of the school year with a signed copy of Policy 311 and review of Policy 703 in this handbook and at an assembly.
- Communication should be relayed through the school office. Students should not be contacted directly in class by cell phone.

Non Compliance with Electronic Device Policy - (Fresh over after 3 months of no incidents)

When it is a time that phones are not to be used and a student chooses to use the phone anyway the behavior is then a non-compliance concern and the following interventions apply:

- 1st Incident: Phone confiscated for remainder of day and detention
- 2nd Incident: Phone confiscated for remainder of day, noon and after school detention
- 3rd Incident: Phone confiscated for remainder of day and parents called for a meeting to get the phone (Possibly ISS)

Homework & Assignment Policy (6-12)

As students mature, it is expected that they assume more responsibility for their work and assignments. A general guide for the amount of homework assigned each day should be 10 minutes per grade level with increased work for some academic courses at the high school level. It is expected that work and assignments be completed on time. To ensure students do not fall behind in assignments, we have established the following policy.

Late Homework or Assignments for Grades 6-8: (Teachers discretion & may restart after a period of no infractions)

- 1st Day: Noon detention and the assignment is due the next morning at 8:20 am turned into the subject teacher.
- 2nd Day: Noon detention & teacher notifies home with concern and will notify parents after school if not completed
- 3rd Day: Office visit, noon and after school detention and teacher notifies home
- 4th Day: ISS & administration will call parents & intervention plan in place

Repeated Behaviour of Not Completing Homework & Assignments - *Same as Day 3 and Day 4 of Late work policy.

(Grades 9 -12) After the third day on any given assignment with interventions of noon work time, after school work time and parent notification, students may receive a zero and administration will be notified. Ideally, we dislike giving zeroes, however; when other students repeatedly wait for corrected work and tests, it is unfair to withhold assignments and tests for more than a few days. Should the assignment or test be returned to the class after the opportunity has been given to complete the assignment or test, a zero will be given.

Late Homework or Assignment for Grades 9-12: (occasional offense)

- 1st Day: Noon detention and the assignment is due the next morning at 8:20 am turned into the subject teacher.
- 2nd Day: Noon detention & office visit with after school detention. Teacher calls home. Work due 8:20 am the next morning
- 3rd Day: Office – Administration notified and possibility of a zero assigned and teacher will phone home.

Repeated Behaviour of Not Completing Assignments & Homework: (more than three times for any teacher in a semester)

- 4th Offense: Office Referral – ISS or OSS & Parent Meeting with possibility of mandatory after school homework support
- 5th Office: As deemed appropriate by administration for non-compliance and failure to attend to assigned work

Not Showing Up for Detention (Noon or After School): Fresh Start after 3 months of no incidents.

- 1st Offense: Noon detention and 1 hour after school detention & teacher will call home
- 2nd Offense: Noon detention and 1 day In-school or out-of- school suspension & administration will call home
- 3rd Offense: 2 day In-school or out-of-school suspension and the initial noon detention
- 4th Offense: Administration meeting with student and parent/guardian and intervention

Information & Policies Pertaining to Grades 9-12

Honours & Principal's Honour Roll: Grades 9-12 only

Students in grades 9-12 who achieve Honours and High Honours receive a special certificate indicating that distinction. Honours status is obtained with an average of 80% and no mark below 70%. Principal's Honour Roll/High Honours is recognized when the year-end average is 90% with no final mark below 80%. On-line courses may be used in the calculation. It is important to note that Honours and High Honours for grade 12 students is based on both grade 11 & 12 marks since graduation is based on credits from both years. Graduation Valedictorian, Salutatorian and Class Historian are calculated on 15 credits from grade 11 and Semester 1 marks from grade 12 for those meeting university entrance criteria. All mandatory courses are factored in and electives minus the lowest non-compulsory course; however, that mark must be 70% or higher for honours.

EXEMPTION POLICY for final exams in grades 9-12

- Accumulative average of 80 % by date of application ; teachers have discretion to award or deny exemptions
- Must write English & Math exams & maximum of TWO exemptions per year on final course exam
- Miss no more than FOUR days per semester and 4 classes in the given subject (unless school-sponsored activity or approved by administration) **6 days tardy = no exemption**
- Homework, assignments and all work must be regularly completed respecting deadlines.

VEHICLE REGISTRATION

Any student who brings a vehicle to school must fill out a registration form requesting the signature of the parent and license number of the vehicle. These forms may be obtained from the office. Vehicles not registered for the highway may not be parked on school property or brought to school.

STUDENT PARKING

Students must park vehicles in the parking lot across from the school and vehicles are not allowed to be used for sitting in, smoking in or eating lunch. These vehicles are for transportation to and from school. We request that vehicles remain in the parking lot all day. Students who bring vehicles for Co-op 120 may only transport themselves and are expected to only use the vehicle to get to their work placement. We ask that parents discuss this with their child. We can't ensure that students don't leave at lunch but encourage them to leave vehicles parked during the day. If you don't want your child in a vehicle with another student, please be sure to have a conversation with your child about your expectations.

Tobacco Free POLICY (Any form of Tobacco including e-Cigarettes)

As of October 1, 2004, smoking is prohibited in all school buildings and on all school grounds at all times, as per the Smoke-Free Places Act. Students will only be permitted to leave school property during lunch hour and may not leave before morning classes. In 2016, the tobacco free policy was revised to include any tobacco-like product including e-cigarettes. Automatic suspension will result for any tobacco or tobacco-like product used on school property starting with a 1-3 day suspension for the first offense and 3-5 days for the second offense. Further disregard for this policy will be at the discretion of administration.

SEXUAL HEALTH NURSE

A Nurse Practitioner works in high schools in our district to provide sexual health services including information, consultation, discussion with home when appropriate, and physical care. All clients are self-referred and appointments are voluntary. CHS is on a bi-weekly rotation for visits.

ADDICTION & SERVICES

Sexual Health Nurse 325-4626 or 1(888) 829-6444 ext. #3

Narcotics Anonymous: 1-888-436-2929

Health & Community Services: 1-800-442-9799

Fredericton Crisis Pregnancy Center 450-3272 or (866) 980-2273

Mental Health Center: Woodstock - 325-4419

Family Enrichment & Counselling: 458-8211

CHIMO: 1-800-667-5005

RCMP: 1-800-665-6663

Sanctuary House (abused): 325-9452

Crime Stoppers: 1-800-222-TIPS

Upper River Valley Hospital: 375-5900

Kids Help Line: 1-800-668-6868

Graduation: ** Fees are dependent on the size of the graduation class and fundraising.

The graduation banquet is for the graduate and their parent(s.) Two invitations will be given for the parent(s) or other close family member. If the student has stepparents, up to four invitations will be given at the approval of the grad class advisor. We attempt to be fair and every situation is different. We must monitor the number of invitations due to the associated costs. The existence of a graduation banquet depends upon the amount of money raised and affordability of this event as well as interest in this activity.

Yearbooks - Preorder & Pay for personalized yearbooks-December 17th

Yearbook-\$30.00, with 1 line of writing \$34.00, with 2 lines of writing \$37.00

Yearbook Deadlines for Graduates:

The yearbook committee needs help getting these items in on time. Failure to meet deadlines may result in blank spaces where items would have been. Once pages are submitted, we are not able to make additions.

- Grad write-ups (Parents please complete with your grad and sign) **Oct. 30th**
- Baby Pictures- **Oct. 30th**
- Parent Message- **Oct. 30th** (messages should be no longer than 3 lines)
- Last Will & Testament- **Oct. 30th**
- Grad pictures (Cap & gown & 2 environmental & 1 kindergarten picture) & personalized books– **Dec. 17th**

Athletics

Athletic Fees must be paid prior to the first game and may vary due to funds for each team. 2016-17 rates are:

Senior Basketball	\$75	Middle Basketball	\$50	Badminton	\$20
Cross Country	\$20	Track & Field	\$20		

Basketball – Please see new roles for Athletic Director, Coaches and Parents. These will be shared at the mandatory parent meeting in October for all parents of players.

NBIAA/ASINB--FAIR PLAY CODE FOR ATHLETES

1. I will train and compete because I want to and not just because my parents or coaches want me to.
2. I will play by the rules and in the spirit of the game.
3. I will control my temper –fighting and “mouthing off” can spoil the activity for everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will remember that coaches and officials are there to help. I will accept their decisions and show them respect.

NBIAA/ASINB FAIR PLAY FOR COACHES

1. I will be reasonable when scheduling games and practices.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get instruction, support and an opportunity to compete.
4. I will not ridicule my athletes for making mistakes or for performing poorly. I will remember that athletes compete for enjoyment and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes’ age and abilities.
6. I will remember that athletes need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

CHS Athletic Code of Conduct

Representing our school as a member of a Sports Team is a privilege that student athletes and coaches must accept with a full sense of responsibility. Along with this, it should be understood that each represents our school and the image one demonstrates will be regarded as the standard for the school. It is the desire of the school administration and the involved coaches that the image for Canterbury High School be of a positive nature, and one that will enhance the image of CHS both inside and outside our community. This accepted kind of behavior and attitude is expected to be shown in the classroom and general school area, as well as the sporting field. You are expected to behave in a manner consistent with all school policies. Failure to meet these requirements will result in a meeting with the CHS Administration & Athletics Director and appropriate action will be taken. Continued failure to comply with academic and/or behaviour expectations could result in suspension from all extra-curricular activities from the given activity or for the remainder of the school year.

There is an expectation of all participants to adhere to the following guidelines:

- Commitment to practices, games and conditioning
- Demonstrate good sportsmanship
- Perform duties of a student outlined in the Education Act
- Must attend classes on the day of/day after a practice or game or competition to be eligible to participate. This applies from Monday through Friday. (Except for special circumstances – appointments, school sponsored absence.) Permission must be obtained from administration.
- All fees are to be paid in full prior to any participation in extracurricular activities

Important to Note:

If a student is on ISS (In-School Suspension) or OSS (Out-of-School Suspension), they are not to participate in extra-curricular activities during the period of the suspension including Friday night, if they have been placed on ISS or OSS for Friday or Friday afternoon. If a student is suspended on Friday, the suspension is effective immediately. This means that they are not permitted to participate in, or attend, any extracurricular activities or events until the end of the suspension, including the weekend. In addition, students on ISS or OSS are not to be on school property or at school-sponsored activities while under suspension.

This “*Code of Conduct*” shall act as the guide by which all school representatives will conduct himself/herself in any capacity or endeavor. The code contained herein covers the areas of personal behaviour, attitude, courtesy, appearance, academics, sportsmanship and commitment to the various programs.

Note: Each team member and parent is expected to thoroughly review this conduct code before the season begins, and should keep a copy on hand, in order to refer to it if necessary.

Academic Probation: Responsibility to School Work and Behaviour

As students are representing our school and spending many evenings at practices and games, it is important that their course work and behavior be made a priority. Should an athlete fail to make attendance, academics or behavior a priority, teachers may request that administration look at athletic probation to ensure success. Serious behavior concerns will result in an automatic athletic suspension should there be a school suspension (ISS or OSS.) Athletes who regretfully choose not to make their attendance, academics and general behavior a priority will result in an athletic probation.

Step 1: Two weeks no games but can still practice. During the two weeks must make significant gains and remedy the issue prior to returning to play.

Step 2: Two weeks no practice and no games in addition to making a significant improvement regarding the concern.

Step 3: Termination of play and student is removed from the team.

A. GENERAL BEHAVIOR (Includes Coaches/Supervisors):

- I. Language: The use of profane or improper language is not acceptable. Extreme verbal outbursts shows a lack of self-control and immaturity; and reflects not only on the school, but on the individual as well.
- II. Attitude: There is an expectation that all participants (coaches, athletes, supervisors) be courteous, mature, cooperative, and respectful at all times. Individuals should conduct themselves with the knowledge that they alone are responsible for their own actions.
- III. Sportsmanship & Fair Play: In all practice and game situations, athletes are expected to perform to the best of their ability, within the context of specific rules of their sport. Sportsmanship and fair play to teammates, opponents, and officials, should be the forefront of a team’s basic philosophy and attitude. Shaking hands with opponents after competition must be a routine procedure.
- IV. Team Initiation – Intimidation (Bullying): Team initiation often intimidates new team members by forcing them to perform acts that are deemed offensive, unsafe, humiliating or in poor taste. For these reasons there shall be no initiation of new team members at Canterbury High School. Coaches should review this serious matter with players.

B. APPEARANCE/DRESS CODE

In accordance with the CHS Dress Code Policy, team members should present a neat appearance at all functions pertaining to their activity. Coaches should use proper discretion. As a team leader, they may choose to establish a dress codes for various functions (away games, out-of-town trips, banquet, provincial championships, etc.).

C. GENERAL COMMITMENT

1. Academics: Realizing that academics is a priority of Canterbury High School, students are expected to maintain acceptable standards of academic achievement. It is understood by all that academic responsibilities include attendance, punctuality, cooperation, general behaviour, respect for teachers, and fellow students, effort on all homework assignments, tests, projects, and examinations. Individuals struggling in a subject are required to seek extra help. In order to remain on a school team, all students must be “students in good standing”.
2. Jobs/Part-time employment: Students must realize the difficulty of making a serious commitment to both school activities and part-time employment. Priorities should be established, and if an individual chooses to work at a job

which may interfere with practices or games, it is understood that this will hinder his/her responsibility as a team member. Players devoting time to jobs in lieu of practice time cannot expect as much playing time or competition involvement. Their roles in that activity may be reduced or eliminated.

3. Uniforms/Equipment: All participants have a personal responsibility to properly care for any uniform or equipment item issued to them. This includes a neat and orderly appearance for all games, competitions, and performances, as well as the immediate return of all uniform/equipment items issued. After a period of two weeks, if the uniforms have not been returned, students will be assigned noon hour detention as a reminder to bring in their uniform.
4. Smoking & Smokeless Tobacco: Smoking is detrimental to your ability to perform and therefore hinders both you and your team, in addition to your personal health. Smoking is not an acceptable activity for students who wish to represent CHS. Students are to be strongly encouraged to refrain from tobacco use.
5. Alcohol and Drug Use: In accordance with CHS Policy – the use of alcohol or drugs in a non-medical fashion will not be tolerated under any circumstances and will result in immediate suspension from the team. Reinstatement to the team will be at the discretion of the CHS school administration.
6. Locker Rooms/Activity Areas: Locker rooms are the responsibility of the users. These areas must be kept neat and orderly and maintained in good condition. These designated areas are a privilege to use and all participants must do their part to care for the team area. “Horseplay” or fooling around in locker/shower areas is not allowed. Failure to comply with these rules may result in loss of personal privileges for these areas.
7. Practices: Team members must demonstrate a commitment to the program by attending practices. Athletes must realize the importance of game preparation. Failure to attend practices or games, without just cause, may mean loss of player status with the team structure. Regular practice attendance includes being on time and assisting with equipment needs. Students must be in school on days they wish to practice or play.
8. Overlapping of Sport Seasons: Individuals who choose to participate in overlapping sports must realize that their prime commitment lies with the team in season. Any participation in the second sport while the first one is continuing may only be done with the permission of the CHS administration & the coach of the sport in season. All students in general should not attempt to undertake too many activities. Note To Coaches: Please encourage students to participate. Be flexible, remember the sport in season takes precedent over the second in event of conflict.
9. Playing time: Over the past few years, this has become a very contentious issue. Playing time is issued at the discretion of the coach. The coaches make every attempt to ensure that all players get playing time, but there are games (especially play-offs) where some players do not play or get limited playing time. If this is a problem for you, meet with the coach to discuss your concerns.
10. Parent Line of Communication: Parents should first speak to the coach about concerns. Should the concern not be resolved, parents should attempt to resolve the issue with the Athletic Director and then administration.
11. ATHLETIC FEE : CHS Student Council helps to pay for a portion of the operating costs of all school sponsored events. We expect that all team members will fundraise to help offset the costs of operating a specific sport.
12. NBIAA ELIGIBILITY: The CHS Athletic Director will be responsible for the filling out of the eligibility forms required by the NBIAA. All varsity teams will consist of players in grades 9, 10, 11, & 12 until they reach the age of 21, or five years from the player’s entry into grade 9.
13. PARENT PARTICIPATION: CHS acknowledges the tremendous contribution that our parents provide in order for our teams to operate. In order for this to be a continuing positive experience for all, we ask parents to consider the following:
 - a. Parents should support their children, but not at the expense of the other players or coaches. Teamwork is a necessity. Keep post-game thoughts with your children positive.
 - b. Parents have to understand that playing time of their children is at the discretion of the coach. Coaches will make every attempt to play all players, but in certain situations it might not happen. Let the coach, coach.
 - c. Parents must not feel threatened to communicate with coaches about their concerns. Coaches must expect honesty and directness from parents, and parents the same from coaches. Open lines of communication are a

must for a team to function. Encourage your child to resolve problems with coaches. You will be doing what's best for your child if you step aside and have your young athlete speak with the coach first. You may want to meet with the coach to follow-up.

- d. Parents or family members must not verbally abuse officials during games. This reflects on both the Program and CHS.

14. TRANSPORTATION FOR EXTRA CURRICULAR:

It is the responsibility of parents to transport or arrange transportation for their child to and from all athletic and extra-curricular events. For games further away, or if you need our support, please call our Athletic Director. From time to time, volunteers /staff/coaches may be requested to transport students/athletes to a particular activity. If they are doing so and have been asked by the coach or school staff or are a staff member, they must comply with the following.

Policy 512 & 513 must be followed. The vehicle must have third party Liability and Accident Benefits insurance of no less than \$1 million for vehicles with less than 10 passengers. The vehicle must have snow tires from Nov. 1 to April 30. All persons in the vehicle must wear seatbelts at all times. The driver must meet all volunteer requirements and **complete the transportation agreement at the office.** In addition, the following guidelines must be met:

- a. The driver must have a valid driver's license to operate the class of vehicle being driven. The driver must be at least 21 years of age.
- b. The vehicle must be in good condition with a valid inspection sticker.
- c. The parents/guardians of the students being transported shall be made aware of who will be providing transportation.
- d. The basic safety rules (follow speed limit, do not overload the vehicle, phone numbers in case of an emergency, no cell phone use while driving, etc.) shall be followed.
- e. Prepare a passenger list (with the home telephone numbers of the students) in duplicate, one for the school and one to be kept by the driver.
- f. All athletes must return with the same party with whom they traveled to the event unless they return home with their own parent. Please note that the parent must make the request known to the coach that their child will be traveling home with them.
- g. Alcoholic beverages or drugs are prohibited from being transported and will result in serious consequences. The driver must abstain from using drugs/alcohol prior to and during the trip.

CHS Athletic Awards

Middle and Senior "Athlete of the Year" (male & female for each level)

- This would be awarded to both a senior male and female athlete attending as a full-time student who has competed in at least 3 of the athletic programs at CHS.
- Awarded to an athlete who excelled in athletics both on and off the playing field, also acknowledged that the coach enjoyed having them on their team and acknowledged their leadership skills both on and off the playing field.
- The recipient should personify the student athlete and exemplify the attributes of sportsmanship, effort, character, academic achievement, and a positive attitude both on and off the court.

Fair Play Award

Each year grade 12 athletes are eligible for and NBIAA or Western Conference Fair Play award. If our nominees are not selected, our top nominee will be selected at the school level for a CHS Fair Play Award.

- Awarded to an athlete who has excelled in athletics both on and off the playing field, and has displayed exemplary leadership skills both on and off the playing field.
- The recipient should personify the student athlete and exemplify the attributes of sportsmanship, effort, character, and a positive attitude both on and off the court.

Coach Selected Awards: (2 per team)

Each coach will select two awards. These may include, MVP, Most Improved, Dedication to the Sport or Team, Attitude, or other recognition at the coach's discretion.

Policies may be amended or added as needed throughout the school year. Parents will be notified in newsletters or hand-outs should changes be made.