**Cambridge-Narrows Community School**



Acting Principal: Heather Touchie Blakely

Acting Vice Principal: Katherine Colpitts

Administrative Assistant: Sandra Jenkins

**2022-2023**

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C – Community N – Nurturing C- Creative S – Supportive

*All members of the* ***C-NCS****community strive to be****H****onourable,* ***U****nited in****S****trength for the good of others.****K****nowledgeable,* ***I****nclusive and****E****ngaged in being****S****uccessful.*

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**Welcome to Cambridge-Narrows Community School**

**COMPULSORY SCHOOL FEES**

Grades K-5 $45.00 (includes student school supplies & recognition awards)

Grades 6-12 $35.00

The Middle and High School fee includes but is not limited to the following:

* Rental of locks and lockers (locks are returned to office in June)
* Registration for student events (i.e. recognition awards)
* Photo ID card
* Materials fee

Some courses such as Art, Culinary Tech, Industrial Arts, Outdoor Pursuits and others may require students to pay a fee in addition to the compulsory school fees.

**ARRIVALS AND DEPARTURES**

Supervision for students will begin at 8:00 am, classes begin at 8:20am for students who are in Gr 3 to 12. K-2 students have learning centers from 8:00-8:30 and then classes begin at 8:30. **Students are not to be dropped off at school prior to 8:00**. Students must be picked up promptly after school (2:50pm) if they are not going home on the bus. **If for any reason students must leave school during the school day, a parent or legal guardian must call the school to sign the student out at the office.**

Parents are asked to not use the bus lane directly in front of the school when dropping off or picking up students. Please use the student drop off laneway on the opposite side of the parking lot when dropping off or picking up students. We ask that you remain in your vehicle at this time and be cautious of other students being picked up or dropped off in this area. Pick up occurs after busses have departed. Please make sure that the office or homeroom teacher is aware if your k-5 child is being picked up.

**ATTENDANCE POLICY**

Attendance is directly related to student success or failure. At Cambridge-Narrows Community School we believe that regular attendance maximizes the learning potential of each student. Parents, students and teachers share the responsibility to work cooperatively to maintain a high standard of attendance. As stated in the Education Act, STUDENT POLICY *“It is the duty of a pupil to attend school regularly and punctually.” 12(1)(c)(d)* PARENT POLICY *“Where a parent neglects or refuses to ensure that his or her child attends school as required by this Act and, in the opinion of the superintendent concerned, the child's security or development may be in danger, the superintendent shall refer the matter to the Minister of Family and Community Services for investigation under the Family Services Act.” 19*

If any student is absent, they are responsible for communicating with subject teachers to catch up on any work that is missed. If a student is absent on a day, a parent/guardian is asked to call the office. If your child is planning to be out of school and wants supplemental work, give your child’s classroom teacher 48-hour notice prior to leaving. When possible, work will be provided.

If a child misses 5 days, the teacher will contact home to ensure the child is alright. At 10 days a call may be made by the Principal and if necessary a letter will follow.

Students who are absent are required to provide a parent/guardian excuse by phone or in letter form for their absence upon returning to school. If there is no excuse provided the student will have an unexcused absence on their attendance.

**EXTRA-CURRICULAR FEES**

Students at Cambridge-Narrows Community School may have opportunities to become involved in several extra-curricular activities. It is expected that all our students will always represent C-NCS with pride and in doing so behave in a respectful manner.

Students involved in extra-curricular activities will be informed if additional fees are required at time of registration.

**EXTRA-CURRICULAR ACTIVITIES**

Students operating under the sponsorship of C-NCS will, whenever possible, commute on a school bus. However, if cars are used, adult, not student drivers will be used. All students must present a parent/guardian signed permission slip prior to leaving. Students will return to C-NCS in the same vehicle they departed in, except in the instance where a team member will travel with their parents. We appreciate and rely heavily on parental support in driving our students to games and events.

**Note: All adult volunteer drivers are required to have a Vulnerable Sector Record Check and sign off on the Policy 701, the Province of New Brunswick requires $2,000,000 insurance coverage and winter tires when transporting students.**

**Note: Students are not permitted to transport other students**. As a school, we will not knowingly permit any student to transport another.

**EXTRA-CURRICULAR CODE OF CONDUCT**

In order to advance the principles of sportsmanship and fair play and to promote mutual respect among players, coaches, parents, referees and spectators, Cambridge-Narrows Community School staff has established a “Code of Conduct” which will govern the actions of players, coaches, and spectators. It shall be the obligation of ALL program participants, spectators and volunteers, to comply with the terms and provisions of the Code of Conduct. Any person violating the Code shall be subject to administrative action up to, and including, termination of their privilege to participate in, or attend, any or all C-NCS sport-sponsored activities. Any parent who causes a disruption during a sporting event, or is disrespectful to any of our volunteer coaches will be asked to leave the game immediately, should the disruption or disrespect continue the school does have the option to not permit that person to return to games.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

New Brunswick High School students are required to complete four years of study toward their Diploma. The first two years feature a common curriculum in which all students are expected to complete courses in Math, English, Science, Social Studies, Phys. Ed., Technology, French, Fine Arts, Music, and Personal Development and Career Planning.

In year 11 and 12, students must complete a program as outlined below:

Compulsory Courses:

English 11 (2 credits) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

English 12 (1 credit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Math (10 and 11) (2 credits) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Science (1 credit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Modern History 11 (1 credit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fine Arts/Life Role (1 credit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Science credit may come from one of the following:** Physics, Biology, Chemistry, Introduction to Environmental and Automated Technology 120, Automotive Electrical Systems 120, Micro Electronics 120, Introduction to Electronics 110, Physical Geography 110, Human Physiology 110.

**Fine Arts/Life Role development is covered by the following credits:** Theatre Arts 120, Co-op Education 120, Career Exploration 110, Entrepreneurship 110, Outdoor Pursuits 110, (regular course or challenge for credit with successful completion of Duke of Edinburgh’s – Young Canadian Challenge Silver or Gold Level) award Physical Education Leadership 120, Graphic Arts & Design 110, Reading Tutor 120, Fine Arts 110, Visual Arts 110/120 or 120, Wellness through Physical Education 110, and Music 111/112 113 122 120 Individual Family Dynamics 120, Nutrition for Healthy Living 120.

Students may take up to 2 Challenge for Credit Courses and 1 Independent Study for graduation purposes. Only 2 Locally Developed Courses are eligible for credits for graduation purposes, but these courses may not replace a compulsory course.

**As of September 2020, grade 10 students will be required to complete 18 credits for graduation in June of 2023, two of which must be Math credits. Numbers, Relations and Functions 10 (NRF) will be considered a credit and will be prerequisite for Foundations of Math 11 and which is required for the Pre-Calculus 11 pathway.**

A total of **18** credits (including compulsory courses) are required for graduation. Courses must meet the following criteria:

8 compulsory credits

5 credits at the grade 12 level

Students must acquire a literacy credential by achieving a successful rating on the reading and writing components of the English Language Proficiency Assessment in grade 9. A reassessment in grades 11 and 12 is available to students who have not achieved a successful rating on the reading and/or writing components. For more information, please refer to the “2010 English Language Proficiency Assessment/Reassessment Final Policy Document.”

<http://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/309A.pdf>

**TECHNOLOGY GUIDELINES AND STANDARDS**

**Usernames and Passwords**

Usernames and passwords must be kept confidential. You are responsible for any and all activities connected to your username and password.

**Music and Games**

With teacher permission, students may use their own device with headphones. Students are not permitted to download games or create playlists on school computers.

No browsing games, entertainment sites, or social networking sites.

The use of the BBT Lab or hand-held devices for students at lunch time is a privilege. Any student caught using inappropriate sites (games and otherwise) will lose all unsupervised computer privileges.

**Computer/Laptop Use**

Computer history and activity will be monitored.

Any student breaking policy 311 will lose technology privileges for the term and potentially the year.

**Late Assignments and Tests**

At all levels of instruction, teachers will provide students with grade/age appropriate guidelines for late assignments. If for any reason a student misses a test or assignment, it is expected that parents/guardians(K-8) Students (9-12) contact the classroom teacher to make arrangements for makeup time.

**High School Credit Policy 11/12**

To be given a credit for a course, students will be required to have a mark of not less than 60% in that subject. Major tests, projects and in some class midterm exams will form part of the student mark.

**ACADEMIC HONOURS**

At the year-end awards ceremony our academic scholars are recognized. Our graduating students will receive honours with distinction based upon their cumulative average in the grade 11 and 12 High School credit system of 85% or above.

**DISCIPLINE POLICIES**

**SUPPORTING A POSTIVE LEARNING ENVIRONMENT**

Our policy for Behavioural Expectations has been developed within the District and Provincial guidelines for use at Cambridge-Narrows Community School. Our policy is based on the belief that all partners in education are responsible for respecting the rights and property of others. The school must, therefore, provide a safe, orderly and productive environment in which to learn.

The staff of Cambridge-Narrows Community School will continue to ensure that positive behavior and accomplishments are recognized. Our goal is to help students see themselves as responsible for their own actions and choices. Students will therefore, be held accountable for unacceptable behavior within the guidelines of the Student Positive Learning Environment Policy for Discipline and Appropriate Behaviours.

**INVOLVEMENT OF STUDENT SERVICES AND INTERGRATED SERVICE DELIVERY**

Student Services and ISD encompass other areas of support for students for the K-12 system. Support includes areas of comprehensive and developmental guidance and counseling, career and life role development, school and district positive learning environments, students at-risk programs, enrichment for gifted students and student leadership. Student Services personnel work with School Districts to ensure that students are provided with support services to learning which include, among others, speech and language therapy, social work, psychology and other health supports. Student Services provides consultative support to schools, school districts, and other government departments, both provincially and nationally. In addition, consultative services and support are provided to non-government agencies that render services to schools.

**ILLEGAL ACTIVITY**

All staff and students have an obligation to report to the school Principal or Vice-Principal instances of possession, use, or trafficking of alcohol or illegal drugs in school, on school property or at any school sponsored event. Any incidents involving illegal activity will result in immediate suspension from school for a designated period. Parents and the RCMP will be notified in the event or suspicion of any illegal activity at Cambridge-Narrows Community School.

**GENERAL INFORMATION**

**Volunteering at C-NCS**

As a Community School, we foster relationships with the community that are used to transform a traditional school into a center of opportunity for children, youth, families and community, before, during and after school. This is achieved by sharing the physical, intellectual and cultural resources of the school and surrounding community. Parents and community members volunteer various hours of time.

Volunteers must obtain a Vulnerable Sector Records Check (RCMP) and Policy 701 training concerning contact with students. Additional training may be required (CPR, etc) depending on the area in which you wish to volunteer.

**Visitor Policy**

**Parents/caregivers and community members MUST check in at the office when they enter the school. Parents/caregivers and community members are reminded that they are not permitted to go to their child’s classroom to pick them up. The office will call your child’s classroom and ask that the child come to the office because they are being picked up.**

**Language Policy**

Language that is homophobic, racist, sexist or offensive to any religious sect has a zero-tolerance policy at C-NCS. Students will use appropriate language that is respectful of themselves and other persons.

**Textbooks, Library Books and Materials**

Students are responsible for materials, texts, library books issued to them. If a student loses or abuses any of these items, it will be their responsibility to make cost recovery. Marks and/or diplomas will not be issued unless all text, library book and materials are returned, or the fees have been paid.

It is the student’s responsibility to bring proper materials to class (i.e. pens, pencils, paper, etc).

**Bus Transportation and Transfers**

K-5 students are permitted to have 1 alternate drop off location (example babysitter). In the case of shared custody students will be permitted to travel to either parents home and still have an alternate drop off location (example to babysitters). All bus passes must follow guidelines as stated in Anglophone School District - West has a policy regarding school bus transportation for alternate after school arrangements. The policy is posted at [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca).

Middle Level and High School students (age 12 and above) are not permitted bus passes as they are able to go home alone. Bus passes will only be permitted for Middle and High students in the event of being involved in extra-curricular activity and the student does not have transportation to event unless with another parent.

Bus passes to go to a friend’s house are NOT permitted for any student Kindergarten to grade 12. Parents are expected to provide transportation for their child for such events.

**Operation of Motor Vehicles**

We have a no idling zone in front of the school. Students and visitors are asked to park their vehicles in the parking area. Improper use of a motor vehicle on school property will result in the loss of parking privileges. Students are not permitted to sit in vehicles parked on school grounds.

**Smoking/Vaping or the use of Cannabis**

Smoking is not permitted in the building, on school grounds, or while participating in school events on or off school property. Anyone caught smoking on the school grounds will be asked to report to Administration. We encourage students to put their health first and support smoking cessation programs available through our health nurse.

**Weapons**

Students are prohibited from being in the possession of weapons, including replicas, and the use of anything as a weapon. This includes items (such as jackknives, hunting knives, pocket knifes, guns) that can be used to threaten or harm students, staff or school property.

**Cell phone usage during class time is not permitted.**

A student’s cell phone maybe be turned in to the office and parents will be required to come to the school to collect the cell phone at the end of the day.If you need to talk to your child during class time, due to an emergency, please call the office and we will have your child return your call.

**Student Use of School Telephone**

The office phones are not for personal student use and we ask that students respect the nature of our busy office. Conversations must be within school language policies. Use of office phone is only for emergency situations

Middle and high school students are expected to make ALL transportation arrangements for after school activities at home prior to arriving at school. Students will not be permitted to use the office phone because they have decided that they would like to do something else or that they have come up with a different plan since talking to their friend. If a drive is not previously arranged, student will need to go home on the bus.

Also note that the office phone is also not to be used to contact home regarding making plans to go to a friend’s house or to make other after school plans.

**Lice**

Our goal is to control the spread of lice at school. If live lice are found, parents/guardians will be notified. If parents cannot be reached, staff will call the emergency contact person. Parents are asked to keep their child home for 24 hours after treatment. After this period, the child must be accompanied by the parent or guardian and be re-checked by homeroom teacher prior to retuning to classes.

**Extra Help**

Should you feel that your child needs extra help, please speak to the child’s subject teacher. Teachers will always make time to support students.

**Use of the School Building**

All requests for the use of the school building must be presented to the local district office by the group requesting the facility. All necessary forms are available at the school office. Please note there is a nominal fee charged by District Office to use our building in any way.

**Cheating and Plagiarism**

 A student caught cheating on a test, or an assignment may be given a mark of zero at the teacher’s discretion. The subject teacher or administration will contact home. Students who knowingly allow another student to cheat from their material will be handled in a similar fashion.

**Scent Free**

Our school has a scent free policy. Students are also not permitted to apply scented products while at school. We have a staff member with extremely had allergies and any scented products, including flowers, are not permitted in the school.

Please remember that sunscreen and bug spray are not to be worn to school in the morning. Students will be given time to apply these things if needed before an outdoor activity.

**NUT FREE**

Our building is now a NUT FREE school. We have students who have allergies to various nuts and tree nuts, so students are NOT permitted to bring items that contains nuts in them to school.

**Graduating Students**

Students eligible for graduation in 2023will be requested to contribute to fundraising activities that support all graduation functions. Students will realize that this busy year will require organization and achievement as you apply for scholarships and awards. All scholarships will be directed through the Guidance office. Prizes and awards are selected by a committee of teachers. Students, parents and teachers will organize graduation events. Graduates are required to pay $75 to cover gown rentals, caps, diploma covers and other expenses for graduation activities.

**Toy Policy**

**The school discourages Elementary students from bringing unnecessary toys and expensive items to school. Elementary students are NOT permitted to bring electronic devices such as gaming systems, iPods, cell phones, etc. to school. Staff will not take responsibility should items brought to school become lost, stolen, damaged or traded with another student.**

**Lost & Found**

Parents/guardians of Elementary students are encouraged to label all their child’s exterior clothing including hats, coats, boots, sneakers, book bags, pencil cases, or other pieces of clothing. Items left at the school will be gathered up monthly and given to good will.

We have noticed an increase in the amount of lost and found clothing. Please make sure that your child is aware that they can check the lost and found table that will be set up in the main lobby when they are looking for things that they have misplaced.

**Appropriate Dress Code**

All members of the education community are to dress appropriately when in school and at any school sponsored event.  Examples of inappropriate dress are such items that promotes drugs/alcohol, profanity, sex, discrimination or violence.

**SCHOOL BUS RULES**

Note: A priority of our School District is the safety of all students both on school property and on the school bus. Disruptive behavior presents a threat to the safety of others and will not be permitted. Bus drivers, teachers and district officials expect the co-operation of students and parents to ensure that our concern for safety will guide student behavior every day and on every bus. Bus privileges will be revoked if students do not follow the following.

* The school bus is part of your school system and requires the same behavior as any classroom.
* Be courteous to your driver and fellow passengers.
* Rough or boisterous conduct is not allowed on the bus.
* Be at pick up location 5 minutes before regular pick-up time.
* Never stand in the street or highway to wait for the school bus.
* Students will be picked up and discharged only at bus stops approved by the district.
* Students will obey the driver and avoid unnecessary conversation with him/her while the bus is in motion.
* Never cross the road behind the bus – always cross at least 10 feet in front of the bus, looking in both directions.
* If seats are assigned by the driver or the teacher on bus duty, remain in that seat.
* Do not open windows or the emergency door without the driver’s approval.
* Do not extend arms or other objects through windows or throw anything from windows.
* Help to keep the bus clean by not leaving garbage of any kind on the bus.
* Eating and drinking, is not allowed on the bus.
* Carrying oversized objects, sharp or round objects, hockey gear, or anything that might represent a hazard to others is not permitted on the bus.
* In case of an emergency, remain seated and follow the direction of the driver.
* No animals are permitted on the bus.

**We welcome our new families to Cambridge-Narrows Community School. We trust that all our students are prepared for a year of fun-filled learning. As a staff we endeavor to challenge our students to do their best and value an open and respectful dialogue between parents and teachers. Have a great year!**

***Staff of Cambridge-Narrows Community School, Anglophone School District – West***