

Cambridge-Narrows Community School

PARENT/STUDENT HANDBOOK



2026-2027

Principal: Heather Touchie Blakely

Vice Principal: Angela Creighton

Administrative Assistant: Sandra Jenkins

2158 Lakeview Road
Cambridge-Narrows, NB
E4C 1N8

Phone: 506-488-3500

Fax: 506-488-3505

Website: <http://cns.nbed.nb.ca>

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,
Inclusive and **E**ngaged in being **S**uccessful.*

Name: _____

Address: _____

Welcome to Cambridge-Narrows Community School

We welcome our returning and 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 families, students and teachers. Have a great year!

- Staff of Cambridge-Narrows Community School

Staff List –

Heather Touchie Blakely – Principal – heather.touchie-blakely@nbed.nb.ca
Angela Creighton – Vice Principal – angela.creighton@nbed.nb.ca
Sandra Jenkins – Administrative Assistant – sandra.jenkins@nbed.nb.ca
Olivia Belben – Resource and IF 5 Teacher – olivia.belben@nbed.nb.ca
Steven Black – Teacher – steven.black@nbed.nb.ca
Jason Bogart – Teacher – jason.bogart@nbed.nb.ca
Nigel Burrill – Teacher – nigel.burrill@nbed.nb.ca
Melissa Chambers – Teacher – melissa.chambers@nbed.nb.ca
Andrea Donovan – Behavior Intervention Mentor – andrea.donovan@nbed.nb.ca
Ashley Frawley – Teacher – ashley.frawley@nbed.nb.ca
Breanne Gallagher – Teacher – breanne.gallagher@nbed.nb.ca
Brittany Hall – Teacher – brittany.hall@nbed.nb.ca
Alicia McGraw – Teacher – alicia.mcgraw@nbed.nb.ca
Fiona McMaster – Teacher – fiona.mcmaster@nbed.nb.ca
Marcy Malloy – Community School Coordinator – marcy.malloy@nbed.nb.ca
Erin Moss – Teacher/Guidance – erin.moss@nbed.nb.ca
Katie Mowbray – Teacher – kaitlin.mowbray@nbed.nb.ca
Passionate Ncube – Teacher – passionate.ncube@nbed.nb.ca
Jeff Richardson – Teacher – jeffery.richardson@nbed.nb.ca
Julie Seipp – Teacher/Athletic Director – julie.seipp@nbed.nb.ca
Shayna Thorne – Teacher – shayna.thorne@nbed.nb.ca
Spencer Thorne – Teacher – spencer.thorne@nbed.nb.ca
Emma Wilkes – Teacher – emma.wilkes@nbed.nb.ca
Rob Wilson – Resource Teacher – robert.wilson@nbed.nb.ca
Jocelyn Wilson – Teacher – jocelyn.wilson@nbed.nb.ca
Bobbi Wilson – Teacher – bobbi.wilson@nbed.nb.ca

ASD-W SCHOOL CALENDAR 2026-2027 - PUBLIC

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>	<u>NUMBER OF DAYS FOR STUDENTS</u>	<u>NUMBER OF DAYS FOR TEACHERS</u>
August	25	New Administrators' Meeting – ASD-W		
	26	Opening Administrators' Meeting – ASD-W		
	27	Opening Administrators' Meeting – ASD-W	0	1
	31	Full Administration Day – School Based		
September	1-2	NBTA Council Days		
	3	EECD Professional Learning Day K-12		
	4	Full Administration Day – School Based		
	7	Labour Day	15	20
	8	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)		
	18	School Improvement Planning Day		
	30	National Day for Truth and Reconciliation		
October	12	Thanksgiving Day	21	21
November	2	EECD Professional Learning Day K-12		
	11	Remembrance Day Holiday		
	20	K-8 Full Day – Report Card Writing	18	20
	20	9-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½		
December	7	Report Cards Issued K-8		
	11	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	13 (K-8)	14
	18	Last Day of Classes	14 (9-12)	
	21-31	Holidays		
January	1	Holidays		
	4	First Day of Classes		
	29	Last day of 1st semester classes - High School Only	20	20
February	1	Turnaround days – High School Only (No School for High School)		
	2	Turnaround days – High School Only (No School for High School)	19 (K-8)	19
	3	First day of 2nd semester classes – High School Only	17 (9-12)	
	15	Family Day		
March	1-5	March Break		
	12	K-8 Full Day – Report Card Writing	15 (K-8)	16
	26	Good Friday	16 (9-12)	
	29	Easter Monday		
April	5	Report Cards Issued K-8		
	9	K-12 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	21	22
May	7	NBTA Council Day		
	17	NBTA Branch Day	18	20
	24	Victoria Day		
June	18	Last day of 2nd semester classes – High School Only		
	25	Last Day for Students – Final Report Card Day (K-12)	19	22
	28-30	Full Administration Days		
Total Number of Days for Students			179 (K-8)	
Total Number of Days for Teachers			179 (9-12)	195

Blue – Teacher Workday, No Classes for Students

Red – First/Last Day of Classes for Students

Orange – Turnaround Days, No Classes for Students in Grades 9-12 Only

Green - Holidays for Teachers and Students

Purple – Opening Administrators' Meetings (Note: Additional Administrator Meeting dates will be forthcoming)

GENERAL INFORMATION

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 have them sent down to be picked up.

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 for 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 type of volunteer work you wish to do.

Please pick up your Volunteer Package from Sandra at the office to get started.

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 the office phone is only for unexpected/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.

CUTLERY AND WATER BOTTLES

As part of our environmental and sustainability goals, C-NCS does not provide disposable cutlery or cups to students. **All students must bring their own forks, spoons, and water bottles from home.** Since Covid-19, all traditional water fountains have been replaced with water bottle filling stations, so students MUST have a water bottle.

SNACKS/MEALS

Our cafeteria service is provided by Compass Group (Chartwells). Cash and debit cards are accepted.

Students must bring their own (nut-free) snacks from home daily. The school has a very limited budget to purchase snacks for emergency situations.

Cash donations to our food programs are always appreciated. If you are interested in donating a food product, please contact the office for more information.

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, tablets, 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 asked to label all their child's exterior clothing including hats, coats, boots, sneakers, book bags, pencil cases, water bottles, etc.

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 rack in the main lobby when they are looking for misplaced items. Belongings not retrieved from the lost and found table will be donated to charity on a regular basis.

APPROPRIATE DRESS

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 promote drug/alcohol use, profanity, sex, discrimination, or violence.

USE OF THE SCHOOL BUILDING

All requests for the use of the school building must be presented to the ASD-W office by the group requesting the facility. All necessary forms are available at the school office or online. Please note that there is a nominal fee charged by ASD-W to use our building in any way. [Community Use of School Application Form and Policy – Anglophone School District West](#)

SCENT FREE POLICY

Our school has a scent free policy. Students should avoid using heavily scented products at home on school days, and they are not permitted to apply/use scented products while at school. We have students and staff members with serious allergies, therefore **any scented products, including flowers, are not permitted in the school.**

Please remember that sunscreen and bug spray should be applied at home in the morning. Staff do not have time to apply sunscreen or bug spray at school. Please note: if you choose to send your child with sunscreen, they must apply it properly themselves. Staff are not responsible for keeping track of these items for the students.

NUT – FREE POLICY

Our building is a NUT FREE school. We have students who have life-threatening allergies to various nuts and tree nuts, so **students are NOT permitted to bring items that contain nuts to school**. If a child brings a product with nuts, the teacher will take it and notify parents/guardians to come up with a plan to return it home.

HEALTH & SAFETY

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 at home for 24 hours after treatment if possible.

AFTER SCHOOL SUPERVISION POLICY

As a K-12 school, we must consider the safety and well-being of all our students. C-NCS has an After-School Permission/Supervision policy to outline the requirements for supervision of young students, as well as guidelines for students (12+) who are involved with after-school activities at C-NCS. This document is sent to families of middle-school students.

SCHEDULE INFORMATION

ARRIVALS & DEPARTURES

Supervision for students will begin at 8:10 am, classes begin at 8:25 am for all students. **Students are not to be dropped off at school prior to 8:10**. Students must be picked up promptly after school (3:10 pm) 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/drivers must 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 (closest to the lake) 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 buses 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 must contact 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.

- When a student has a total of 5 unexcused days, the subject teacher will contact home and voice concerns about attendance.
- When a student has a total of 10 days unexcused days, the subject teacher will contact home and voice concerns about attendance. They will also complete an Education Support Services Referral highlighting the concerns about attendance.
- When a student has been absent for over 15 unexcused days, the subject teacher will notify the principal and/or vice - principal. For high school students, they will determine the number of courses the student is passing. Based on this information, they may:
 - a) Implement a reduction in schedule (they are taken out of courses they will not be successful in due to missed instructional time),
 - b) Refer the student to an alternative placement

FINANCIAL INFORMATION

COMPULSORY (REQUIRED) SCHOOL FEES

Grades K-5 \$60.00 per child (includes school supplies & recognition awards)

Grades 6-12 \$55.00 per child

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
- Sanitary products, first aid supplies
- Athletic equipment
- Special events (guest speakers, etc.)

All families must pay these fees. These are essential for the school to provide all the services, supplies, and programs we currently offer. By not doing so, it affects what

we do on a daily basis for all our students. If this causes financial hardship for your family, please contact the school and make payment arrangements.

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

Families are strongly encouraged to use our online payment system <https://anglophonewest.schoolcashonline.com/> for all school payments.

EXTRA – CURRICULAR ACTIVITIES & SPORTS

EXTRA – CURRICULAR FEES

Students at Cambridge-Narrows Community School have many opportunities to become involved in extracurricular activities. Participation is a privilege, and students are expected to represent C-NCS with pride by demonstrating respectful behaviour, good sportsmanship, and adherence to school expectations at all times.

Students participating in extracurricular activities will be informed of any applicable participation fees at the time of registration. **Participation fees must be paid before a student is eligible to participate in practices, games, performances, or other extracurricular events.** We recognize that financial circumstances vary for families. If paying the participation fee presents a financial hardship, please contact the school office. We are committed to working with families to ensure that financial circumstances are not a barrier to student participation.

TRAVEL

Students operating under the sponsorship of C-NCS will, whenever possible, commute on a school bus. However, if cars are used, adults, 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 parent 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 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

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, student or spectator who causes a disruption during a sporting event, or is disrespectful to any of our volunteer coaches, referees, players or other spectators will be asked to leave the game immediately.**

ACADEMIC INFORMATION

TEXTBOOKS, LIBRARY BOOKS AND MATERIALS

Students are responsible for materials, texts, and 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).

EXTRA HELP

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

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 of students in K-8 and students in grades 9-12 contact the classroom teacher to make arrangements to complete the work or test.

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.

HIGH SCHOOL CREDIT POLICY (Grade 10 – 12)

To be given 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 classes, midterm and final exams will form part of the student mark.

GRADUATING STUDENTS

Students eligible for graduation will be requested to participate in fundraising for graduation events. 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. Graduation events will be organized by students, parents, and teachers. A \$75 fee is required to cover gown rentals, caps, diploma covers and other related expenses.

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.

HIGH SCHOOL GRADUATION REQUIREMENTS

As students enter High School, information will be communicated to them about their options and requirements for Graduation.

In Grade 9, all students follow a common curriculum. This means every student is expected to take Math, English, Science, Social Studies, Physical Education, Technology, French, Fine Arts, Music, and Art.

All students must earn a literacy credential by meeting the required level on the reading and writing parts of the English Language Proficiency Assessment (ELPA) in Grade 9. If students do not meet the requirement at that time, they will have another opportunity to reassess in Grades 11 or 12.

Starting with the **Class of 2026**, New Brunswick has introduced an updated high school graduation system. Instead of the old 20-credit model, students must now earn **100 credit-hours** from Grades 10 through 12. Each completed semester course counts as **four credit-hours**, which makes meeting the requirement clearer and more flexible. Students still need to complete courses in all mandated subject clusters—such as languages, sciences, math, well-being, and career learning—and develop a **documented career-life plan** before graduating.

[Policy 316 - Graduation Requirements](#)

[High School Companion Document - Course Clusters \(100 credits\)](#)

ALTERNATE PATHWAYS TO GRADUATION

Essential Skills Achievement Pathway – Post-Secondary Education (ESAP-PSE)

The ESAP-WE will reposition the student within the learning process and recognizes shared ownership for learning where students are actively involved in setting learning targets and timeframes, planning learning paths and tracking progress and determining how learning will be demonstrated. Students will also engage in experiential learning in the workplace. Students will attain mastery level in the Foundational Learning Block, achieve mastery level in workplace readiness block, and will meet the requirements of an experiential work placement (minimum 400 hours).

For more information, please contact the Guidance Counsellor.

TECHNOLOGY GUIDELINES AND STANDARDS

C-NCS follows **EECD Policy 311 - Information and Communication Technologies (ICT) use**. **Students and Parent/Guardians are strongly encouraged to read the full policy, located here:**

[EECD Policy 311](#)

[Policies Website](#)

USERNAMES AND PASSWORDS

Usernames and passwords must be kept confidential. C-NCS students are responsible for all activities connected to their username and password. To maximize efficiency of school devices, students must use the device assigned to them.

MUSIC AND GAMES

With teacher permission (granted class-by-class, day-by-day), students may use their own device with headphones. Students are not permitted to download games or create playlists on school computers.

All students are prohibited from browsing games, entertainment sites, or accessing/using social networking sites.

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.

USE OF PERSONAL ELECTRONIC DEVICES

C-NCS is not responsible for lost, stolen, or damaged Personal Electronic Devices if students bring them to school or on the bus.

All Middle/High School students will follow the C-NCS Student Use of Personal Electronic Devices (PED) Policy, which is intended to promote academic and social success of our students. **All students/parent-guardians must sign and return a copy of this policy to**

the school. Personal Electronic Devices may only be used for academic purposes during class time, and only with teacher permission. This permission is granted class-by-class, day-by-day.

ARTIFICIAL INTELLIGENCE (AI) - STUDENT USE AND GUIDELINES

Artificial Intelligence (AI) tools may be used as learning supports when permitted by the teacher and when they enhance, rather than replace, a student's own thinking, learning, and work. Appropriate uses may include brainstorming ideas, asking for explanations, generating practice questions, supporting research, or receiving feedback on writing when authorized.

Students must not use AI to complete assignments, tests, quizzes, examinations, or other assessments intended to demonstrate their own knowledge and skills or submit AI-generated work as their own without teacher permission.

Misuse of AI may be considered a violation of academic integrity and may result in consequences in accordance with school and/or district procedures.

CELL PHONES

In today's world, cell phones play an important role. When used properly, they are an excellent resource. However, when used inappropriately, they can be a cause for concern (e.g. - infringing on the privacy rights of individuals, contributing to bullying or harassment, contributing to cheating, etc.)

New Brunswick is going cell phone-free! As of September 2026, New Brunswick schools are introducing new rules around personal cell phones and mobile devices:

- **K–Grade 8:** Cell phones and mobile devices will not be permitted during the school day.
- **High School:** The same rules will begin **February 2027**, at the start of Semester 2.
- **Educational Use:** Personal laptops and tablets may be used when they are approved for educational purposes.
- **Medical Needs:** Exceptions will be made when a device is required for medical reasons.

The goal is simple: fewer distractions, more learning, and stronger connections with the people around us!

- Inappropriate use of electronic devices is contrary to [ASD – W Policy 703-3](#).
- Students are expected to put away their cell phones immediately when directed by a staff member. If a student repeatedly fails to follow these expectations or demonstrates continued defiance, the device may be confiscated and taken to the office. Depending on the circumstances and the frequency of the behaviour, the

device may be held until the end of the school day or require a parent/guardian to pick it up from the school.

Parents/guardians are reminded that they should NOT TEXT OR MESSAGE STUDENTS ON THEIR PHONES during class time. This interferes with the learning environment. If you must communicate something to your child, please email the teacher or call the school.

For more information, please check out these links:

<https://www.gnb.ca/en/topic/education-training/k-12/screen-time-cellphones.html>

<https://www.canada.ca/en/public-health/services/publications/healthy-living/screen-time-nobodys-perfect.html>

LEARNING ENVIRONMENT

C-NCS follows **EECD Policy 703 – Positive Learning and Working Environment**. **Students and Parent/Guardians are strongly encouraged to read the full policy, located here:**

EECD Policy 703 – Positive Learning and Working Environment

Our policy for Behavioral 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.

C-NCS strives to foster a positive working and learning environment, as described in EECD Policy 703. As such, we work to create a school community that is inclusive, safe, respects human rights, supports diversity and addresses discrimination regardless of real or perceived race, color, origin, religion, national or ethnic origin, ancestry, place of origin, language group, disability, sex, sexual orientation, gender identity, age, social condition or political belief or activity.

The staff of Cambridge-Narrows Community School will continue to ensure that positive behaviour 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 behaviour within the guidelines of the Student Positive Learning Environment Policy for Discipline and Appropriate Behaviours and the NB Provincial Student Code of Conduct (*EECD Policy 703, Appendix D*).

New Brunswick Provincial Student Code of Conduct

As a student, I am responsible for my own behaviour to the best of my abilities.

- I will be responsible for my own personal choices.
- I will respect others' differences, ideas and opinions and treat everyone fairly.
- I will not tolerate bullying of any kind and I will report bullying when I have knowledge of it.
- I will do whatever I can to help those around me who may be struggling.
- I will respect the school's rules.
- I will attend my classes, do my homework, and be prepared and on time.
- I will behave in a way that is empathetic, responsible and civil to those around me.
- I will resolve my conflicts in a constructive manner.
- I will treat school property and the property of others with respect.

I will respect myself.

I will respect others.

I will respect my environment.

LANGUAGE POLICY

Language (spoken or written) that is homophobic, racist, sexist or offensive is not tolerated at C-NCS. Students will use appropriate language that is respectful of themselves and other people.

RESPECT FOR SCHOOL AND PERSONAL PROPERTY/VANDALISM

Students are prohibited from damaging school or personal property in any way, including writing on school property, damaging furniture or other school property, or damaging/removing any type of wall display.

Students are financially liable for damage to school property. Those who intentionally damage school property may be suspended per [ASD-W Policy 703-8](#), "Student Discipline – Out-of-School Suspension" and will be required to provide full financial restitution for damages they cause.

SEXUAL HARRASSMENT

Sexual harassment is any unwelcome behaviors, actions or words which are:

- sexual in nature,
- likely to offend or humiliate,
- related to a person's sexuality or body parts,
- known by the person to be inappropriate,
- repeated after the person in question has been told to stop.

Sexual harassment at C-NCS will not be tolerated. It will be treated as a serious matter and shall be dealt with promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned. A response to sexual harassment will follow the guidelines outlined in [ASD-W Policy 703-14](#), "Sexual Violence" and may include suspension, guidance referral, and/or referral to the Police – who may decide to lay charges, pending a criminal investigation. Students concerned with sexual harassment should seek help from a member of the school staff, guidance, or school administration.

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.

DRUG AND ALCOHOL USE INCLUDING SMOKING AND VAPING

Involvement with drugs or alcohol is prohibited at school and school related activities and will result in suspension.

Items will be seized and potentially given to the Police for possible criminal investigation and charges. If there is evidence of involvement with drugs and/or alcohol, the following will be applied:

1st offense:

a) The parent/guardian will be notified, and the student will be released to their care. The student will be suspended out of school for up to 5 days as per the Guidelines and Procedures for [ASD-W Policy 703-8](#), "Student Discipline – Out-of-School Suspension".

2nd offense:

a) The parent/guardian will be notified, and the student will be released to their care.
b) The student will be suspended out of school for up to 5 days as per the Guidelines and Procedures for [ASD-W Policy 703-8](#), "Student Discipline – Out-of-School Suspension".

A meeting with the Director of Schools may take place to determine next steps. Evidence of involvement includes possession of drugs or alcohol and/or paraphernalia, aroma, and inappropriate behavior. Students who, during the application of this policy, refuse to go to the office or to another designated area and who, after the administration deems to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of [ASD-W Policy 703-4](#), “Personal Searches”, and will be subject to the same consequences as above.

If there is evidence a student is under the influence:

1st offense:

a) The parent/guardian will be notified, and the student will be released to their care. The student will be suspended out of school for up to 5 days as per the Guidelines and Procedures for [ASD-W Policy 703-8](#), “Student Discipline – Out-of-School Suspension”.

2nd offense:

a) The parent/guardian will be notified, and the student will be released to their care.
b) The student will be suspended out of school for up to 5 days as per the Guidelines and Procedures for [ASD-W Policy 703-8](#), “Student Discipline – Out-of-School Suspension”.
A meeting with the Director of Schools may take place to determine the next steps.

Where it is warranted, the police will be notified. Any student smelling of a substance that is prohibited may be deemed in possession or under the influence of that substance and will be subject to the same consequences. If a student is an identified addict and is willingly seeking assistance; disciplinary action may be modified.

If there is evidence of trafficking and/or possession for the purpose of trafficking: Students found to be distributing drugs or alcohol at school or school functions will be suspended from school.

a) The parent/guardian will be notified, and the student will be released to their care. The student will be suspended out of school for up to 5 days as per the Guidelines and Procedures for [ASD-W Policy 703-8](#), “Student Discipline – Out-of-School Suspension”.
b) A meeting with the Director of Schools may take place to determine the next steps. The police may be notified. Guidelines for personal searches can be found in [ASD-W Policy 703-4](#), “Personal Searches”.

WEAPONS

Students are prohibited from being in possession of weapons, including replicas, and the use of anything as a weapon. This includes items (such as jackknives, hunting knives,

pocketknives, guns) that can be used to threaten or harm students, staff or school property.

PHYSICAL AGGRESSION, FIGHTING & VIOLENCE

Students engaged in instigating or consenting to fighting will be subject to the consequence outlined in the Guidelines and Procedures for [ASD-W Policy 703-8](#), “Student Discipline – Out-of-School Suspension”:

1st offence:

a) The parent/guardian will be notified. 1-3 day suspension from regular classes.

2nd offence:

a) The parent/guardian will be notified. 3- 5 day out-of-school suspension, subject to approval by the Director of Schools.

3rd offence:

a) The parent/guardian will be notified.

b) A meeting with the Director of Schools may take place to determine the next steps.

In situations involving physical aggression/fighting, the Police may apply By-Law No. S-9, which carries a fine.

In cases of physical assault involving a weapon, consequences/length of suspension will be determined in consultation with the Director of Schools.

STUDENT SUPPORT

INVOLVEMENT OF STUDENT SERVICES AND INTERGRATED SERVICE DELIVERY (Child and Youth Team)

Student Services and ISD/Child & Youth Team 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, student 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. For more information, please contact the school administration, guidance or resource teacher.

TRANSPORTATION

SCHOOL BUS RULES

A priority of our School District is the safety of all students both on school property and on the school bus. Disruptive behaviour 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 behaviour 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 behaviour 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 on the 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 emergency doors without the driver's approval.
- Do not extend arms or other objects through windows or throw anything from windows.
- Help keep the bus clean by not leaving garbage of any kind on the bus.
- Eating and drinking are 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.

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.

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 an event unless they are with another parent.

Bus passes to go to a friend's house are NOT permitted for any student in Kindergarten to grade 12. Parents are expected to provide transportation for their child(ren) 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.