

CNHS Parent & Student Handbook 2025 - 2026



Carleton North High School

'Home of the STARS'

30 School Street

Florenceville-Bristol, NB

E7L 2G2

<https://cnhs.nbed.ca/>

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Note: There is a **Course Selection Handbook** issued by Guidance at Course Registration time.

Note: There is an **Athletic Code of Conduct Handbook** issued by the Athletic Department.



Carleton North High School

School Calendar 2025-2026

Semester 1 (Terms 1 & 2)

<u>Month</u>	<u>Dates</u>	<u>Events</u>
August	25	Staff Only: Admin Day (School Based)
	26	Staff Only: NBTA Council Day (School Based)
	27	Staff Only: NBTA Council Day (School Based)
	27	Meet the Teacher: 5:30-6:30 pm
	28	Staff Only: Professional Learning Day (K – 12)
	30	Staff Only: Full Administration Day
September	1	No School for Students or Staff: Labour Day Holiday
	2	Grade 9 Students Only: Orientation and first day of classes
	3	First day of regular classes for ALL students
	19	Professional Day (PILOT) – No School for Students
	26	EECD Professional Learning Day – No School for Students
	8-9	Potential Graduate Cap and Gown Photo
October	30	No School for Students and Staff: National Day for Truth and Reconciliation
	10	Professional Day (PILOT) – No School for Students
	13	No School for Students and Staff: Thanksgiving Day Holiday
	16	School Photos: Grades 9-12
	24	Professional Day (PILOT) – No School for Students
	30	Career Life Planning Alternate 6-Period day – Students in Advisory Period
November	05	Take our Kids to Work Day: Grade 9 Only
	07	End of Term 1/Teacher's marks submitted by 3:00pm
	10	No School for Students: Staff Only- School Improvement Planning Day
	11	No School for Students and Staff: Remembrance Day Holiday
	12	Term Two begins /Photo Retake Day
	12	Report cards: Accessed Online in Power School
	20	Parent-Teacher 5:30-7:30 p.m.
	21	No School for Students: Staff Only- Parent Teacher 8:30 – 11:30am / PL pm
	24	Grade 9 Immunizations
	27	Career Life Planning Alternate 6-Period day – Students in Advisory Period
December	12	Professional Day (PILOT) – No School for Students
	19	Last day prior to Christmas break
January	5	Students return from Christmas Break
	16	Professional Day (PILOT) – No School for Students
	19-23	Assessment / Demonstration of Learning Week (Exam Week)
	26	Marks due at 9:00 am
	26,27	No School for Students: Staff Only -Turn Around Days (Shifting from Semester 1 to Semester 2 courses)
	28	Semester 2 Begins
	30	Report Cards Available (Power School Online)



Carleton North High School

School Calendar 2024 - 2025

Semester 2 (Terms 3 & 4)

<u>Month</u>	<u>Date</u>	<u>Events</u>
February	13	Professional Day (PILOT) – No School for Students
	16	<i>No school for students and Staff - Family Day Holiday in N.B.</i>
	26	Career Life Planning Alternate 6-Period day – Students in Advisory Period
March	2 - 6	March Break
	13	Professional Day (PILOT) – No School for Students
	27	Professional Day (PILOT) – No School for Students
	26	End of Term 3/Marks due at 3:30 p.m,
	30	Term 4 Begins/Report Cards Available (Power School Online)
April	1	Parent-Teacher Interviews 5: 30 – 7:30 p.m.
	2	<i>No school for Students: Staff Only - Parent Teacher in a.m. / PL in the p.m.</i>
	3	<i>No School for Students and Staff– Good Friday Holiday</i>
	6	<i>No School for Students and Staff– Easter Monday Holiday</i>
	17	Professional Day (PILOT) – No School for Students
	23	Career Life Planning Alternate 6-Period day – Students in Advisory Period
May	1	<i>No School for Students: Staff Only - NBTA Provincial Council Day</i>
	11	<i>No School for Students: Staff Only - NBTA Branch Meeting Day</i>
	18	<i>No School for Students and Staff– Victoria Day Holiday</i>
	29	Professional Day (PILOT) – No School for Students
June	4	Athletic Awards Celebration
	5	Cap and Gown Ceremony & Grad Wall Signing: 1:45 pm
	7	Graduates' Baccalaureate Service: 2:00 pm
	8-12	Assessment / Demonstration of Learning Week (Exam Week)
	12	Last day of regular classes for students
	15	Term 4 marks due – Gr. 12 at 12:00 p.m. and Gr. 9 – 11 due at 3:30 p.m.
	16	Prom
	18	Graduation Ceremony & Safe Grad
	19	Final Report Cards Available (Online in Power School)
	24	Last day for Teachers

Welcome Message

It is our pleasure to welcome you to Carleton North High School. We hope that you set educational goals and become involved in our school community during your time at CNHS, whether it is through the Arts, Athletics or any of the many clubs and school-related activities available. We look forward to sharing years of learning in and out of the classroom with you. Welcome to CNHS - Home of the STARS!

~ Bridget Nugent and Jason Smith

CNHS VISION

Our Vision is to be STARS:

- **S**elfless
- **T**rustworthy
- **A**mbitious
- **R**esourceful
- **S**tudents and Staff



CNHS MISSION

Our Mission is to foster our STARS through:

- a positive learning environment
- balanced academic programs
- diverse co-curricular and extra-curricular activities
- involvement and volunteerism in our communities.

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, 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.

CNHS BELL SCHEDULE

7:30	Main Entrance doors open
8:00- 8:15	Welcome & Proceed to Class bell
8:25 - 9:35	Period One (70 minutes)
*9:30-9:35 Announcements and Playing of Anthem/Honor Song	
9:35 - 9:45	Nutrition & Transition Time (10 minutes)
9:45 - 10:50	Period Two (65 minutes)
10:50 - 10:55	Transition Time (5 minutes)
10:55 – 12:00	Period Three (65 minutes)
12:00 - 12:45	Lunch (45 minutes)
12:45	Welcome Back & Proceed to Class bell
12:50 – 1:55	Period Four (65 minutes)
1:55 – 2:00	Transition Time (5 minutes)
2:00 - 3:05	Period Five (65 minutes)
3:05 - 3:17	Bus Dismissals & Departure (12 minutes)

COMMUNICATION

CNHS will communicate information to our students and families through voicemails, emails, newsletters, memos sent home, the CNHS Website (<https://cnhs.nbed.ca>), TV monitors at school, school announcements, posters at school and social media. **Please bookmark our website and follow us on Instagram for the general school (cnhsstars) and Instagram for Athletics (cnhs_sports), as well as Facebook (Carleton North High). Please ensure that your contact information is up-to-date and correct. If you have changes in address, phone numbers and or email, it is essential that a new information form is completed. The only way you will receive information from administrative assistants or school administration is if these items are accurate. Please call 392-5120 with changes.**

FEES

Student Fees – Students at CNHS pay a student fee of **\$45.00** each fall. This fee covers student folders and handbooks, technology upgrades, resources for student use, resources that support student learning, breakfast and lunch programs, and expenses associated with the Grade Nine Welcome Day. Student Fees cover the cost of positive signage throughout the building, items and awards for student recognition, and items and initiatives that enhance students' sense of belonging at school and in our community. This fee also provides funds for all student events such as guest speakers and travel to co-curricular events. Funds remaining at the end of the school year may be used for other educational purposes within the school. **All fees are to be paid through School Cash online or at the Office so that receipts can be issued. Please keep all receipts.**

Activity Fees – Various clubs and teams are required to charge a participation fee in order to operate. These fees vary depending on the activity (See Extracurricular section for more information).

Graduation Fees – Potential graduates in their final year at CNHS will pay a **graduation fee at the beginning of semester two** (See Graduation section for more information).



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

September 2025

Dear Families/Caregivers:

Anglophone School District West is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services, and district staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your child, please be assured that our protocol is being followed and that the goal is safety for all students.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "hold and secure" allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A "lock down" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for families/caregivers to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment. We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely,

David McTimoney
Superintendent

HEALTH AND SAFETY –

1. Health Services

- If a student becomes ill at school and is unable to attend classes, he/she must first get permission from the classroom teacher to go to the office. Family will be contacted for the student to be signed out and picked up. If possible, while waiting, the student may be sent to one of the health rooms in the school.
- Confidential mental health counselling services are available at CNHS several days a week and are provided by certified counsellors and social workers. To request service, please call the Perth clinic at 506-273-4701.
- Confidential sexual health services (counselling, testing, screening and treatments) are available at CNHS. These services are provided by a Public Health nurse practitioner who visits CNHS bi-weekly. Referrals can be made through the guidance counsellor.
- No medication will be issued by school personnel unless approved by parents. In this case it is necessary to follow the protocols and procedures outlined in Policy 704: Health Support Services.

2. Fire Drills

CNHS practices several fire drills each year so that we are prepared in case of an emergency. If the fire alarm is sounded, students will file out of the building immediately as directed by teachers. Pulling of an alarm or making a false 911 call for mischievous reasons will be treated as a major infraction and will be reported to the RCMP.

Fire Drill General Rules:

- Students are to move out of classrooms in single file without talking.
- Students are to move well away from the building to their designated area, where teachers will take attendance.
- All people should leave the building even if they feel the alarm has been sounded accidentally.

3. Lockdown and Evacuation Procedures

Lockdown and evacuation procedures are reviewed annually with staff and students. The plan is put into action when there is a possible threat to the student population. Total student co-operation is expected. In the event of a lockdown or evacuation, parents will receive information via school connects messages. Please do not come to the school during a lockdown, as students will not be released in a threatening environment.

4. Smoke, Smokeless and Nicotine-Free Environment

No smoking or vaping is permitted on school property. Students are not permitted to gather on School Street or any other street as a group for any purpose, including smoking. Such loitering or interfering with traffic may result in disciplinary action.

Guidelines include:

- **Students arriving in the morning must enter the building and are not allowed to leave the property to smoke.** Students leaving at the end of the day are **not** permitted to leave school property to smoke and then return to school property for transportation.
- **Cigarettes, chewing tobacco and other devices such as vapes are not permitted in our building or on campus and shall not be visible inside the building. They are not permitted or to be used on School Buses.**
- **The selling or purchasing of tobacco products is prohibited and will be treated with serious consequences.** The purchase or sale of nicotine products is illegal for students under the age of 19 in New Brunswick.

5. Healthy Initiatives

CNHS actively participates in a 'Healthy Learner / Healthy Lifestyle' initiative. **Students are not permitted to have any beverage other than water during instructional time in classrooms. In September of 2020, Phase II of this initiative was implemented which prohibits students from consuming Energy Drinks within our building.**

6. Scents

CNHS is a scent-reduced building. Please be respectful of those who are allergic or sensitive to certain scents. Spraying of aerosol and body sprays are not permitted in locker or hall areas. Repeat offenders may be asked to wash or return home to remove strong-smelling scents. This policy is enforced to protect those with severe allergies.

ATTENDANCE -

The staff at CNHS, along with the PSSC, believes that good attendance is fundamental to academic success. Students who are frequently absent or tardy are at a disadvantage because learning experiences that take place at school are a meaningful and essential part of education.

1. Legal obligation to attend

The Education Act refers to regular attendance as both a duty of students and an expectation on the part of parents/guardians to cause regular attendance to take place, except when **just cause** exists (i.e.: documented illness, emergency, religious holidays, circumstances of a compassionate nature). Refer to section 16(1) of the Education Act for more information.

2. Student responsibilities when absent

- Students must provide a valid excuse to the office within two (2) days directly following an absence. Parents can call the main office at 392-5120 to provide the excuse. Each excuse must include the current date, the date (s) of the absence (s), a valid reason for the absence, and a signature if the excuse is in written format.
- Students must ensure they catch up on missed work to the best of their ability and must write missed tests or perform presentations when they return to school.
- Chronic tardiness or truancy will require intervention and support plans. This may include alternate educational plans and changes in where education will occur (at home, at school, online or otherwise determined). Parents are asked to contact the school or leave a message when their child is absent. All phone messages are stored electronically and can be listened to by school administrative assistants or school administrators.

Excessive unexcused absences may be subject to consequences such as after-school detention or in-school suspension to complete missed work. Meetings between parents / guardians and Administration may be deemed necessary to determine appropriate forms of intervention. When it is deemed impossible to pass courses due to excessive absenteeism an alternate learning plan may be implemented by administration and or the termination of a learning cycle could occur until absenteeism is corrected.

3. Communication regarding attendance

CNHS has implemented the following to communicate attendance to students and their families:

- After missing a class, an automated voicemail goes home explaining which class was missed. This will occur when a student is late or tardy from class. Students should ensure they meet with their teachers following classes they are late with in order to correct attendance. Any student who misses more than 50% of the period will be coded as absent from class unless they were in a valid meeting with other school personnel, student meeting or with a service provider. A note will be given by the adults to the student and must be presented to their teacher upon return to class.
- After missing **5+** days of a class, the subject teacher will voice concerns to the student and will notify the period 1 teacher who will notify the family of the absences.
- After missing **10+** days of a class, the subject teacher will voice concerns to the student and will notify the period 1 teacher, who will notify the family of the absences. The period 1 teacher will contact Administration and the Education Support Team to notify them of the concerns. A Student Services member will meet with the student. Appropriate interventions including help from guidance staff, help from community / government agencies, school behavioural contracts, and parent-teacher conferences will be implemented.
- After missing **15+** days of a class, the Student Services team will send a letter home notifying the family that a parent meeting will be **required** to discuss the attendance concerns and possible implications. If time permits (based on when this occurs during a semester) a two-week period will be provided for students to show a positive change in student attendance and academic improvement.
- Further unjustified absenteeism will be reviewed by the school-based Student Services Team. Possible actions based on academic standing will be determined. Examples of these actions include but are not limited to: Reduction of course/class load with an altered day to ensure a student meets with some success.

- ★ Further reduction of day or week will occur if multiple classes are failing.
- ★ If the majority of courses/classes are failing, the student may be assigned to home and offered an alternate form of education.
- ★ If the marks are too low with the amount of time left in a semester, voluntary withdraw from school will be the assigned consequence with opportunity to return to school the following semester. Learning packets may not be possible nor allowed in this circumstance. Students can only recover work they have tried to learn previously. They cannot recover courses for which they missed the majority of taught outcomes.

4. Students Leaving During the Day

For safety reasons, we need to know who is or is not in the building. Therefore, students must **check out at the office** if they need to leave school during the day for any reason. *Parents or guardians must notify the office by phone in order to release students if the student has a valid driver's license and transports themselves. Students who require being picked up must be signed out by the adult picking them up.* Students also need to **check in at the office** if they return to school later that day.

- **Skipping classes will carry a minimum consequence of one noon detention for each skipped class. Other consequences may be assessed if warranted.**
- During an exam schedule, students must remain on campus if using bus transportation home. If students leave campus after an exam, it is with the expectation that alternate arrangements have been made to get home.

5. Tardiness

Chronic tardiness will result in consequences. Students arriving after the 8:25 must sign in at the main office and proceed directly to class arranging to **make up missed time** with their teacher. Students who do not follow these procedures will be considered absent without excuse. It is the student's responsibility to have all required materials and report to period one class no later than 8:20 a.m. each day.

CNHS and CNHS PROPERTY

1. Lockers

Lockers are the property of CNHS and therefore, school personnel reserve the right to periodically inspect lockers for damage or contents, etc. Students to whom the lockers are assigned will be responsible for any damages incurred or loss of locks. **Only standard school-issued locks are to be used on lockers. Lockers are not to be shared. An additional fee of \$ 10.00 will be added to student accounts for each lock that is lost or intentionally damaged. Students must leave their lockers closed and locked, for the protection of their possessions, when not in use. Keeping lockers closed and locked is also part of our school safety procedures as part of our Crisis Response Plan (this is a provincial requirement).**

2. Textbooks

It is the expectation that the school will make every attempt to recover textbooks assigned to students by taking the following steps:

- The classroom teacher should communicate verbally and in writing to the student the textbook(s) that are to be returned within a specified period of time.
- If the textbook(s) are not returned, the school should communicate with the family verbally and in writing.
- If the above actions produce no results, the school should notify the Budget & Accounting Department at the Office of the Superintendent who will send an invoice to the parents to recover the cost of the textbook.

3. Delinquent List

Students are held accountable for items loaned to or used by them during the school year. Students who default on payment of fees or who do not return items will be placed on the delinquent list. Examples include student fees, fines on overdue library books, damaged locker fee, payment for uniforms or other school-provided items, unreturned lock, etc... This delinquent list is maintained to the end of a student's graduation year and must be paid in full before Graduation. Students will not be allowed to attend or participate in extra-curricular activities, including dances if they are on the Delinquent List.

4. Computers, Network, and Internet Use

CNHS provides networked computers for use by all students who must follow policy 311, the *Acceptable Use Policy*. Policy 311 is posted throughout the school and can also be found on the school's website. Inappropriate use of computer technology will result in suspension of privileges. The length of the suspension relates to the nature of the offence. As of September 2020, CNHS is a 'Bring Your Own Device' school which offers wifi to students and teachers. Students need to follow classroom expectations regarding when the use of electronic devices is appropriate. CNHS is not responsible for technical support for devices owned by students.

5. CNHS Campus

CNHS is a closed campus for students in grade 9. Grade 9 students cannot leave school property at any point during the day unless a parent or guardian signs the student out / in at the office. No notes will be accepted from guardians giving grade 9 students permission to go off school property at noon in an attempt to circumvent closed campus expectations. CNHS is an open campus for students in grades 10 - 12 at noon. However, students who leave campus and cause problems may lose their off-campus privileges. When students leave or return to CNHS property, they are **expected to travel via School Street** and are expected to be good representatives of CNHS – not littering or causing mischief.

6. Student Vehicles

Bringing a vehicle to CNHS is a privilege extended to students. Vehicles are to be used for transportation only and students are required to drive with due care within **the 20 km/h speed limit**. Students are not to drive vehicles around the school or congregate in vehicles at any time. *Vehicles not licensed or insured for road use are not to be on school property at any time.* Students must abide by the conditions of their graduated licenses, drive a vehicle in proper running order, and have proper insurance for the driver. Students who do not comply with provincial law and public safety and these expectations will lose the privilege of driving vehicles to/from school for a period of time deemed appropriate by administration up to permanent loss of privilege. The RCMP may be notified of infractions with potential fines to follow. In cases of refusal or non-compliance with expectations, vehicles may be towed at the owners' expense. We must have compliance and safe, careful operation of motor vehicles. We cannot permit reckless or unsafe practices on school property.

EXPECTED MANNER OF DRESS

Appropriate and respectable dress that demonstrates respect for school environment is expected at CNHS. Any clothing, facemasks, jewelry or tattoos that by word, illustration, or innuendo, promote drugs, alcohol, tobacco or vape products, sexual or violent themes or are discriminatory to diversity, gender identity, race, or culture are prohibited. **Hats and hoods that obscure identity are not to be worn** in the building for safety reasons. There are a few times when this is relaxed for special theme days or in the case of religious/cultural practices (in line with the Canadian Charter of Rights and Freedoms). Footwear is to be worn at all times. Any student in violation of this code will be notified and requested to change or cover the offending items. Parent conference will be held when deemed necessary. Repeated offences will be seen as defiance and appropriate discipline will result.

Students are expected to change into athletic clothing and footwear for Physical Education classes.

CELL PHONES and TECHNOLOGY

Cell phones and personal electronic devices are not permitted in classrooms during instructional time. All electronic devices are to be kept in lockers or at home. Should electronic devices be required for a learning activity, teachers will inform students 24 hours in advance of the time required.

Instructional time means:

1. During each structured course/class (from 8:20 am until 3:05 pm *except for nutrition break, transitions and lunch time*)
2. Assemblies and Presentations that are scheduled during school time
3. Co-curricular events as advised by their teachers.

Cell phones and/or cameras are never to be used in changing rooms or washrooms. At no time, can a person take, send or post electronically a picture or video of students or staff members without their knowledge and permission

OR use the picture/video for an unethical or illegal purpose. Students who do not meet these expectations will be referred to school administration.

STUDENT PUBLICATIONS

No item concerning the school is to be published by any student of the school without the item being first reviewed by administration or others appointed by the administration. **Posting of digital images on any venue is restricted to Policy 311.** Only posters or announcements pertaining to school-related activities or events will be permitted. None of the above are to be placed in view in the school building without the approval of the teacher advisor and administration.

STUDENT COUNCIL

All student activities are conducted under the umbrella of the Student Council. School administration must give final approval for all events, student activities, school programs or initiatives planned by Student Council. The administration of the school will be receptive to any responsible representation from the Student Council and will engage in discussions regarding any desired changes or plans with respect to school engagement and environment.

TRANSCRIPTS

Transcripts will be issued upon request to post-secondary institutions, financial assistance committees, etc. at no charge to current students. Requests should be made at the Office at least **one week** in advance of the date when the transcript is to be issued.

GRADUATION REQUIREMENTS and GRADUATION CLASS ACTIVITIES

1. Graduation Requirements –

A. Students expected to graduate in 2026 and after will see a change in graduation requirements. Graduates must:

- ✓ Have met learning requirements prescribed in the Grade 9 curriculum.
- ✓ Have completed compulsory credit-hours in grades 10 through 12
- ✓ Have accumulated 100 credit-hours to apply for graduation
- ✓ Have developed a documented career-life plan

Students are required to accumulate:

- ✓ 80 total credit-hours from the list of compulsory courses and options in the cluster areas [72 credit-hours from the list of compulsory outcomes + 8 credit-hours from any cluster]
- ✓ A minimum of 20 additional credit-hours which may include elective courses, up to 8 credit-hours from Challenge for Credit Courses, 4 credit-hours for Independent Study, and/or 8 credit-hours for Locally Developed Courses.
- ✓ French Immersion students must complete 50% of the grade 9 curriculum and 40 credit-hours in grades 10 – 12 French.

B. For students in the New Brunswick Essential Skills pathway, students will:

- ✓ embark on an individualized learning path based on federally and provincially established Essential Skills.
- ✓ Participate in a personalized, experiential, problem and project-based learning environment that positions the student at the center, and the teacher as trusted guide on the side. Students will complete a foundational learning block to ground them in essential skill learning. Then, students move into a personalized college entry pathway, based on their skills, talents, abilities and ambitions or to the workplace readiness program. ****Note: This program is not credit based.**

2. Graduation Class Activities -

The elected Grad Class Executive, with direction from the administration and staff advisors, will plan the Graduation and Graduating Class activities.

- All graduating class activity expenses are paid by “**Graduation Dues**”. **This fee is typically about \$90 and the exact amount will be shared with potential graduates during Semester 2. An active parent/student committee can help fundraise to offset these costs under the direction of the school staff associated with the graduation class and related activities.** Only those who have paid their dues may participate in the activities. Grad Dues cover the cost of baccalaureate, prom preparation, entertainment, gowns, caps and tassels, programs, diplomas and diploma covers, gifts of appreciation, honorariums, food, flowers, and all decorations. **This fee should be paid at the Office and a receipt will be issued. Keep your receipts.**
- **Baccalaureate Service** – Potential graduates are encouraged to participate. This will be held at a local church and is not mandatory.
- **Grand March and Prom** – Potential graduates and their escorts may participate in the Grand March and Prom.
- **Safe-Grad** – Extra payment is required in advance for those potential graduates who wish to attend Safe-Grad. Only potential graduates may attend this special event. The Safe-Grad committee works throughout the year to raise funds. Safe-grad expenses are based on committee and potential graduate decisions about what they want, and the money is fundraised for this event by the parents and students of the graduating class.
- **Graduation** – Official graduates who have fulfilled all financial obligations (**including delinquent list items**) and who have met conduct expectations through to the time of graduation may participate in this ceremony.

Post-Graduate Studies Carleton North High School

Conditions:

1. Applicants must complete the form attached to this policy.
2. Applicant’s past behaviour and academic performance will be reviewed.
3. A letter of recommendation from a recent employer and an interview with school Administration will be required.

Students attending face-to-face (F2F) classes at CNHS:

1. There is a fee of **\$200.00** for tuition for 1 course and **\$100.00** for each additional course. If a course is dropped before September 30th (semester one) or February 15th (semester two) a full refund will be granted. However, withdrawals after these dates will not receive a refund.
2. Only applicants who graduated the previous year will be considered eligible for F2F courses.
3. Attendance and tardy is based on: 7 absences/semester (1.5/month), and three accumulated tardy equates to 1 unexcused absence. Teachers and administration will consult on absenteeism and tardy and decide on expulsion. There will be zero tolerance on fighting and harassment or serious infringements on policy 703.
4. Three teachers from the graduating school should complete the reference form to be admitted into the program.

Students accessing online learning at CNHS:

1. Applicants who graduated the previous year or one year ago will be considered eligible for these services from CNHS. Applicants beyond this time limit are not eligible to apply.
2. Online students pay the same tuition rate as F2F students. However, upon successful completion of the online course, they will be refunded 50% of tuition.
3. Students who access online learning are serviced through Guidance initially. Then, an administrator will track progress and be the local facilitator. In the event students are not performing or meeting expectations, local plans will be engaged to ensure the student is on track. If after one term, the student has not improved performance, they will be withdrawn from the class and removed from e-learning services.

4. Three teachers should complete the reference form to be admitted into the program (from graduating school).

Additional considerations:

1. F2F students are permitted on the CNHS campus 15 minutes before and after their designated class.
2. Online students can complete tests or exams at CNHS by making an appointment with the office.

ASSESSMENT AND EVALUATION -

1. Promotion Policy

The passing mark for all courses at CNHS is 60%. Students must have **at least 8** pathway courses at the end of grade 11 to become a 'Potential Graduate' and move to a grade 12 homeroom the following year for any student whose graduation year ends in June 2025.

Throughout grades 9-12, students will be assessed and evaluated using a wide variety of methods and experiences.

Category Weighting will be used to calculate final marks. See subject-specific course outlines provided by individual teachers regarding calculation of marks.

2. Missed Tests

A test or other large assessment should be announced to the class at least three days before the assessment date. Students who miss assigned tests must be prepared to write their first day back. The date of rewriting the test is left to the subject teacher. **If a teacher determines the absence is not an excused absence, a mark of zero may be assigned.**

3. Late Assignments

All assignments have an assigned due date. Assignments are due to be submitted at the beginning of the class on the due date. 10% will be deducted daily up to four days. Teachers will engage students in intervention to complete the work. This may include reporting at noon, after school, communication home, or referral to the school-based ESS team. At five days late, a student can only receive 60% of the achieved value of the assignment. After ten days late, the assignment may not be accepted by the teacher.

Weekends and PL days are included in the days when teachers will be deducting marks. Students can submit assignments from home via teams or email (even as a photograph) to create a digital time stamp before submitting the assignment on a school day.

For major components such as a major essay, project, or final exam an incomplete or a failing mark on the course may be assigned, since the *missing major component is compulsory to complete the course*.

4. Cheating and/or Plagiarism

Any student seeking to gain advantage in an unfair way, or who assists another, will receive consequences for cheating and/or plagiarism (i.e. crib notes, use of an electronic device, cell phone texting, looking at or sharing another's work during testing, handing in work that is not the student's original, providing another student with work to be copied, plagiarized, etc...). A first offence will result in the student being assigned a mark of zero on the assignment/test/project. They will be required to properly complete the assignment or assessment for partial value as determined by the teacher in consultation with Administration. If the school year has concluded and there is no time to redo an assignment, a teacher in consultation with administration, will determine the best course of action. Further incidents may result in loss of credit in that course as determined by the teacher in consultation with Administration. All infractions will carry over both semesters (e.g. a first offence may occur in semester 1, and a second offence in semester 2.) Extreme examples of cheating will be handled in a more serious manner than outlined above.

With the emergence of Artificial Intelligence platforms, it is imperative that parents and students understand the importance of personal intellectual growth, creativity and their own application of learning outcomes. Artificial Intelligence can be tool to use if done appropriately, however, if used to gain unfair advantage, it will disadvantage a student to a life of academic laziness and inability to do well in post-secondary education or future occupations. Where school personnel believe that a student is using this tool to gain unfair advantages, the work may be required to be done under direct supervision on a school provided device. The same consequences stated above for plagiarism apply.

5. Final Assessment Week (tests, examinations, projects, interviews etcetera)

Many courses at CNHS have final assessments that carry up to a 20% weight for the entire course. Dates for final assessments for final assessments are established well in advance. To avoid conflicts, **please check the final assessment dates on the school calendar** in this document with each course syllabus. Assessment week schedules are typically posted within 4 weeks of the assessment week concluding each semester. Students who take vacations or who are not present during the final assessment **may** receive a grade of zero on missed assessments.

STUDENT BEHAVIOUR -

1. Discipline Policy

CNHS students are expected to maintain a high standard of conduct. At all times, **the constant goal is to encourage positive, acceptable behaviours**. Staff will take reasonable action to address misbehaviour when they are aware.

Policy 703 (Positive Learning and Working Environment) provides a framework for the EECD, school districts and schools to create positive learning and working environments in the public education system by:

- Establishing a process for fostering positive learning and working environments.
- Setting standards for behaviour and discipline and identifying the responsibilities of all partners in the school system.
- Providing an overview of expected student behaviour in the Provincial Student Code of Conduct.

2. District Suspension Policy for Major Infractions

The following refers to student behaviours at school, including to and from school and during breaks on and off school property, while students are representing the school, and at any function sponsored by the school. The Education Act states that a school administrator may suspend for a fixed period not exceeding five consecutive days. In situations where more time is deemed necessary, it will be decided in consultation with the Director of Schools. In situations that involve suspension beyond five days, parents/guardians are entitled to appeal a decision. The appeal must be presented in writing within 10 days from the date of suspension and contact from school to student's home. These guidelines are also applicable for bus suspensions. If you wish to appeal a decision, a copy of the appeals process can be provided by the school for found online from EECD.

Any student who violates the Provincial Student Code of Conduct behaviours categorized as inappropriate behaviours and misconduct are subject to disciplinary action including in-school and out-of-school suspension. This can also result in suspensions that are long-term (balance of the semester or school year).

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 including cyber bullying;
- 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 a 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, 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 behaviour 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 behaviour that, in the opinion of school or district would be considered serious misconduct.

All consequences for serious misconduct will follow Policy 703 and district long-term suspension protocol. Where it is warranted, the police will be notified.

The following behaviours, exhibited by any person, will not be tolerated in the New Brunswick public school system:

- cheating, plagiarism, forging notes, signatures or excuses;
- accusations involving falsehood or malicious intent
- discrimination on the basis of real or perceived race, colour, 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
- using disrespectful or inappropriate language or gestures
- disorderly conduct
- unjustified absenteeism and chronic tardiness
- persistent or repetitive disruptive behaviour or chronic minor offences
- shoving, pushing or minor physical altercations
- loitering
- disrespect, insubordination or defiance of authority
- failure to comply with school rules or directions;
- intentional property damage; and
- any other behaviour that, in the opinion of school or school district officials would reasonably be considered a behaviour not tolerated.

For more information about policies referred to in this document, please visit: <http://www.gnb.ca/0000/policies.asp>.

3. Physical Violence and/or Fighting

The following will be considered in determining the severity of physical violence or fighting: intent, nature of the assault, use of weapons, intent to injure, nature and severity of any injury, number of people involved, and impact on the school. Police and other social service providers may be notified.

4. Threatening Behaviours

Anglophone West School District has developed a protocol that requires school trained staff to complete a Violence Threat Risk Assessment (VTRA) in all cases where students make significant threats to harm themselves or others. The Fair Notice Letter from the Superintendent found on page 7 of this handbook explains the process with the goal being to provide a safe, healthy and caring learning environment for all.

5. Substance Use and Abuse (Alcohol, drugs, etc.) - Possession, Under the Influence, Trafficking

Students who refuse to go to a designated area and who, after administration deem to have reasonable and probable grounds for a search, refuse to empty their pockets, book and/or athletic bags, will be in violation of this policy. In the case of trafficking, recommendation will be made to the Director of Schools that the student receive a long-term suspension. Police will be notified.

6. Smoking, E-Cigarettes, Vaping

At the start of each school year, students are informed of the smoking policy and there is constant awareness. When students violate the policy, the policy will be reviewed with the student and consequences will be issued.

7. Harassment and / or Discrimination

Harassment is any words, acts, or gestures used continually with the intent of hurting a person's feelings, body or possessions. Discrimination is the act of treating a person differently because of that person's race, class, sexual orientation or gender or any other group to which that person belongs, rather than assessing individual needs and merits.

Students and staff have an absolute right to feel emotionally and physically safe at school, which includes all school-sponsored events whether they take place in the school or outside of the school grounds. No one will bully, taunt, intimidate or subject others to harassment or discrimination in any form. Staff are expected to intervene if incidents are witnessed or reported. The names of all parties involved will be brought to the attention of the Guidance Counsellor and Administration.

The incident will be reviewed by Administration and both parties will receive counselling. Administration will inform parents/guardians of both parties of the concerns. Administration will follow suggested guidelines and practices related to positive discipline practices and will inform students and guardians of the processes and appropriate consequences where warranted. This may include referrals to district supports and support staff, as well as various agencies and professionals.

8. Vandalism

The destruction of school property (or property of a school-related event at another site) will be paid for by the offender and will normally be treated as a more serious infraction.

EXTRA CURRICULAR ACTIVITIES -

Student participation in extra-curricular activities is one of the factors that contributes to the physical, social, emotional and intellectual well-being of students. Furthermore, such activities form the basis of an overall improved school climate in the form of "school spirit". We hope that all students can find a club or activity that interests them!

1. CNHS Activities

Art Club	Badminton	Baseball
Basketball	Book Club	Cheerleading
Choir	Concert & Stage Band	E-Sports
Drama	Capacity for Courage	Games Room
Golf	Grad Committee	Knitting Club
GSA	Hockey	Interact
ISCF	Welding Club	Noon Intramurals
Debate Team	Rugby	Welding Club
Soccer	Student Council	Track and Field
Volleyball	Yearbook	

All activities will be offered subject to student interest, availability of coaches, advisors, and funding.

Following NBIAA regulations, students must be enrolled in a full-time program at CNHS to be eligible to participate in athletics. Please see the detailed Athletic Code of Conduct available from the Athletic Director for specific information about participating in athletics at CNHS. All outstanding fees must be paid before students can participate in extra-curricular activities.

2. Coaches and Advisors

Coaches and advisors will be appointed annually by staff leaders, SPRs and administration once names of interested parties have been submitted to the school. Screening processes may be used to ensure that volunteers have the necessary training, skills, and knowledge to safely and appropriately develop CNHS students physically, mentally and emotionally. All coaches and advisors must be trained in Policy 701 and will be held to the same ethical standards as a member of the teaching staff and must act accordingly.

3. Academic Performance

While participating in extra-curricular sports and activities, the first priority for students should still be academic achievement. Therefore:

- Upon review of Administration, students failing one course during a semester will be placed **under review** by the Administration and will be given an opportunity to improve performance.
- Upon review by Administration, students failing two or more courses during a semester will be **suspended** from all extra-curricular activities for a period of 2 weeks. After the 2-week suspension, if significant improvement is noted, the suspension will terminate.
- Review of progress will be carried out at 1-week intervals after the 2-week suspension or review period has passed. The goal is always to achieve academic success while remaining a part of their athletic team.

4. Conduct

It is expected that students participating in extra-curricular activities as participants or spectators on/off school property conduct themselves in such a manner that does not embarrass themselves, their coaches, families, school or community -- for they represent all of these groups. *Students whose behaviour proves inappropriate to the school will be suspended from extra-curricular activities for a period deemed appropriate by Administration.* Subsequent offences will result in suspension from all extra-curricular activities as participants or spectators for a period deemed appropriate by Administration and the Athletic Director. **Team or activity initiation procedures (hazing) are strictly prohibited.**

5. Attendance Policy

When a student is absent from school for at least one period of any school day, that student will not be allowed to take part in any activity sponsored by the school during or following classes on that day. For absences that occur on the last day of a week (including long weekends or known school closures) the player shall not be permitted to play the day following their absence. For example: If school ends on a Thursday and a student was absent Thursday, they would not be able to play on Friday. Saturday would be their first available day to play in an event. If the student's absence is excusable under the school's attendance guidelines, except for an absence due to illness, they may be permitted to participate. The rationale for this is due to illness that is contagious to other athletes and/or poses risk to worsening their own symptoms/condition. **Students with 15 or more unexcused absences may lose the privilege of participating in extra-curricular activities.** Please see our general attendance expectations for the rationale.

6. Use of Alcohol or Drugs

- Any student possessing or using alcohol or drugs during the time period in which he/she is involved in an extra-curricular activity will be suspended from all extra-curricular activities for a period of time deemed appropriate by Administration.
- A second alcohol or drug offence during the same school year will result in loss of all extra-curricular activities for a period up to six months.
- An alcohol/drug infraction occurring at a particular event will result in suspension from attending or participating in that event for a period of 6 months.
- Notwithstanding any of the above guidelines, school administration may suspend students for cause at any time from participation in extra-curricular activities.

7. Activity Fee Structure

Various clubs and teams are required to charge a participation fee in order to operate. Please check with the coach or activity supervisor regarding possible fees. Activity fees help cover the following: NBIAA insurance and registration, operations for travel, tournament events, equipment, awards, training for coaches, first aid training and kits, and other expenses associated with running or improving the team. If the fee poses a problem for your family, please discuss this with administration or guidance.

8. Fundraising

Any fundraising activities associated with the school (i.e. any team, club, group, organization) must be approved by the administration. All activities must follow Department of Education Nutrition Policy 711.

SCHOOL SANCTIONED EXCURSIONS - (Curricular and Extra-Curricular) -

1. Rules and Regulations

- The supervisor (admin, teacher, coach, or other volunteer with policy 701 and criminal record check) is in charge of the group he/she is responsible for at all times. This means that their instructions are to be obeyed at all times without question. All supervisors are to be treated in the same respectful and positive manner as CNHS staff.
- Supervisor to student ratios will be:
 - 1:15 for day trips
 - 1:10 for overnight trips
 - 1:8 for high-risk or out-of-province trips
 - 1:5 for canoe or watercraft trips
- The supervisor will establish a curfew hour for students; **this hour is not to be later than 11:00 p.m.** For special events, however, students who are accompanied by the supervising teacher may have this curfew extended to midnight.
- Absolutely no drinking of intoxicating beverages or use of illicit drugs by students. Students are not to attend commercial drinking establishments such as clubs, bars, taverns, etc.
- When representing CNHS or attending a school sanctioned event, all school guidelines apply.

2. Transportation

Whenever possible, students as members of school groups operating will travel to and from destinations on school buses driven by regular drivers. Students must leave the event in the same vehicle, except in the instance where a student wishes to travel from the activity site with his or her parents or guardians.

If personal vehicles are used as a means of transportation:

- **licenced drivers 21 years of age** or older must be utilized as drivers
- a minimum of **\$2,000,000.00 liability insurance** must be carried on the vehicle. This is not an expensive item and will provide greater safety and security for all concerned.
- vehicle tires must be appropriately rated and from November to April must be **snow tires**.

For more information, see Policy 513. <https://www2.gnb.ca/content/Policy513.pdf>

IMPORTANT WEBSITES and LINKS for Safety, Services and Communication Platforms:

- **The Link Program:** This program provides youth with access to professionals with a range of services.
 - thelinkprogram.com/en/helping-tree/woodstock-upper-river-valley
- **PSSTWorld.com:** This platform allows youth or any person to report their concerns anonymously to an outside agency. This is reported to district who then shares the concerns with the schools. The goal is create safety at school for those trying to keep our schools safe.
- CNHS Website – <https://cnhs.nbed.ca/>
- ASD-W District Website - <https://asdw.nbed.ca/>
- ASD-W District Scholarships - <https://asdw.nbed.ca/current-students/apply-for-scholarships/>
- CNHS Instagram – cnhsstars
- CNHS Athletics Instagram – cnhs_sports
- CNHS Facebook - www.facebook.com/carletonnorth.high