

ANGLOPHONE NORTH SCHOOL DISTRICT **REGULATIONS**

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**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

100 SERIES – BUDGET/FINANCE

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 101

SUBJECT: **Accounting Procedures: School Accounts, Student Council Accounts**

EFFECTIVE: **March 4, 2002**

REVISED: **August 23, 2005; August 19, 2013**

PAGE: **1 of 2**

PURPOSE: **To govern and regulate the operation of school and student council accounts and accounting procedures.**

REGULATION:

All accounts held by the school(s) and/or the student council(s) must be operated and reviewed according to the following procedures:

1. All accounts must have two or more signing officers.
2. No bank accounts are to be opened without the prior approval of the principal.
3. A copy of the signature card for each account is to be filed with the Office of the Superintendent.
4. Numbered receipts must be used as applicable, and copies of receipts must be maintained for records.
5. Whenever possible, schools are to use cheques for financial transactions rather than paying by cash. In any event, an original invoice, bill or receipt must be retained for proof of purchase for every payment, whether made by cash or cheque.
6. Relevant information regarding each expenditure must be recorded on cheque stubs.
7. A monthly reconciliation of cheque stubs and bank statements must be completed and verified.
8. All copies of VOIDED cheques must be retained.

DISTRICT REGULATION 101
Accounting Procedures: School Accounts,
Student Council Accounts

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9. A record of all income and expenditures, monthly and yearly financial statements, must be maintained on the QUICKEN software program or School CashNet, using the forms as provided by district office.
10. All monies must be deposited promptly.
11. The use of "petty cash" is discouraged, but if petty cash is used, a voucher, signed by the recipient, must be maintained on record.
12. An independent review must be completed annually.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 102

SUBJECT: **Purchase Cards**

EFFECTIVE: **August 23, 2005**

REVISED: **August 19, 2013**

PAGE: **1 of 2**

PURPOSE: **To govern and regulate the use of purchase cards as a means of conducting business on behalf of Anglophone North School District.**

REGULATION:

1. Purchase cards are meant to replace the Local Purchase Order.
2. Purchase cards can be used to purchase goods and services up to the value of \$1,500.00 before tax and shipping.
3. Individual purchase card transactions **must not** be used cumulatively to exceed the \$1,500.00 limit.
4. Purchase cards **must not** be used to split purchases of similar items that individually are below the \$1,500.00, but in total exceed the \$1,500.00 limit.
5. Purchase cards **must not** under any circumstances be used for travel, living or entertainment expenses, advances, **personal** purchases or any other personal use.
6. Purchase cards can be used to purchase goods for business meeting expense, i.e. food for a supper meeting.
7. Purchase cards **should not** be used to purchase vehicle fuel for personal use or vehicle rentals.

8. Only the person whose name is on the card can use it. The card must not be lent for others to use. The cardholder is ultimately responsible for all purchases made on his/her card.
9. Purchase cards **must** be kept in the cardholder's possession and should be kept secure.
10. If you are unsure as to whether a purchase is allowable, please contact the Budget and Accounting Manager.
11. All goods and services purchased directly from a vendor must be supported by a credit card receipt and the vendor's invoice or receipt.
12. Cardholders must ensure that the transactions do not violate any of the applicable restrictions before purchases can be made either over the telephone or via the internet (secured sites only).
13. Where permissible, goods purchased over the internet require that the purchase transaction screen be printed and retained as well as the vendor's invoice and receiving slip.
14. Where permissible, purchases made by telephone require that a record of the transaction be retained, including a confirmation number, if applicable, as well as the invoice and receiving slip.
15. On a weekly basis (by Tuesday of the following week), purchase card transactions must be "verified" by the cardholder where goods or services have been received.
16. Immediately following the verification, the Cardholder Review Transaction Report is printed and the purchase card slips and invoices are attached to it. The report is signed and forwarded to the appropriate personnel to be finalized, or if it is required, forwarded to the Supervisor/Manager/Principal for authorization, who will submit it to the appropriate personnel after they authorize the expenditures.
17. Cards that are lost or stolen must be reported immediately to the Bank of Montreal through its toll free number **1-800-283-2263**.
18. The cardholder must immediately advise his supervisor and the Department/District Administrator.

**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

**200 SERIES –
HUMAN RESOURCES/MANAGEMENT**

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 201

SUBJECT: Personnel Selection and Hiring Procedures for Permanent and Casual Positions

EFFECTIVE: March 4, 2002

REVISED: October 29, 2004; August 23, 2005; August 19, 2013

PAGE: 1 of 2

PURPOSE: To regulate practices and procedures related to the engagement or hiring of new employees.

REGULATION:

1. All positions must be open to all qualified persons with no discrimination on the basis of race, gender, age, religious affiliation, or nationality.
2. All vacancies must be filled through the office of the Director of Human Resources.
3. In the case of advertisements, applications will be received by the Director of Human Resources. Screening and shortlisting of applications will be overseen by the Director of Human Resources in conjunction with the Superintendent.
4. A list of all applicants for each position must be prepared. Applicants selected for interview must be indicated on such lists.
5. An interview panel consisting of a minimum of three (3) persons (one being from the Human Resources Department) will conduct interviews for each advertised teaching and non-teaching position. The panel may include the Superintendent, Senior Education Officer (or designate) and the immediate supervisor of the position to be filled. Every effort must be made to include a District Education Council representative and a Parent School Support Committee representative.
6. Based on Board of Management Policy 86.0180, staff and other employer representatives cannot participate in the hiring process when one or more relatives is a candidate. Similarly, a principal or other supervisory personnel should not have direct responsibility for a relative.

7. Following interviews, a summary of panel findings and recommendations for hiring must be forwarded to the Superintendent.
8. A formal written evaluation, prepared by the school principal (or supervisor), is required immediately following the first six weeks of employment for all long-term replacement employees, including teachers classified under Article 44 of the NBTA Collective Agreement.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 202

SUBJECT:	<u>Engagement of Supply Teachers</u>
EFFECTIVE:	October 29, 2004
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: To regulate practices and procedures related to the engagement of supply teachers.

REGULATION:

1. Supply teachers must be engaged from the approved district list established on the Supply Teachers' Booking System.
2. Priority must be given firstly to qualified, licensed teachers, then retired teachers and lastly those who hold a local permit. The maximum for retired teachers is 20 days per year; however, the District will be required to report to the Department of Education and Early Childhood Development every six months, detailed reasons as to why a retired teacher was rehired for a period of time exceeding 20 days to a maximum of 80.
3. A long-term supply assignment is one expected to last more than twenty (20) work days. The procedures to follow in filling such a position are as outlined in Regulation 201, "Personnel Selection and Hiring Procedures for Permanent and Casual Positions".
4. Every reasonable effort must be made to engage supply teachers from the approved list before alternatives are considered.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 203

SUBJECT:	<u>Engagement of Replacement Workers for Support Staff</u>
EFFECTIVE:	October 29, 2004
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: To regulate practices and procedures related to the engagement of replacement workers.

REGULATION:

1. Every reasonable effort must be made to engage replacement workers from the approved district list before alternatives are considered.
2. A long-term supply assignment is one expected to last more than twenty (20) work days. The procedures to follow in filling such a position are as outlined in Regulation 201, "Personnel Selection and Hiring Procedures for Permanent and Casual Positions".

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 204

SUBJECT:	<u>Attendance Management</u>
EFFECTIVE:	March 4, 2002
REVISED:	October 29, 2004; August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: **To ensure that the supervisory staff monitors staff attendance.**
The following employee groups (teachers, custodians, clerical) will be handled on a school by school basis. The district office location will be managed as a separate unit and the bus drivers, maintenance, and information technology personnel will be managed by the transportation, facilities, and information technology managers respectively.

The responsibility for monitoring absences that fall under sick leave must be that of the appropriate supervisor.

REGULATION:

1. All employees are responsible to report leave due to sickness immediately to their principal, vice-principal or respective supervisor who will maintain a daily list.
2. It is expected that supervisors challenge certain requests and that they do not grant automatic approval (on occasions, seek alternatives to a full day's absence).
3. Personal obligations and commitments should not be scheduled to conflict with work schedules whenever possible.
4. Factors to be monitored are the frequency, reasons, and total time lost due to absence, tardiness and early departures.
5. Further assistance, if required, can be obtained from Human Resources.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 206

SUBJECT: Volunteers in Schools

EFFECTIVE: September 2010

REVISED: August 19, 2013

PAGE: 1 of 8

PURPOSE: **Anglophone North School District welcomes the participation of volunteers at all levels (K-12) and values the work done in our schools by volunteers.** Volunteers provide an opportunity for community members to participate in the life of a school – assisting teachers, acting as a resource person, enriching student experiences, strengthening school/community partnerships and relationships, assisting on committees and extra-curricular activities, and organizing events. Volunteers reflect our community members' diverse interests, ages, and professions. Parents, business people, retired citizens, and members of organizations are among those providing valuable contributions of time and talents.

The important contribution of our community members is valued; however, screening procedures are important for the protection of students and volunteers. This regulation outlines the procedures to be followed by schools and volunteers.

REGULATIONS:

- The Principal may involve community volunteers to enhance the planning and/or delivery of the school program and/or its environment. The Principal is responsible for all volunteer activities.
- All volunteers will be provided a copy of the Anglophone North School District Volunteer Information Brochure (Appendix A).
- Each volunteer with Anglophone North School District will have a designated supervisor who is responsible for the work of that volunteer and who shall be available to the volunteer for consultation and assistance regarding their roles and responsibilities.

- Volunteers may not replace employees in the performance of tasks which are their legal or contractual responsibilities. A copy will be submitted to the Office of the Superintendent.
- The Principal must ensure that all volunteers complete a Volunteer Screening Declaration Form (Appendix B).
- The Principal must ensure that volunteers with unsupervised access to pupils (e.g. volunteer coaches, drivers, etc.) are screened and trained appropriately in accordance with the New Brunswick Department of Education and Early Childhood Development, Policy 701, Protection of Pupils in the Public School System from Misconduct by Adults, have submitted a Policy 701 Sign-Off Sheet (Appendix C) and completed and submitted the online validation questionnaire at <http://701.nbed.nb.ca/>.
- The Principal must ensure that volunteers at the K-5 level, having unsupervised access to pupils, provide a criminal record check form. This criminal record check will have been completed within six months of the date of submission. There are two types of criminal record check forms – RCMP form for volunteers who live in rural communities and a City Police form for volunteers who live within the city limits.
- The Principal must ensure that volunteers at the Grade 6-12 levels, having one-on-one access to pupils, provide a criminal record check form. This criminal record check will have been completed within six months of the date of submission. There are two types of criminal record check forms – RCMP form for volunteers who live in rural communities and a City Police form for volunteers who live within the city limits.
- The Principal, or designate, must check the references of all volunteers. Three questions that must be part of this reference check are:
 - Do you believe this person would be suitable to work in a school system in direct contact with children?
 - Would you have any reservations about placing this person in such a position?
 - Are you aware of any past criminal activity or do you have any knowledge of behavior that might be a threat to pupils?
- The Principal must maintain a file of all Volunteer documentation. These records shall be accorded the same confidentiality as staff personnel records.

- Principals must make every effort to ensure volunteers are not privy to confidential information (e.g. student records, unlisted phone numbers, etc.).
- Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while performing their duties.
- The principal must ensure that volunteers are trained in their duties.
- Volunteers may be asked to discontinue their duties if they fail to meet their commitment, if they prove to be counterproductive, if their services are no longer required, or if their behavior is not exemplary for students to emulate.

Appendix A

What is Policy 701 & how does it apply to Volunteers?

The Pupil Protection Policy is meant to protect all pupils who are registered in public schools in New Brunswick regardless of their age. This policy applies to all adults whose job or role within the public school system places them in contact with pupils. The policy deals with a range of behaviours that harm students and/or impede learning. These behaviours are divided into two categories: Abusive Behaviours and Misconduct.

The following must be treated as a complaint under the policy: any information received by any means from any named or anonymous source, either in person or recorded, which suggests that a child is being, or has been subjected to abusive behaviour or misconduct by an adult in the school system.

Any adult in the school system who witnesses or suspects abusive behaviour or misconduct as defined in the policy is obliged to report such conduct in accordance with the policy and, if applicable, the Child Victims of Abuse Protocols.

Policy 701 describes procedures for reporting of abusive behaviours. For behaviours falling under the category of misconduct, complaints must be reported to the principal or designated person by any adult in the school system who is aware or suspects such conduct. Every person named in a formal complaint under this policy has the right to be informed of the substance of the complaint at the time of filing. If necessary, a full and impartial investigation will take place.

If the complaint is unfounded, and involved malicious intent or is made in bad faith, the School District can take appropriate disciplinary action up to and including suspension in the case of pupils dismissal of employees, or banning from school premises in the case of parents or volunteers. Disciplinary action taken by the school system does not preclude the accused volunteer/employee from pursuing civil action.

Find Policy 701 at <http://www.gnb.ca/0000/policies.asp>

**Anglophone North
School District**

Our Schools:

Please contact your local school for more information:

Bathurst High School	(506)547-2766
Bathurst Learning Center	(506)549-5615
Blackville School	(506)843-2900
Bonar Law Memorial High School	(506)523-7160
Campbellton Learning Center	(506)789-2517
Campbellton Middle School	(506)789-2120
Croft Elementary School	(506)627-4086
Dalhousie Middle School	(506)684-7544
Dalhousie Learning Center	(506)684-7541
Dalhousie Regional High School	(506)684-7533
Dr. Lester Middle School	(506)778-6077
Eleanor W. Graham Middle School	(506)523-7970
Gretna Green Elementary School	(506)778-6099
Harcourt School	(506)785-4006
Harkins Elementary School	(506)627-4087
Harkins Middle School	(506)627-4088
Ian Baillie Primary School	(506)778-6076
Jaquet River	(506)237-5200
James M. Hill Memorial High School	(506)778-6078
Jarvisville Elementary School	(506)547-7440
L. E. Reinsborough School	(506)684-7534
Lord Beaverbrook School	(506)789-2130
Millicton Elem./jr. High School	(506)627-4090
Miramichi Rural School	(506)627-4083
Miramichi Valley High School	(506)228-2000
Napagan Elementary School	(506)778-6080
Nelson Rural School	(506)627-4074
North & South Esk Elem. School	(506)836-7010
North & South Esk Regional School	(506)836-7000
Parkwood Heights Elementary School	(506)547-2770
Rexton Elementary School	(506)523-7152
Rexton Learning Center	(506)523-7902
St. Andrew's Elementary School	(506)778-6081
Sugarloaf Senior High School	(506)789-2125
Superior Middle School	(506)547-2750
Tabusintac Rural School	(506)779-4120
Terry Fox Elementary School	(506)547-2215
Tide Head School	(506)789-2115

APPENDIX A

**Anglophone North
School District**

**Volunteer
Information
Brochure**

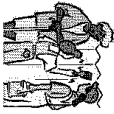
Office of the
Superintendent
78 Henderson Street
Miramichi, NB
E1N 2R7
Tel: (506) 778-6075
Fax: (506)778-6090
www.district16.nbed.nb.ca

Volunteering in Anglophone North School District

Welcome Volunteers!

We appreciate your interest in volunteering for Anglophone North School District. As a volunteer, you will have opportunities to:

- Assist teachers in providing increased individualized and enriched instruction within their classrooms
- Enrich students' experiences through the unique resources which can be contributed by volunteers
- Assist teachers with many non-teaching duties and tasks, such as organizing events
- Provide an opportunity for community members to participate in a school's program
- Strengthen school/community relationships through positive participation
- Build an understanding of schools among citizens, thus, stimulating widespread involvement in the educational process
- Act as community resource instructors and speakers



- Assist on school committees
 - Serve as mentors to students, and providing positive role models
 - Provide individual assistance and attention
 - Share your hobby or collection with classes
 - Drive for extra curricular activities
 - Coordinate and assist with special events, field trips and fundraising efforts
 - Support school enrichment initiatives
 - Participate in Community School activities
- Anglophone North School District promotes a reduced scent environment and encourages all students, employees, volunteers and visitors to refrain from wearing or using scented products in all schools, school district office and vehicles.*

School Volunteers

Anglophone North School District volunteers reflect our community members' diverse interests, ages, and professions. Parents, business people, retired citizens, and members of civic organizations are among those providing valuable contributions of their time and talents.

Different Times/Schedules

Each of us has different schedules and time constraints. Some of our volunteers devote a weekly lunch hour, others donate time to a special project or committee, while some volunteer on a regular basis. The possibilities are endless and any time you can give is greatly appreciated.



A Role for Everyone

Working under the direction and supervision of professional staff members, volunteers assist in classrooms, schools, and district operations. Volunteers include the Anglophone North District Education Council, Parent School Support Committees and Home and School groups, as well as committees formed to address specific issues. Business people can fill an invaluable role by assisting in a school/work program or mentorship opportunity.

Tips for Volunteers

- **Be dependable/reliable** ex: let the school know if you are unable to attend during a scheduled time.
- Sign in at the school office upon arrival.
- Speak with school personnel about possible volunteer opportunities and your interests.
- Talk with the teacher about expectations and guidelines, when working with students.
- Address behavior problems with the teacher, not the child.
- Take time to establish friendly relationships with students. They will benefit from your interest and involvement.
- Take time to learn about school safety procedures.

As a volunteer, what are my rights and obligations?

Screening

We value your important contribution and want to assure you that the screening procedures that we have in place for all volunteers are necessary to provide children with the safest possible learning environment.

Volunteers with unsupervised access to pupils (for example, driving, one-on-one reading/tutoring) will be expected to fill out a sign-off sheet, after familiarizing themselves with Policy 701 – *Pupil Protection Policy*, and will also be requested to submit a criminal record check. All volunteers will be asked to complete a *Volunteer Screening Declaration Form* that requires them to provide the names of persons who may be contacted as references. Reference checking may be necessary to gain information about past activity or behaviour that could potentially be a threat to pupils. These records shall be accorded the same confidentiality as staff personnel records.

Confidentiality

You have a responsibility to protect the privacy of pupils, parents, members of the public and staff and not to disclose confidential or personal information.

Consultation and Assistance

Each volunteer with Anglophone North School District will have a designated supervisor who is responsible for the work of that volunteer and who shall be available to the volunteer for consultation and assistance regarding their roles and responsibilities.

Conduct

Volunteers shall meet the same standards of conduct and deportment required of district staff. This means adherence to standards of behaviour as set out in provincial and district policies. These policies include: *The Child Victims of Abuse Protocol, the Harassment Policy, the Pupil Protection Policy and the Positive Learning Environment Policy*. Copies of these may be obtained from the District Office or through the Anglophone North School District website.

**Anglophone North School District
Volunteer Screening Declaration
(CONFIDENTIAL – School Use Only)**

Appendix B

I, _____, residing in _____ hereby declare that I have no criminal record and have no history that would prevent me from working with children of the general public. I declare that I have no interactions at schools in the past that would prevent me from working within, and helping to create, a positive school environment. Furthermore, I recognize that I am obliged to inform the appropriate supervisor if I am charged, tried, or convicted of any offense under the Criminal Code or under any other provincial or federal statutes that would prevent me from working with children of the general public.

I recognize that I have a responsibility to protect the privacy of pupils, parents, members of the public and staff and shall not disclose confidential or personal information acquired by virtue of my position.

I recognize the school reserves the right to decline my volunteer services without providing me any reason.

Dated: _____ at _____

Signature of Applicant: _____

Signature of Witness: _____

Please list the names and phone numbers of two references (not family members):

1. Name: _____ Telephone: _____
Company or Agency: _____
Address: _____
Date: _____ Time: _____

2. Name: _____ Telephone: _____
Company or Agency: _____
Address: _____
Date: _____ Time: _____

Verification that references were checked:

Signature of Principal/Supervisor: _____ Date: _____

***Please refer to the reverse side if you will be having unsupervised access to pupils while volunteering**

**Anglophone North School District
Volunteer Screening Declaration
(CONFIDENTIAL – School Use Only)**

UNSUPERVISED ACCESS TO PUPILS

We value your important contribution and want to assure you that the screening procedures that we have in place for all volunteers are necessary to provide children with the safest possible learning environment.

Volunteers with unsupervised access to pupils will be asked to fill out a sign-off to ensure familiarity with Policy 701 – Pupil Protection Policy, and must submit a criminal record check.

Policy 701

Go to the following website...

<http://701.nbed.nb.ca/>

You must read through the modules, complete validation questionnaire with 100% accuracy, submit and print off a copy, sign it, and have your principal sign a copy.

If access to the internet is not available, information on Policy 701 can be obtained at the Office of the Superintendent.

Criminal Record Checks

A criminal record check form can be obtained from the local police or RCMP station. Bring the completed form back to the school. These checks should not have been completed more than six months prior to the date submitted.



Waiver Form for Volunteers in Anglophone North School District

POLICY STATEMENT 701

This is to acknowledge receipt of a copy of the Child Abuse Protocols and Policy 701 (Pupil Protection). I understand that I am required to complete required training on this policy and forward results to the school principal for review.

Signature

Print Name

Address

Postal Code

Date

Telephone Number

Anglophone North
School District
78 Henderson Street
Miramichi, NB
E1N 2R7

OFFICE OF THE SUPERINTENDENT

Tel: (506)778-6075
Fax: (506)778-6090

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 207

SUBJECT: **Staff Evaluation**

EFFECTIVE: **August 19, 2013**

PAGE: **1 of 1**

PURPOSE: **With respect to evaluation of employees, the Superintendent must not fail to develop an evaluation system that links employee performance with their contribution toward achieving the District Education Council's Ends policies and their compliance with the District Education Council's organizational Limitations policies.**

REGULATION:

Accordingly, the Superintendent may not:

1. Fail to develop and administer an ongoing evaluation system for all instructional personnel that is designed to:
 - a) improve instruction,
 - b) measure professional improvement, development and performance,
 - c) document unsatisfactory as well as excellent performance,
 - d) link performance evaluation with multiple indicators of effective teaching, and
 - e) assure that instructional time is used to the maximum advantage of students.
2. Fail to develop and administer an ongoing evaluation system for all non-instructional personnel.
3. Fail to provide to the District Education Council an annual report on the effectiveness of the evaluation system and its alignment with the District Education Council's Ends policies.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 208

SUBJECT: **Professional Conduct**

EFFECTIVE: **February 28, 2019**

PAGE: **1 of 5**

PURPOSE: **ASD-N promotes a positive learning and working environment in which individuals are committed to performing their responsibilities according to the highest standards of professional and personal conduct. These individuals are responsible for promoting an environment in which respect for human rights exists and where working relationships can develop in an atmosphere of trust, mutual respect, and dignity.**

REGULATION: This regulation applies to all individuals who fulfill a job or role in ASD-N. This includes, but is not limited, to all employees, contract workers and volunteers, project workers, coaches, contracted employees, teacher interns, tutors, and Co-operative Education students. The regulation applies, at all times, when an individual represents ASD-N in an official or unofficial capacity.

1. Confidentiality

Individuals shall:

- a. Ensure confidentiality of information acquired in the course of duties by exercising due care while collecting, using, disclosing, storing, and disposing of personal data.
- b. Ensure that only essential personal information (defined as information about an identifiable individual) is collected and that consent is obtained from the individual to do so; that information is used and disclosed only for the purpose for which it was collected (unless authorized by law); and that when the information is no longer essential, it is disposed of in a secure manner.
- c. Ensure that information obtained during the administration of school-raised funds is treated in a private and confidential manner.

- d. Be aware that the obligation to comply with the above continues indefinitely, i.e. even after the relationship between the individual and the School District has ended.

2. Interpersonal Relationships

Individuals shall:

- a. Treat others with respect, dignity, and fairness at all times.
- b. Resolve conflict using respectful and appropriate means.
- c. Ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are respected.

3. Accountability

Individuals shall:

- a. Demonstrate honesty and integrity in the fulfillment of their professional responsibilities.
- b. Acknowledge and respect the responsibility of ASD-N in their management role.
- c. Respect proper channels of communication (chain of command) and make every effort to resolve issues at the school/workplace level, prior to referring to external personnel.
- d. Acknowledge that all work produced related to their responsibilities in ASD-N is the sole property of ASD-N.
- e. Acknowledge that everyone is responsible for the learning of and/or learning conditions for students within ASD-N.

4. Standards of Work

Individuals shall:

- a. Endeavour to improve their professional competency on an ongoing basis.
- b. Conduct work in an objective, conscientious, effective and efficient manner.
- c. Work their prescribed daily schedule (including casual/supply).
- d. Schedule appointments, where possible, outside the hours of work.
- e. Respond to email communications, where possible, within a 24-hour time period.
- f. Perform duties in accordance with the highest standards of their profession and exercise due care.
- g. Comply with copyright laws and acknowledge the origin of material and concepts incorporated into their work.
- h. Become knowledgeable of, respect, and adhere to all applicable laws, acts/regulations, policies, and guidelines.
- i. Show proper care and regard for the property of the Crown, utilizing resources for the purpose of carrying out ASD-N business.

5. Conflict of Interest

Individuals shall:

- a. Avoid and/or disclose any conflict of interest or potential conflict of interest, which may appear to influence personal actions or judgments.
- b. Refrain from using a position of trust to receive special benefits.

6. Dress Code

Anglophone North School District recognizes the importance of the educational environment in promoting excellence in teaching and learning. The district is responsible for promoting an environment that is safe, nurturing, and supportive of the school system's academic goals and educational responsibilities. Employees of ASD-N serve as role models for the students with whom they work and as leaders in the community.

Individuals shall:

- a. Dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the community they serve.
- b. Casual Fridays is an exception and should only take place in support of a charity.

7. Social Media

Anglophone North School District recognizes the importance of providing employees with a clear understanding of the impact of using social media and its appropriate use. In an 'online world', the lines between public and private, personal and professional can become blurred. Even when employees are social networking on their own time, they may be identified as working for and sometimes representing the School District in their online communications.

As an employer, we recognize the use of social media and networking as one means of communicating in the online world. However, we also recognize that the inadvertent misuse of social media by employees has the potential to put the reputation of the School District and its employees at risk. The following has been established to ensure best practices and mitigate both the School District and employees' exposure to risk.

Maintaining professional boundaries in all forms of communication, technology-related or not, is vital to maintaining the public trust and appropriate professional relationships with students. Members must be aware of the numerous challenges and the ramifications associated with the use of electronic communication and social media.

Definition

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content of the website. Social media includes, but is not restricted to, social networking, blogs, wikis, social bookmarking, podcasts, forums, content communities, email, instant messaging, and texting (SMS or texting). Interactions with and through social media occur through the use of web browsers, specialized software on computers and mobile devices.

Individuals shall:

- a. Use good judgment. Think about the type of image or information you want to convey. You are responsible for your online communications.
- b. As role models in a position of trust for students and a representative of the School District, you must ensure that your use of social networking, even on your personal time, does not reflect negatively on your professional reputation or that of the School District.
- c. Use only school sanctioned sites and tools or other school approved means of communicating online with students and parents. All communication with students and parents should be formal, courteous and respectful and should pertain to school related matters.
- d. Respect the law in relation to your online communications. Protect the confidentiality of information regarding students and their families. Ensure compliance with copyright requirements. Do not make comments online which are defamatory of others.
- e. Monitor all content you or others post to your personal social media accounts to ensure that it is consistent with your role in the School District and professional standards. Remove any material which is inappropriate or contrary to this policy.
- f. Online activities must not interfere with the performance of your job or your effectiveness as an employee of the School District.
- g. Online communications should reflect the principles of honesty, respect, responsibility, and consideration of others.
- h. Do not disclose any confidential or personal information about students or their families in online communications. Do not post photographs or videos of students without the informed consent of the student and their parent(s).
- i. Social networking sites and online postings are not necessarily private. Never criticize students, other district employees or the School District on online sites.
- j. Use dedicated School District sites and tools for online communications with students and parents. Should you wish to create other sites and/or use other online forums for communicating with students, you must obtain approval from the principal in conjunction with the Subject Area Coordinator - Technology. All sites and online forums for communicating must comply with this policy and access must be appropriately restricted (e.g. to students assigned to your class or activity).

- k. Do not request or accept any students or minor (person under the age of 19 years) as 'friends' on social networking sites or interact with students or minors on social networking sites for purposes not related to the delivery of the student's educational program.
- l. Do not exchange personal email addresses, or photographs with students. Do not exchange personal phone numbers without prior approval from your Administrator (e.g. for coaches for sports teams, drama productions etc.)
- m. Ask friends not to tag you in any photos or videos without your permission and remove anything that is not appropriate to your role in the School District.
- n. Avoid impulsive, inappropriate or heated postings. Remember that what you post may be viewed and archived permanently online.
- o. Personal cell phone use, access to social media and online shopping, is not to occur during instructional time with students, or prescribed work times. This expectation does not apply to employee breaks or lunch periods.

APPENDIX: Professional Conduct Brochure.

Note: Appropriate measures will be taken to address any breach of this regulation.

Appendix - Page 1

Conflict of Interest

Although we may have the opportunity to receive "perks" because of the position that we occupy, doing so could put us in a position where our decision-making ability is either negatively impacted or perceived to have been impacted.

Examples:

- You have to make a decision as to what company you are going to use to provide a service and a representative of one company offers to send you on a trip or give you a gift.
- You operate a private company and your company is used to provide a service related to your work.
- You are on an interview panel and discover that your nephew is one of the candidates being interviewed.
- As an employee, requesting that your child be placed in a certain classroom.
- Juggling situations where you are an employee of the district and parent of a student.

It is important to realize that although we may not feel that our ability to make sound decisions would be impacted, there may be a sub-conscious influence.

Perceived Conflict of Interest:

In addition, the perception of the potential impact cannot be ignored. Therefore, if we feel that we need to proceed with a situation that may cause this type of perception, it is wise to make it known to our supervisor.

We should inform him/her that we are aware of the potential for a negative perception, but that we feel confident that our decision-making ability will not be influenced.



Confidentiality

Being involved in a School District provides us access to a great deal of information. Much of this information is very clearly of a confidential nature, but there may also be information we would not expect to be considered confidential.

It is for that reason that we should always be cautious about sharing information we are made aware of in the course of our work with the District.

Examples:

- You are made aware that the parents of a child in your class are separating and a friend of yours is a friend of this family.
- A parent of a student asks for the phone number of another child because they wish to invite them to their child's birthday party.
- A colleague informs you that they are having difficulty in their marriage, but asks that you not share this information. Another co-worker notices that something is wrong with this individual and asks you if you know what is going on and if they can do anything to help.

It is necessary for us to do all that we can to ensure the information we are made privy to remains in the strictest of confidence, keeping in mind that for the well-being of students and staff we may be required to share confidential information.

It is also important to realize that this obligation continues indefinitely, even after we are no longer involved with the School District.

Remember:

- **THINK.... before you speak!**
- **CONSIDER... before you write!**
- **PAUSE... before you click!**



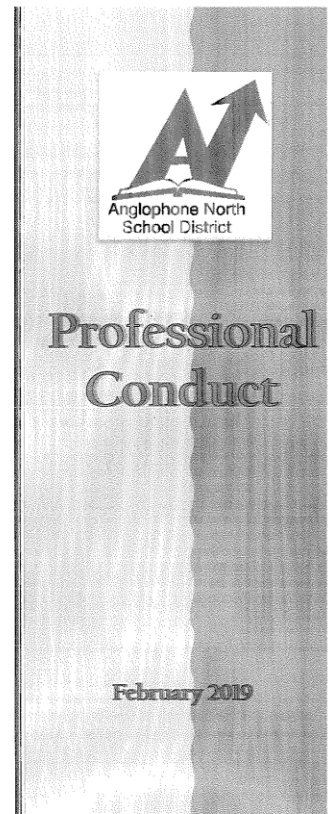
**Anglophone North
School District**

Anglophone North School District seeks to provide a positive working environment for our outstanding employees and volunteers who in turn work toward our most important goal: providing a positive learning environment for our students.

From time to time, we may lose sight of this goal and engage in behaviour that can hinder the service we are providing. It is our belief that people would not intentionally attempt to hinder the success of students, but from time to time their behaviour may do so.

It is the hope of Anglophone North School District, that this document will serve as a quick reference and reminder of the manner in which we should conduct ourselves in our day-to-day work.

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Appendix - Page 2

What is the Anglophone North School District Regulation Regarding Professional Conduct?

Anglophone North School District promotes a positive learning and working environment in which permanent employees, casual employees, student interns, students completing an apprenticeship program, grant workers and volunteers are committed to performing their responsibilities according to the highest standards of professional and personal conduct.

We are all responsible for promoting a positive environment and the Anglophone North School District Professional Conduct Regulation sets the guidelines by which we must conduct ourselves.

We need to ensure that we are maintaining positive relationships with our colleagues, performing to the best of our abilities within our roles, respecting the chain of command in decision making, making unbiased decisions, maintaining confidentiality, acting as role models for students and using social media responsibly.

Failing to do so could put us in a position to face disciplinary action.

STANDARDS OF ETHICAL BEHAVIOUR:

Dress Code

Employees of ASD-N serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all individuals working in the District need to dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the community they serve.



Interpersonal Relationships

It is imperative that we treat each other with respect, dignity, and fairness at all times. We need to ensure the workplace is free from discrimination and harassment, and that due process and individual human rights are protected.

Opinions will vary, and it is important to attempt to understand another person's perspective. This does not mean you have to agree with an opinion, but if you seek to understand the other person's point of view, conflict is much less likely.

We need to understand that we are all different. Our perception as well as the perception of others may not equal reality. This is why it is important to attempt to make positive assumptions versus negative ones.

When conflict does arise, we must always attempt to resolve the issue using respectful and appropriate means. The first step should always be to calmly and professionally make a person aware of your concerns. If this is not effective, you should enlist the assistance of your supervisor.

We must be respectful of the fact that many employees and students who have environmental sensitivities are impacted by scent and we should always seek to wear unscented products.

We must always refrain from engaging in workplace gossip or making comments unrelated to our roles which may jeopardize the performance or standing of fellow employees.

Examples:

- A co-worker has moved schools and you discuss your theory that the move was due to disciplinary reasons.
- You are asked where your Principal is and you reply "Who would know?"



Social Media

ASD-N employees are role models for the students as well as in the community in general. As a result, we are held to a higher standard because of this 24/7 responsibility. While it may be appealing to post anything we want on social media, this could negatively impact how you are viewed as a role model within the community or how the district as a whole is viewed within the community. For these reasons, we need to be extremely cautious about what we post on social media.

Example:

- You post your delight about a storm day on Facebook.
- You tweet your displeasure with the current Education Plan of the province.



Standards of Work

We should always be seeking to improve the manner in which we work. There is always an area in our roles that we can improve and we need to continue to grow.

In our roles, the tools or resources that we utilize are considered property of the government. In utilizing these tools, we must always show proper care and regard for the property of the Province of NB.

We must always seek to maintain an adequate attendance record. When we are away, work will not be accomplished to the same level; therefore absences need to be necessary ones.

Working the established hours of employment on a daily or weekly basis is obligatory and unapproved changes may be considered similar to theft.

Our goal should always be to put in a full day's work and do what we can to ensure student success.

Example:

- You sneak out an hour early on a Friday afternoon without the permission of your Supervisor.
- You take a "mental health day" and go shopping in Moncton.



Accountability

Everyone has strong opinions about what should and what should not be done regarding their work.

From time to time we may be faced with decisions that we feel negatively impact the service that we provide to students. Please keep in mind District or school-based policies and procedures and collective agreements may dictate a course of action.

If we feel very strongly that we disagree with a decision, we should voice our opinion to our supervisor or decision-maker. If our concerns are not addressed, we should voice our concerns to their superior. We should always recognize the chain-of-command for decision-making.

While it may be tempting to vent our frustrations through email or social media, we need to always be mindful of the position of trust we occupy and model professional conduct.

Examples:

- You are an educational assistant working with a student and making gains, but you are being placed with another student and you do not wish to be reassigned.
- You disagree with a decision and decide to email the Premier and copy the Minister of Education.
- You want windows replaced in a classroom immediately, and you make the request to the Superintendent rather than the Facilities Manager.

However, in a case where an employee feels there has been a violation of a law or policy, they can and should disclose, in good faith, this information to the Office of the Superintendent.



ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 209

SUBJECT: **Lead Positions**

EFFECTIVE: **April 15, 2019**

PAGE: **1 of 3**

PURPOSE: **Lead positions provide a vital role to Anglophone North School District. These positions offer substantial support to our teachers and have a significant impact on student learning.**

Having employees in these positions, who possess the appropriate qualifications and aptitude to be able to positively support and influence teachers, is critical to the success of these roles.

It is understood that it can take time to establish rapport with teachers in order to be able to effectively provide support. Because of this, it is felt that positions should be made available to an individual for an adequate amount of time to allow for this to take place.

However, these positions are meant to provide developmental opportunities for our teachers and to build capacity within our schools when the individual returns to the classroom.

Therefore, it is very important that once an individual has completed their term, they return to their school to share the knowledge and expertise they have gained. This is also important for the individual to ensure they have not been removed from the classroom for too great of a period of time.

REGULATION:

The following guidelines apply to teachers who occupy or are interested in occupying lead positions within Anglophone North School District:

1. Posting Positions:

- a) Because of the importance of these positions providing developmental opportunities for teachers, these positions will be posted internally to ASD-N teachers via email.
- b) All district teachers are eligible to apply/re-apply for lead positions.
- c) To provide adequate time for an individual to establish a rapport with teachers, these positions may be posted for a minimum of one (1) year with a maximum extension of three (3) additional years. This will be subject to an annual review.
- d) Because they have the ability to be reassigned from a teaching position and are more likely to have adequate experience, priority will be given to permanent B contract teachers for lead roles.
- e) Because these positions provide development opportunities for teachers, priority will be given to teachers who possess the qualifications and who have not had an opportunity to work in a lead role.

2. Supervision:

- a) Individuals in lead roles will report to a Subject Area Coordinator.
- b) This Subject Area Coordinator will be responsible for the assignment of tasks, monitoring of performance and the monitoring of attendance.
- c) Individuals will be reviewed on a yearly basis to ensure they are able to adequately provide support to teachers.
- d) Directors, in conjunction with Subject Coordinators, will make decisions which will keep in mind the spirit of the program and what is best for the district.

3. Reassignment:

- a) Individuals will be considered "reassigned" from their school for a period of four (4) years. After four (4) years, an individual will be considered "reassigned" from a teaching position within the Education Center of their original school.
- b) Individuals will maintain rights and benefits of their collective agreement consistent with what they would as a classroom teacher.

- c) Individuals who have worked more than four (4) years in a lead role will be reviewed on an individual basis to determine next steps. Directors, in conjunction with Subject Coordinators, will make decisions which will keep in mind the spirit of the program and what is best for the district.
4. Final approval for any decision rests with the Superintendent.

**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

300 SERIES – STUDENTS

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 301

SUBJECT:	<u>Admission and Transfer of Pupils</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 2

PURPOSE: **To regulate the admission and transfer of pupils. To control the unregulated movement of students between and among district schools and programs.**

REGULATION:

1. Admissions and transfers are regulated by the Office of the Superintendent. No student should be accepted unless he or she is in possession of a permit issued by the Office of the Superintendent.
2. Students returning following a long-term suspension, or a period of voluntary withdrawal must only be admitted following a case conference to determine if the student shall be readmitted and, if admitted, the most appropriate placement for the student.
3. Students from francophone districts may be accepted between the end of one school year and the beginning of another. Requests for transfers from francophone districts during the school year must be approved by the superintendents of both the sending and receiving districts.
4. Students from First Nations schools must be approved by the process outlined by each Director of the First Nation community.
5. Adult students and graduate students returning for upgrading will only be accepted if space is available and there are no viable alternative adult education options available to them. Returning graduates must have no past record of disciplinary problems within a reasonable time period. The standard of conduct for these mature students will be expected to be exemplary. Unacceptable behaviour may result in immediate termination of services.
6. Students wishing to withdraw from an Immersion Program must complete the appropriate form and follow the established district procedures (see attached withdrawal form).



WITHDRAWAL FROM FRENCH IMMERSION PROGRAM

ANGLOPHONE NORTH SCHOOL DISTRICT

This is to certify that I, _____, wish to withdraw my son/daughter, _____,
(Parent/Guardian's Name) (Student's Name)

from the **Grade 1 Entry Point** French Immersion program at _____ in Grade _____.
(School)

Grade 3 Entry Point French Immersion program at _____ in Grade _____.
(School)

Grade 6 Entry Point French Immersion program at _____ in Grade _____.
(School)

Please indicate the reason for the withdrawal:

Date: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Principal: _____

****NOTE****

Please place copy in student's cumulative record file and forward copy to Anglophone North School District French Second Language Coordinator.

Signed: _____ Date Received: _____
(Anglophone North FSL Coordinator)

Office of the Superintendent

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 302

SUBJECT:	<u>Attendance (K-12)</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 2005; January 2012; August 2013; September 2023
PAGE:	1 of 3

PURPOSE: Regular attendance is mandatory for all students enrolled in public schools. Attendance and absenteeism will be monitored, and regulated to ensure everyone may be guaranteed the same opportunities for a basic education and a productive future.

REGULATION:

1. On the occasion of each absence, it is the responsibility of the parent to enter absence into School Messenger. It is the responsibility of the homeroom/subject teacher, where appropriate, to insist that students comply with this regulation, and to regularly communicate with the parents/guardians if some irregularity is suspected.
2. When a student has missed five (5) days in any subject, the homeroom/subject teacher **must** contact the home/guardian to determine the nature of the student's absence(s). The principal or his/her designate will determine whether a case conference needs to be held to establish expectations for improvement. All case conferences arranged for this purpose will involve the student's parent/guardian and the principal or his/her appointed representative.
3. When a student exceeds ten (10) days, a case conference **must** be held with the student and his/her parent/guardian. The principal or his/her designate will determine if an Academic Support Plan needs to be developed. All parties involved in developing the plan must sign it, acknowledging their understanding of the expectations.
4. When a student exceeds fifteen (15) days, and is not following the Academic Support Plan, the case will be referred to District Office, along with documentation concerning this matter. The student may be sent home. The parent/guardian will be contacted by the school and/or District Office requesting a parent/guardian will be contacted by District Office requesting a meeting to determine an educational plan for the student.

Notes For Administrators

- a) Whereas this regulation deals specifically with attendance and truancy, Academic Support Plans should focus specifically on strategies to improve attendance.
- b) A record of contact must be maintained after five (5) missed days. In the event that the parent/guardian is not reached, a registered letter should be sent. Contributing factors to absenteeism should be explored with the parent (i.e. social issues, illness, academic issues).
- c) School administration will determine who will be invited to attend the “**10-day case conference**”. Parents must attend and others invited may include any staff or counselors from external agencies involved with the student. The **Academic Support Plan** is written by the team assembled for the case conference. This plan must be signed by the parent and the student (if age appropriate). The plan will be monitored by the homeroom/subject teacher. If the parent/guardian does not attend, this must be documented and the Academic Support Plan will be developed.

****NOTE:** In the event that parent/guardian contact cannot be made after three (3) days, the plan will be put into place by the principal and/or his designate. In the event that student contact cannot be made after three (3) days, the student will be referred to District Office and will be required to stay at home until a meeting is requested by District Office.

Interventions may include, but are not limited to, the following:

- a) Contract
- b) Make-up time
- c) Removal from class with work provided
- d) Double classes
- f) Completion of assignments
- g) Course modification/change
- h) Removal from course

Expectations for attendance improvement should be clearly stated. Time frames must be established to monitor the plan. If the student does not meet the expectations of the plan then the school team will meet to:

- a) Make adjustments to the plan
or
- b) Refer the case to the District Education Support Team

- d) If decided that the case will be referred to the District Education Support Team, the Principal/Designate will call the parent/guardian to inform that the student will remain at home until contacted by District Office. If the parent/guardian cannot be reached by phone a registered letter must be sent.

Within three (3) days of contacting the parent/guardian, the following documentation on the case should be sent to the District Education Support Team:

- 1) Cover letter outlining the student's violation of the Student Attendance Plan and the most recent parent phone number and address
 - 2) Student Attendance Plan
 - 3) Record of Attendance
 - 4) Behavior Tracking Reports
 - 5) Parent Contact Records/Logs
 - 6) Most Recent Report Card
 - 7) Academic update from teacher/subject teachers
 - 8) Cumulative Record Review (Portal)
 - 9) Guidance Review Form (Portal)
 - 10) High School Credits to Date
- e) Within eight (8) working days of receiving the school's referral, the District Student Service Team will review the documents and develop an **Educational Plan** for the student. The parent/guardian and student (Middle and High School) will be invited to District Office to discuss the Educational Plan that will be put in place, for the student, for the remainder of the semester/reporting period.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 303

SUBJECT:	<u>Discipline, Suspension</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 23, 2005; November 9, 2007; August 19, 2013
PAGE:	1 of 1

PURPOSE: **To create and maintain a safe, orderly climate for learning. To regulate the administration of discipline in school, on buses, and at co- and extra-curricular activities.**

REGULATION:

1. Each school is expected to develop discipline-related rules, regulations, and procedures that are consistent with district and Department of Education and Early Childhood Development policies, and with provincial legislation.
2. School principals must ensure that students, parents, and guardians are aware of school rules, regulations, routines, and expectations, and the consequences that may result from violations.
3. Inappropriate behaviour has consequences. Consequences, up to and including a recommendation for long-term suspension, will escalate if a student's behaviour is consistently disruptive to the learning process. Consequences (sanctions) may include, but are not limited to, informal contact with parent(s) or guardian(s), formal contact with parent(s) or guardian(s), first-stage suspension (i.e. short-term removal from class), suspension up to five (5) days (for cause), and a recommendation to the Superintendent or designate for a long-term suspension. When suspension from school is used as a sanction, principals must notify the parents or guardians and the Superintendent or designate.
4. Termination of services will be as indicated in District Regulation 301.

NOTES FOR PRINCIPALS

- a) Unexcused absences are considered to be a breach of discipline. Consequently, infractions of District Regulation 302 - Attendance (K-12) will be processed under this policy.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 304

SUBJECT:	<u>Alcohol, Drugs, Tobacco, Cannabis, Vapes</u>
EFFECTIVE:	September, 2002
REVISED:	August 19, 2013; April 10, 2019
PAGE:	1 of 2

PURPOSE: **The District Education Council must ensure that all district schools, buildings, properties and vehicles used for school transportation are alcohol, tobacco, drug and smoke free. This applies to all staff, students and the general public and relates to owned and leased properties, buildings and vehicles.**

Staff and students have an obligation to report to the school principal or his/her designate, all known instances of possession, use, or trafficking of any of the above-mentioned substances in school, on school property, or at any school-sponsored event. The purpose of this regulation is to guide and regulate the school's response to the same.

REGULATION:

First Offence: A student found in possession of, under the influence of, or using, alcoholic beverages, illegal drugs, cannabis or vapes at school, or at a school-sponsored event, will be subject to a suspension up to five (5) days. Students in possession of any drug paraphernalia may be subject to the same consequences. Depending on the circumstances, the principal may recommend a longer suspension and/or further sanctions. Prior to readmission, the student and his parent(s) or guardian(s) may be involved in a meeting with school officials.

Second Offence: For a second infraction, a long-term suspension may be imposed, and the student may be suspended from participation in all school-sponsored activities for the duration of that school year. The length of the school suspension shall be contingent on the nature of the offence.

Trafficking:	The suspension for trafficking at school, either on or off school property, will be remainder of the current academic year.
Involvement of Police:	School officials may involve police for possession or other lesser offences, and shall involve police for trafficking offences.
Dissemination And Awareness:	Principals shall acquaint students and their parent(s) or guardian(s) of the contents of this statement on an annual basis.

Notes for Principals:

This regulation applies to the “admiring circle”. Those who choose to be in the presence of misuse of any of the above in schools, on school property, or at a school-sponsored event face same consequence. The same applies to instances of trafficking of either alcohol or illegal drugs.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 305

SUBJECT:	a) <u>Threats</u> b) <u>Possession of a Weapon</u> c) <u>Use of a Weapon</u> d) <u>Fighting, Hostile Behaviour, Physical Aggression</u> e) <u>Violence in School Sports</u>
EFFECTIVE:	March 4, 2002; January, 2003
REVISED:	August 23, 2005; January 21, 2008; August 19, 2013
PAGE:	1 of 5

PURPOSE: To guide and regulate school responses to threats, fighting, hostile behaviour, physical aggression, and to the possession or use of weapons in school or at school events.

REGULATION

a) Threats:

Successful intervention into incidents of threatening and violent behaviour is dependent upon immediate and coordinated assessment of each situation. Threat assessment is a means to comprehensively examine the potential and magnitude of threatening and violent behaviour that would impact on the safety/health of individuals within the school or at school events.

Procedures:

- Reporting:** Any person in a school having knowledge of a threat/threat-related behaviour or having reasonable grounds to believe there is a potential for behaviour that may cause injury to others, must immediately report the information to the school administration or designate. No action shall be taken against a person unless it is made maliciously or without reasonable grounds. Malicious reporting will result in disciplinary action.
- Duty to Respond:** A school administrator or designate must respond to all threat/threat-related behaviours. Administration is expected to secure the school environment by detaining students involved in a threatening or violent situation, notifying parents/guardians, implementing the school discipline policy as

DISTRICT REGULATION 305

a) Threats

b) Possession of a Weapon

c) Use of Weapon

d) Fighting, Hostile Behaviour, Physical Aggression

e) Violence in School Sport

Page 2 of 5

appropriate to the situation or by taking any other immediate action deemed necessary to ensure student and staff safety.

3. **Responding to the Threat:** If the behavior warrants measures beyond the school discipline policy, then the response to the threat/threat-related behaviour(s) must be guided according to the level of threat (Low, Medium, High, Immediate) as per the *Keeping Our Schools Safe Protocol*, pages 7 and 8. Upon receiving a report of threat/threat-related behaviour, the school administrator or designate will activate the school threat assessment protocol to assess the level of threat behaviour. During this initial process, the school administrator or designate must take immediate precautions to ensure the safety of all. Immediate supervision of the student must be provided to a level consistent to the nature and seriousness of the threat/threat-related behaviour(s).

- If the behaviour poses an **Immediate Threat** (places the school population in imminent danger), the school administrator or designate must take steps to ensure the safety of all those in the school by activating established procedures for school evacuation or lockdown.

- If the threatening behaviour is not imminent, the school administrator or designate will activate the threat assessment protocols to determine the level of risk:

High Risk Threat: This situation appears to pose a serious and specific danger.

Medium/Moderate Threat: There is no clear indication of preparatory steps, but there is a concern about a potential for violence.

Worrisome/Low Threats: There is no expression of a lasting intent to harm.

4. **Threat Assessment Documentation and Storage** – The principal will be responsible for submitting to the Positive Learning Environment Coordinator a copy of the completed Threat Assessment Documentation. The Positive Learning Environment Coordinator will ensure that this document is kept on file at the Office of the Superintendent. A Threat Assessment Notification form will be completed and sent to the school and placed in the student's cumulative record card.

Principals shall keep the original threat assessment documentation in a folder or binder in his/her office.

DISTRICT REGULATION 305

a) Threats

b) Possession of a Weapon

c) Use of Weapon

d) Fighting, Hostile Behaviour, Physical Aggression

e) Violence in School Sport

Page 3 of 5

A student who makes a threat to harm others is guilty of a serious breach of school discipline and, pending a threat assessment, is subject to suspension of up to five (5) days. Depending on the gravity of the offense, the principal may recommend a longer suspension. Prior to readmission, the student and his parent(s) or guardian(s) may be involved in a meeting with school officials.

b) Possession of a Weapon

A student found to be in possession of a weapon is subject to suspension for one full semester or an equivalent period of time. A threat assessment must be completed before the student can be readmitted to school. For the purpose of this regulation, schools shall consider weapons to be those defined by the criminal code, or any other object that can bring serious harm or injury to another.

c) Use of a Weapon

A student who uses a weapon, or an object as a weapon, at school or a school-sponsored activity shall be suspended from school for a minimum of one year. During that year, the student will not be eligible to write examinations or participate in any school-sponsored events in any school within the Anglophone North School District. Re-admittance to the school system is dependent upon proof of action directed toward improved conduct.

d) Fighting, Hostile Behaviour, Physical Aggression

A student who is aggressively hostile is subject to an immediate suspension of up to five(5) days. Depending on the gravity of the offense, the principal may recommend a longer suspension. Prior to readmission, the student and his parent(s) or guardian(s) may be involved in a meeting with school officials.

For a second infraction, a long-term suspension must be imposed, and the student will be suspended from participation in all school-sponsored activities for the duration of that school year. The length of the suspension will be contingent on the nature and gravity of the offense. Re-admittance will be dependent upon proof of action taken toward improved conduct.

Principals of elementary schools have the discretion to deal with such instances on an individual basis. The consequences outlined in the policy may be invoked, but are not mandatory.

DISTRICT REGULATION 305

a) Threats

b) Possession of a Weapon

c) Use of Weapon

d) Fighting, Hostile Behaviour, Physical Aggression

e) Violence in School Sport

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e) Violence in School Sports

One of the primary mandates of the Anglophone North School District is to create a positive environment where students can be free of abuse, violence and other activities that degrade the individual. Interscholastic sport is an activity that is promoted, organized and carried out by schools to benefit their students. Anglophone North School District is committed to the fostering of a high quality of athletic experience for all participants through:

- Fun, fair play and sportsmanship
- Quality coaching
- Safe and healthy environment

It is understood that there should be a high standard of behaviour expected from all persons who participate in interscholastic competition including athletes, coaches, parents, volunteers and officials. Behaviours that are disrespectful, offensive, racist or sexist and/or potentially violent or abusive must not be tolerated.

Incidents of abuse and violence that occur during competition must have the same consequences as if a similar behaviour occurred during regular school activities.

It is proposed that a high standard of behaviour for student athletes is established and if misconduct occurs, that the school principal administers the sanctions.

Procedures:

1. It is the responsibility of the coach to inform the student athletes and parents of the standards of behaviour and the consequences if they participate in violent acts.
 - Any athlete that commits an act of violence, or exhibits abusive behaviour towards others that results in an ejection from a game is to be immediately referred, by the coach, to the principal of the school in writing for further disciplinary action. The principal will administer sanctions in accordance with the discretion awarded him/her in the Education Act and in support of the Positive Learning Environment. Any sanction must be consistent with those taken for any other student in the general population given the act would have occurred elsewhere in the school.

DISTRICT REGULATION 305

a) Threats

b) Possession of a Weapon

c) Use of Weapon

d) Fighting, Hostile Behaviour, Physical Aggression

e) Violence in School Sport

Page 5 of 5

- If a second offense occurs, the principal will review the case and levy increased sanctions as he/she sees fit. Sanctions can include suspension for the remainder of the school year from all interscholastic activities and possibly suspension from school.
 - The principal must notify the student and parents, in writing, of the appropriate sanctions and file this notification with the Senior Education Officer and the Superintendent.
2. The primary objective towards initiating this policy in Anglophone North School District is:
- To reflect and support the mandate to create a Positive Learning Environment for all students, one where they will not be subject to violent or abusive acts;
 - To establish a high standard of conduct for student athletes;
 - To provide consistency among Anglophone North high schools toward the application of sanctions against those that do not adhere to expected standards of behaviour;
 - To have sanctions administered within the framework of school and district policies.

NOTE TO PRINCIPALS:

- a)** The use of laser pens are banned from use in district schools. Because of the potential of laser pens to cause serious injury to one's vision, they will be considered as a weapon for purposes of this policy.
- b)** The ban on the use of laser pens applies to the school staff as well because of the potential for students to gain access to them.

REFERENCES:

- Department of Education Policy 703: Positive Learning Environment
- Department of Education Policy 705: Crisis Planning
- Department of Education Procedures – Keeping Our Schools Safe: Protocol for Violence Prevention and Crisis Response in New Brunswick Schools
- Threat Assessment Training Guide – Second Edition
- Guidelines For Responding To Student Threats of Violence- Cornell & Sheras, 2006

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 306

SUBJECT:	<u>Searching of Students or Students' Property;</u> <u>Interview of Students by Law Enforcement Officials</u>
EFFECTIVE:	September, 2002
REVISED:	August 19, 2013
PAGE:	1 of 2

PURPOSE: To regulate procedures for the searching of students or students' property; to regulate procedures for interviews conducted by outside agencies or law enforcement agencies.

REGULATION:

Part 1 – Searches

- Searches of a student's person or property may only be conducted for serious reasons, when there is probable cause to suspect serious theft, possession of drugs or alcohol, or possession of a weapon or weapons. Probable cause means that there is defensible and tangible evidence to justify a search.
- Searches must only be conducted by authorized school officials or law enforcement officers, following procedures set out in legislation, and designed to protect the students' dignity, human and legal rights. All care must be taken to observe due care and attention that there is no undue harassment, nor any violation of a student's right to privacy.
- In any case, other than a bona fide emergency, where a search of a student's person or property is contemplated, advice and assistance must be sought from the appropriate legal and/or district authority.

Part 2 – Interviews

- Requests for interviews of students by law enforcement officers or agents must be made to the school principal. Teachers must not permit interviews that have not been authorized by the principal.

DISTRICT REGULATION 306

Searching of Students or Students' Property; Interview of Students by Law Enforcement Officials

Page 2 of 2

- When permission to conduct such interviews is granted, the principal must inform parent(s) or guardian(s) immediately of the pending interview, and make every effort to ensure that parent(s) or guardian(s) is/are given the opportunity to be present during the interview. This procedure will not apply where suspected parental abuse or neglect is being investigated.
- When permission to interview students is granted, principals must ensure that such interviews are conducted as privately and unobtrusively as possible.
- Except in the case of a serious crime or in a verifiable emergency, law enforcement officers or agents must not be permitted to arrest students on school premises or remove them from school premises, except in the presence of parent(s) or guardian(s).
- A law enforcement agent in possession of a warrant for the arrest of a student must be permitted to proceed according to dictates of law.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 307

SUBJECT:	<u>Food and Nutrition</u>
EFFECTIVE:	September, 2003
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: The mission of the Food and Nutrition Regulation is to contribute to the health and well-being of the Anglophone North School District students by developing healthy eating habits through education in an economically, socially and environmentally responsible manner.

REGULATION:

1. School Food Services will follow **Eating Well With Canada's Food Guide** to ensure that the nutritional needs of students are met and will promote the development of healthy eating habits.
2. Schools will provide nutrition education through the school health curriculum and classroom activities in order to positively influence students' nutrition knowledge, attitudes and eating habits.
3. Guidelines, which reflect the intent of the regulation, will be established by the District Health Advisory Committee and will be part of the tendering process.

MONITORING:

Progress toward implementation of the guidelines will be reviewed on an annual basis.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 308

SUBJECT: **Student Placement and Promotion (Grade Acceleration)**

EFFECTIVE: **November 7, 2022**

REVISED:

PAGE: **1 of 2**

PURPOSE: **To give students, who are achieving learning goals at an accelerated pace, opportunities for advancement within grade levels.**

REGULATION:

Anglophone North School District recognizes the consideration of grade acceleration as an option for students under specific circumstances. Identification of such students shall be multidimensional rather than based on a single measure of intelligence or on a single instrument. Any consideration for grade acceleration will be initiated at the discretion, and based upon the recommendations, of school-based personnel.

1. If a student is being considered for grade acceleration, a case conference meeting of the school-based Education Support Services Team consisting of administration, ESST-G, ESST-R, a district representative, and teachers **will be held on or before May 31st of each academic year**. A copy of the minutes must be included in the school-based Education Support Services Team minutes.
2. Discussions at the case conference should include, but will not be limited to, an identification of the student's strengths and challenges as they relate to social-emotional, academic and motivational development. Evidence must be provided as to the student's previous participation in enrichment opportunities such as curriculum compacting, mentoring, inquiry-based learning, flexible grouping, differentiation, competitions, and/or independent studies, as well as formal assessments on cognitive, academic, social-emotional, and behavioural functioning.

3. Following the case conference, the committee will decide on the placement of the student and recommend a plan of action to be followed. This plan of action should include opportunities for continued enrichment, measures to address gaps in skills, strategies for social-emotional skills building, as well as any other elements, such as parental support and student motivation, which the school-based team deems necessary for the student's continued academic success.
4. Students may be permitted to complete grades Kindergarten through eight in eight years. Grade acceleration should be considered a trial placement and the option of returning to age-appropriate placement should be clear. Consideration of a student's social-emotional development and wellbeing must be a priority when grade acceleration is presented as an option.
5. A Grade Acceleration Case Conference Form (Appendix A) must be completed and included in the Education Support Services Team minutes. The Grade Acceleration Case Conference Form and all supporting documentation must be forwarded to the Director of Educational Support Services and the Director of Curriculum and Instruction.

**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

**400 SERIES –
SCHOOL BUILDINGS/EQUIPMENT**

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 401

SUBJECT:	<u>Community Use of School Facilities</u>
EFFECTIVE:	July 1, 2012
REVISED:	August 19, 2013
PAGE:	1 of 4

PURPOSE: Anglophone North School District endorses the use of the district school premises/facilities by individuals and organizations whose purpose and activities are of an educational, cultural, recreational or community service nature, and who fulfill the conditions established in this regulation and the Department of Education and Early Childhood Development Policy 407: Community Use of Schools.

School facilities will be made available to the general community with priority to non-profit community activities for pre-school and school-aged children. The use of education facilities must not place the school system in competition with private sector interests.

REGULATION:

1. Applications for the use of school premises/facilities will be available at the Office of the Superintendent and Education Centers. Requests for use of facilities must be initiated at least two weeks prior to the event and are subject to approval by the Office of the Superintendent.
2. It is recognized that municipalities or local service districts may choose to coordinate and negotiate school usage agreements for recreation activities in their community.
3. Applications for long-term usage must be renewed on an annual basis. Liability insurance must be carried and submitted prior to approval.
4. Approval of an application must be subject to the user and/or the Renter contacting the Administrative Services Coordinator to review "on site" details.

5. The user must complete a Usage Agreement releasing the Minister of Education and Early Childhood Development and the school district of all liabilities, claims, suits, damages or expenses due to or arising out of any act or neglect by the Minister of Education and Early Childhood Development and/or the school district. The user is aware that the district does not carry liability insurance for the benefit of the user.
6. Recognizing the problem created for user groups, when an activity must be preempted, it will be the responsibility of the coordinator to notify the user of any necessary cancellations with as much lead time as possible. These changes/cancellations must also be reflected in the monthly calendar to ensure appropriate charges to the Renter.
7. When the school premises/facilities are closed due to weather or other circumstances, the user activities will be automatically cancelled. The school district reserves the right to cancel an activity under exceptional circumstances and will not be held responsible for any claims arising out of such cancellations.
8. The Renter must ensure that the maximum capacity rating as posted is respected.
9. The Renter must ensure that only the designated entrance for user activities is used. The door will be unlocked 15 minutes prior to the activities and locked 15 minutes after. All further entry will have to be monitored by the Renter.
10. The Renter must ensure that adequate supervision is provided at all times and that all activities are conducted in a safe manner.
11. Only that portion of the school premises/facilities which has been approved for use of the applicant will be used. Individuals will not wander throughout the school in unauthorized areas.
12. Prior approval of the Senior Education Officer must be required before any posters or signs are displayed by the user.
13. Consumption of alcoholic beverages is prohibited on school premises unless approval is obtained from the Superintendent prior to the date of rental. A copy of the license issued by the New Brunswick Liquor Licensing Board for the event will be required.
14. ***Tobacco use is prohibited in all school buildings and premises, which include parking lots and school grounds, under District Education Council Policy E-3.*** All groups and individuals renting/using Anglophone North School

District facilities are required to inform all participants and spectators that they are in a smoke-free environment. The Renter will be required to monitor the event. If anyone is seen smoking on school property during an event, a warning will be issued. A second violation will result in cancellation of future rentals for that group or individual.

15. Appropriate footwear must be worn during sporting activities in the gymnasium to prevent damage and markings on the gym floor.
16. Booking of gymnasiums for the purpose of floor hockey is limited to specific facilities. In facilities where floor hockey is permitted, only hockey sticks with plastic blades and white tape are permitted.
17. It will be the responsibility of the Renter to provide all expendable materials required for user activities.
18. School equipment of any kind must not be used without the expressed written permission of the school principal.
19. Authorization by the school principal will be required before any equipment or furniture is moved. Due care of the floor must be exercised in any moving of equipment and must be returned to its original position.
20. All aspects of the use of school facilities must meet the requirements of the Fire Marshall.
21. The Renter will be held financially responsible for property damage or loss caused by the Renter including the Renter's members, guests and participants.
22. Agreements between the school district and municipalities or local service districts for recreation activities will be based, where feasible, on the principle of an exchange of facility use or services between parties.
23. A custodian may be placed on duty for group activities as deemed necessary. If additional custodial services are required, the cost may be charged to the Renter.
24. The school premises/facility must be left tidy.
25. All payments, including fees for any supplementary services, will be made, as per invoice rendered, not later than 30 days from the invoice date. Fees of less than \$100 must be paid in advance.
26. Applicants may be required to deposit a certified cheque or money order payable to the Minister of Finance prior to being granted approval for the use of school facilities.

27. Individuals, groups or organizations that are in financial arrears of previous school use agreements will not be eligible for rental of school facilities.
28. Approval of the use of facilities may be cancelled immediately if the terms of the policy have been breached.
29. The Superintendent may set additional conditions as the situation warrants.
30. No food or beverages are permitted in theatres.

REFERENCES:

- Department of Education and Early Childhood Development Policy 407: Community Use of Schools
- District Education Council Policy E-3: Tobacco & Smoke Free Environment

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 402

SUBJECT: **Use of School Equipment**

EFFECTIVE: **March 4, 2002**

REVISED: **August 19, 2013**

PAGE: **1 of 1**

PURPOSE: **To restrict use of all school and district equipment to school and/or district purposes and premises; to prohibit the use of school and district equipment for personal purposes.**

REGULATION:

1. School equipment (computers, photocopiers, cameras, VCRs, sound systems, projectors, etc.) must only be used for school purposes.
2. The use of school or district equipment for personal purposes is prohibited.
3. Any exception(s) to this regulation must be approved by the Superintendent or designate.

**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

**500 SERIES –
TRANSPORTATION OF PUPILS**

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 501

SUBJECT:	<u>Student Activity Vehicles and Transportation To and From Off-Site School-Related Extra-Curricular Activities</u>
EFFECTIVE:	March 4, 2002
REVISED:	November 16, 2010; August 19, 2013; November 6, 2019
PAGE:	1 of 2

PURPOSE: To regulate, control and provide guidelines for the acquisition, maintenance and operation of extra-curricular activity vehicles and the transportation of students in a student activity vehicle or other vehicle as organized by a school.

REGULATION:

Superintendent's Responsibility:

- The Superintendent or his/her delegate must ensure that Department of Education and Early Childhood Development *Policy 512 & 513*, and Anglophone North School District *Offsite Extra-Curricular Transportation Requirements* are reviewed with all school principals at the start of each school year, and that new principals are briefed on these at the time of appointment.
- The Superintendent or his/her delegate must conduct an annual audit to monitor compliance with Department of Education and Early Childhood Development *Policy 512 & 513*.

Principal's Responsibilities:

- A school principal must not permit students to be transported to an off-site school-related activity unless the requirements of this regulation and Department of Education *and Early Childhood Development Policy 512 & 513* are met.

DISTRICT REGULATION 501
Student Activity Vehicles and
Transportation To and From Off-Site
School-Related Extra-Curricular Activities

Page 2 of 2

- A school principal must ensure that Early Childhood Development *Policy 512 & 513*, and Anglophone North School District *Offsite Extra-Curricular Transportation Requirements* are reviewed with all teachers and activity organizers at the start of each school year or at any point in the year that new personnel and organizers assume duties with the school.

Use of Seat Belts

Seat belt use is mandatory under provincial law, and therefore, all passengers must wear their seatbelts at all times. Drivers and passengers are responsible to ensure their own seat belts are worn properly. In addition, the driver must:

- prior to departing, instruct all passengers to fasten their seat belts, and ensure they have done so.
- repeat this procedure prior to departing from any breaks in travel.

Student Activity Vehicles

Superintendent's Responsibilities:

- The Superintendent or his/her delegate must ensure that Department of Education and Early Childhood Development Policy 512 are reviewed at the start of each school year with principals of schools with direct access to multifunctional activity busses, and that new principals of such schools are briefed on these at the time of appointment.
- The Superintendent or his/her designate must conduct an annual audit to monitor compliance with Department of Education and Early Childhood Development Policy 512.

ANGLOPHONE NORTH SCHOOL DISTRICT
TRANSPORTATION REQUIREMENTS
OFF-SITE EXTRA-CURRICULAR TRANSPORTATION CHECKLISTS

Package Includes:

APPENDIX A

For Travel on a Yellow School Bus

APPENDIX B

*For Travel in a Student Activity Vehicle or Other Vehicle Intended For
10 or More Students*

APPENDIX C

For Travel in a Rented Vehicle Intended For Less Than 10 Students

APPENDIX D

*For Travel in a Private Vehicle Arranged by the School
(i.e. Staff, Parent or Volunteer Vehicles Intended for Less Than 10
Passengers)*

APPENDIX E

For Activities Where School is Unable to Provide Transportation

APPENDIX F

Annual Driver's Declaration and Safety Agreement

APPENDIX G

Standards for Cancellation Of Extra-Curricular Travel

APPENDIX H

Procedures for Accidents Involving a School Vehicle

**ANGLOPHONE NORTH SCHOOL DISTRICT
OFF-SITE TRANSPORTATION CHECKLIST**

**APPENDIX A:
For Travel on a Yellow School Bus**

Activity organizer must ensure the following criteria are met:

- List of names of driver and all passengers has been left at the school
- Driver has a readily accessible record of the names of all passengers
- Appropriate adult supervision is in place for the students being conveyed
- For out-of-town travel in winter conditions, activity organizer has ensured that there is an emergency plan to stay overnight should conditions change
- Trip does not involve overnight travel (i.e. travel between midnight and 6:00 a.m.) unless approved by the Superintendent

Activity: _____

Destination: _____

Date(s) of Trip: _____

Activity Organizer: _____

Signature of Activity Organizer

ANGLOPHONE NORTH SCHOOL DISTRICT OFF-SITE TRANSPORTATION CHECKLIST

APPENDIX B: **For Travel in a Student Activity Vehicle or Other Vehicle** **Intended For 10 or More Students**

Activity organizer must ensure the following criteria are met:

- List of names of driver and all passengers has been left at the school
- Driver has a readily accessible record of the names of all passengers
- Appropriate adult supervision is in place for the students being conveyed
- Trip does not involve overnight travel (i.e. travel between midnight and 6:00 a.m.) unless approved by the Superintendent
- Return to drop-off site planned for no later than midnight
- Driver or at least one passenger is trained in Emergency First Aid
- Driver's combined on-duty work hours will not exceed 14 hours on the day of travel
- Driver has access to the commercial log book and will complete it properly
- Vehicle is equipped with a fire extinguisher and a First Aid Kit
- Vehicle has received a pre-trip inspection in accordance with provincial standards
- Information for accident procedures is readily available to driver
- Emergency contact names and numbers are readily available to driver
- Driver is at least 21 years of age
- Driver is not a student enrolled in a public school
- Driver has appropriate driver's license
- Driver has completed an approved extra-curricular driver training program
- No alcoholic beverages will be transported in the vehicle
- Smoking will not be permitted in the vehicle

- Driver is not under the influence of any drugs or medication that may impair his/her ability, and is not under the influence of any level of alcohol
- Vehicle will not tow a trailer
- At least one of the passengers has a cell phone
- Safe storage of equipment is ensured. Emergency exits shall be clear of obstacles. Vehicle shall not be overloaded.
- For out-of-town travel in winter conditions, activity organizer has ensured there is an emergency plan to stay overnight should conditions change
- Prior to departing, (and after each break in travel), driver will instruct all passengers to fasten their seat belts, and to ensure they have done so
- Between November 1 and April 30, vehicle is equipped with winter tires
- Driver has completed and signed declaration form

Activity: _____

Destination: _____

Date(s) of Trip: _____

Activity Organizer: _____

Signature of Activity Organizer

ANGLOPHONE NORTH SCHOOL DISTRICT OFF-SITE TRANSPORTATION CHECKLIST

APPENDIX C: **For Travel in a Rented Vehicle Intended for Less Than 10 Students**

Activity organizer must ensure the following criteria are met:

- “STUDENTS” magnetic signs have been affixed to sides and back of vehicle when there are more than seven students in the vehicle
- List of names of driver and all passengers has been left at the school
- Driver has a readily accessible record of the names of all passengers
- Appropriate adult supervision is in place for the students being conveyed
- Trip does not involve overnight travel (i.e. travel between midnight and 6:00 a.m.) unless approved by the Superintendent
- Return to drop-off site planned for no later than midnight
- Driver’s combined on-duty work hours will not exceed 14 hours on the day of travel
- Information for accident procedures is readily available to driver
- Contact names and numbers are readily available to driver
- Driver is at least 21 years of age
- Driver is not a student enrolled in a public school
- Driver has appropriate driver’s license
- No alcoholic beverages will be transported in the vehicle
- Smoking will not be permitted in the vehicle
- Driver is not under the influence of any drugs or medication that may impair his/her ability, and is not under the influence of any level of alcohol
- Vehicle will not tow a trailer
- At least one of the passengers has a cell phone
- Safe storage of equipment is ensured. Exits shall be clear of obstacles. Vehicle shall not be overloaded.
- For out-of-town travel in winter conditions, activity organizer has ensured there is an emergency plan to stay overnight should conditions change

- Prior to departing, (and after each break in travel), driver will instruct all passengers to fasten their seat belts, and to ensure they have done so.
- Liability coverage on rental vehicle of at least \$1 Million
- Between November 1 and April 30, four winter tires are installed on the vehicle
- Driver has completed and signed declaration form

Activity: _____

Destination: _____

Date(s) of Trip: _____

Activity Organizer: _____

Signature of Activity Organizer

ANGLOPHONE NORTH SCHOOL DISTRICT OFF-SITE TRANSPORTATION CHECKLIST

APPENDIX D: **For Travel in a Private Vehicle Arranged by the School** **(i.e. Staff, Parent or Volunteer Vehicle Intended for Less Than 10** **Students**

Activity organizer must ensure the following criteria are met:

- Parents are aware of travel arrangements
- List of names of driver and all passengers has been left at the school
- Driver has a readily accessible record of the names of all passengers
- Appropriate adult supervision is in place for the students being conveyed
- Trip does not involve overnight travel (i.e. travel between midnight and 6:00 a.m.) unless approved by the Superintendent
- Return to drop-off site planned for no later than midnight
- Driver's combined on-duty work hours will not exceed 14 hours on the day of travel
- Information for accident procedures is readily available to driver
- Contact names and numbers are readily available to driver
- Driver is at least 21 years of age
- Driver is not a student enrolled in a public school
- Driver has appropriate driver's license
- No alcoholic beverages will be transported in the vehicle
- Smoking will not be permitted in the vehicle
- Driver is not under the influence of any drugs or medication that may impair his/her ability, and is not under the influence of any level of alcohol
- Vehicle will not tow a trailer
- At least one of the passengers has a cell phone
- Safe storage of equipment is ensured. Exits shall be clear of obstacles. Vehicle shall not be overloaded

- For out-of-town travel in winter conditions, activity organizer has ensured there is an emergency plan to stay overnight should conditions change
- Prior to departing, (and after each break in travel), driver will instruct all passengers to fasten their seat belts, and to ensure they have done so.
- Liability coverage on vehicle of at least \$1 Million
- Between November 1 and April 30, four winter tires are installed on the vehicle
- Driver has completed and signed declaration form

Activity: _____

Destination: _____

Date(s) of Trip: _____

Activity Organizer: _____

Signature of Activity Organizer

**ANGLOPHONE NORTH SCHOOL DISTRICT
OFF-SITE TRANSPORTATION CHECKLIST**

**APPENDIX E:
For Vehicles Where School Is Unable to Provide
Transportation**

Activity organizer must ensure the following criteria are met:

- Parents have been informed of their responsibility to arrange transportation for their own children

Activity: _____

Destination: _____

Date(s) of Trip: _____

Activity Organizer: _____

Signature of Activity Organizer

Signature of Principal

ANGLOPHONE NORTH SCHOOL DISTRICT OFF-SITE TRANSPORTATION CHECKLIST

APPENDIX F: Annual Driver's Declaration and Safety Agreement

School Name

I will be transporting students to an extra-curricular activity. I am in compliance with the Department of Education and Early Childhood Development Policy 512/513. I will ensure the following conditions are met:

- The vehicle is equipped with winter tires (as applicable) if trip is between November 1-April 30, and the tires are in acceptable condition.
- The vehicle has a valid NB Safety Inspection Sticker.
- All persons in the vehicle must wear their seat belt at all times.
- My driver's license is in good standing and of the proper classification, and I have completed the Extra-Curricular Driver Training Program (if applicable).
- My accumulated work and driving times combined (on-duty time) in a day will not exceed 14 hours and it will be followed by 8 hours of rest.
- A minimum of 1 million dollars of liability insurance has been purchased for the vehicle that I am driving.
- I have completed the Policy 701 training.
- I have not consumed alcoholic beverages or narcotic substances.
- I am not under the influence of any drugs or medication that might impair my ability.
- I am not transporting alcohol or narcotic substances.
- I will not smoke or vape, or permit smoking or vaping in the vehicle when students are being transported.

My signature confirms my compliance.

Print Name

Signature

Cell Phone Number

Driver's License Number

Date: _____
 Day Month Year

This form is to be kept on file at the school level.

Appendix F – Page 1 of 1

ANGLOPHONE NORTH SCHOOL DISTRICT OFF-SITE TRANSPORTATION CHECKLIST

APPENDIX G: Standards for Cancellation of Extra-Curricular Travel

In accordance with the Department of Education and Early Childhood Development Policy 513 (*Transportation to and from Off-Site School-Related Extra-Curricular Activities*), the following standards must be in place for Anglophone North School District.

Decision Making

- Decisions about extra-curricular travel are officially delegated to the school principal, with advice and support as needed from the Superintendent and his or her staff.
- The Superintendent reserves the right to over-rule school based decisions at any time.

Cancellation Standards

The following actual or predicted conditions for the travel area will lead to cancellation of extra-curricular travel:

- Heavy snowfall warning or blizzard warning
- Winter storm warning
- Freezing rain, sleet or ice storm warnings
- Drifting snow leading to white-out conditions
- Extreme cold with wind chill
- Snowfall amounts greater than 10 cm

Other Weather Conditions – Monitoring Requirement

- For other weather conditions (i.e. snow flurries, snowfall less than 10 cm, rain other than freezing rain, wind chill, high winds), the principal/designate and the activity organizer must monitor weather forecasts and make every effort to schedule travel so as to avoid inclement weather.

- Combinations of weather conditions (such as light snowfall combined with blowing snow, etc.) could lead to cancellation depending on the expected intensity, duration, time and geographic area being impacted.
- Activity organizers and principal/designate must monitor ongoing changes in weather patterns, and be prepared to cancel or suspend travel at any time, and to stay overnight if necessary.
- Parents will be reminded of their right to keep their child or children home at any time without the fear of negative consequences should they choose to make their decision based on concerns about winter travel.

ANGLOPHONE NORTH SCHOOL DISTRICT OFF-SITE TRANSPORTATION CHECKLIST

APPENDIX H: Procedures for Accidents Involving a School Vehicle

At the Scene

In the event of an accident, a school vehicle driver must follow these steps:

- Attend to the immediate physical and emotional needs of students.
- Secure emergency services (police, ambulance, fire services) as may be required considering the nature of the accident.
- Report the accident to the school and District Office.
- When reporting the accident, provide the following information:
 1. Location of the accident
 2. Telephone number from which the call is being placed.
 3. Vehicle/bus number and driver's name.
 4. Number of students involved.
 5. Physical and emotional status of the students and driver.
 6. Physical status and position of the vehicle.
 7. Need for alternate transportation.
- Record the following:
 1. Names and address of every person involved in the accident as well as any witnesses.
 2. License plate number of other vehicles involved.
 3. Names and driver's license numbers of the operators of other vehicles involved.
 4. Identification of persons injured in the accident.
- Inspect the school vehicle to assess its condition, and determine if it is safe to operate.
- Refer to the Department of Education and Early Childhood Education Policy 510 for detailed procedures.

**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

**600 SERIES –
GENERAL ADMINISTRATION**

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 601

SUBJECT:	<u>School Closure Due To Weather Conditions And/Or Hazardous Road Conditions</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 19, 2013
PAGE:	1 of 2

PURPOSE: To provide a plan of action for the organized closure of schools in the event of hazardous road and/or weather conditions.

REGULATION:

For the purpose of this regulation, Anglophone North School District will be subdivided as follows:

Campbellton/Dalhousie - All Anglophone North schools located in Campbellton and Dalhousie.

Bathurst Area - All Anglophone North schools in the Bathurst area including Jacquet River.

Miramichi Area - All Anglophone North schools excluding those located in the Rexton/Kent County area.

Rexton Area - All Anglophone North schools located in Kent County as follows: Bonar Law Memorial School, Eleanor W. Graham Middle School, Rexton Elementary School and Harcourt School.

Individual schools may be closed separately under certain localized weather/road conditions.

- A. Parents have the right and responsibility regarding the attendance of their children at school when weather/road conditions are such that the parents believe their child/children may be subjected to unsafe or hazardous conditions. The child will not be penalized academically for an absence of this nature.

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School Closure due to Weather Conditions
and/or Hazardous Road Conditions

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- B. The decision to close schools/cancel bus transportation will be the responsibility of the Superintendent. The transportation department will notify the Superintendent of the district of any school closures/cancellations.
- C. All decisions regarding school closures/cancellation of bus transportation will be made with the safety of the students and staff as the primary objective.
- D. Decisions will be made based on sound, factual information provided by various sources including, but not limited to the following:
- Environment Canada Weather Forecasts
 - Department of Transportation Personnel
 - Actual Weather/Road Condition Observation
 - School Principals in Some Locations
 - School Bus Drivers in Some Locations
- E. Where Anglophone North School District shares transportation services with the Francophone districts, consultation with each district is required prior to any final decision regarding school closure.
- F. The decision to close the district or a part of the district will normally be made prior to 6:00 a.m. The announcement of closure will be broadcasted via local public radio stations and the district recorded snowlines.
- G. In the event that a decision is made to delay the operation of buses, **schools will open at the normal time.** Bus routes may be delayed for a specified period to allow time for conditions to improve. The district reserves the right to cancel classes prior to the end of the delay period should road/weather conditions not improve.
- H. When schools are closed due to hazardous road/weather conditions, the principal of each school will be responsible for the cancellation of any scheduled co-curricular or extra-curricular activities.
- I. Closure during the school day should be avoided if at all possible. Should weather conditions and/or road conditions reach a hazardous state during the school day, the same procedure used for an early morning closure will be followed. The announcement of closure should be made at least one hour prior to actual dismissal time.
- J. Should a school bus route or routes be cancelled, but the school served by the route remains open, parents transporting children to that school will also be responsible for transportation of those students after the afternoon dismissal.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 602

SUBJECT:	<u>Emergency Response (Crisis Intervention)</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 19, 2013
PAGE:	1 of 1

PURPOSE: To provide for the development, maintenance, and training of school and district emergency response (crisis intervention) teams.

REGULATION:

The district, and each school within the district, will provide for the development and training of district and school crisis intervention teams.

Specifically,

1. The district will have a crisis intervention team.
2. Each school will have a crisis intervention team.
3. The district and each school must develop protocols, communication strategies, training programs, workshops, and procedures to follow in the event of a crisis.
4. Protocols should be developed in respect to a death in school, a death outside school, a death of a relative of staff or student, an attempted suicide or parasuicide, and accident in school, a bus accident, natural or man-made disasters, threats to security, and any other crisis, in general.
5. Community and external resources to be invoked in a crisis should be identified, catalogued, and involved in planning for emergency response.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 603

SUBJECT:	<u>Safety of Students and Employees - Procedures in the Event of an Accident</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 2

PURPOSE: To ensure the safety and security of school premises and the welfare of students and staff, and to ensure that standard procedures are followed in the event of an accident.

REGULATION:

Principals are responsible to maintain the safety and security of the school buildings and environs. School health and safety committees must be established, meet regularly, and keep records, in writing, of meetings, inspections, safety violations or hazards, and recommendations for elimination of safety hazards or improvements to the school building or grounds. Copies of school reports are to be forwarded to the district health & safety committee on a monthly basis.

Serious safety hazards or breaches of school security must be reported immediately to the appropriate district authority.

In the event of an accident, principals must ensure that:

1. The appropriate accident report forms for students involved in an accident are completed and forwarded to the Superintendent;
2. The appropriate forms with respect to Workplace Health & Safety Compensation are completed when an employee is injured or becomes ill because of work-related conditions and forwarded to the Director of Human Resources;
3. The first aid is administered by a trained employee, to the limit of that employee's training and knowledge;

DISTRICT REGULATION 603
Safety of Students and Employees.
Procedures in the Event of an Accident.

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4. The parents or guardians are informed as precisely and expeditiously as possible when students are involved in an accident;
5. The Crisis Intervention procedures at the school are in place, updated annually and practised regularly, and ready to be instantly operational as the need arises;
6. The District Crisis Intervention Coordinator is informed and involved as necessary;
7. The appropriate intervention (police, fire, ambulance, medical assistance, etc.) is quickly sought and procured as the need arises.

Serious accidents or incidents must be reported immediately to the Superintendent or his/her designate.

A plan for each school should be reviewed in September so that in the event of a serious life-threatening situation, the school will be evacuated to a predetermined place, and the appropriate law enforcement agency will be involved.

N.B. CLAIMS FOR WORKPLACE HEALTH & SAFETY COMPENSATION MUST BE MADE TO THE IMMEDIATE SUPERVISOR ON THE SAME DAY AS THE ACCIDENT OCCURS. SCHOOL DISTRICTS MUST NOTIFY WHSCC WITHIN THREE WORKING DAYS. FAILURE TO COMPLY WITH THESE TIME LINES CAN RESULT IN THE CLAIM BEING DECLARED INVALID.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 604

SUBJECT:	<u>School Zones - Placement of Students in Neighbourhood Schools</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 23, 2005; August 1, 2008; August 19, 2013
PAGE:	1 of 1

PURPOSE: To establish and regulate the placement of students in neighbourhood schools.

REGULATION:

1. The fundamental guiding principle regulating the placement of students in schools is that students will normally be placed in the school(s) designated to serve the neighbourhood in which they live.
2. School boundaries will be defined and described by the Superintendent and will be subject to periodic revision as circumstances dictate.
3. In the event of a school closure, school(s) will be designated by the Superintendent to serve students living in neighbourhoods affected by such school closure(s).
4. Exceptions to this school-placement principle and regulation will be considered only if room permits. A decision to place a student in a school other than his designated neighbourhood school must be approved by the Superintendent or his designate, and the reason(s) for such a placement and conditions of placement must be recorded in writing and kept on file.
5. The transfer of students for disciplinary reasons must not occur without prior consultation between both principals concerned and a district office representative. Such transfers must be the exception rather than the rule.
6. A student, who is attending a school other than his designated neighbourhood school, will be required to meet the bus or contractor at the designated loading point. Existing conveyance runs will not be altered to meet the transportation requests of these students.
7. All requests for exceptions must be made in writing to the Superintendent.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 605

SUBJECT:	<u>Fundraising by Schools</u>
EFFECTIVE:	April 26, 2005
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: **To monitor fundraising.**

REGULATION:

1. Fundraising by pupils, teachers, or students is permitted only to support co- and extra-curricular activities and is restricted to that purpose.
2. Students from kindergarten to grade five inclusive are not permitted to be involved in any door-to-door solicitation sales on behalf of the school.
3. All schools are encouraged to seek alternatives to door-to-door solicitation and sales as a means to raise funds for co- and extra-curricular activities.
4. K-8 schools can only be involved in one major fundraiser per each school year. High schools may consider a second major fundraiser, if necessary. In September, each principal must submit a plan of fundraising activities for the year to the Senior Education Officer for approval. The plan must include details of use of instructional time.
5. Fundraising in support of charities is at the discretion of the principal, subject to approval by the Senior Education Officer.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 606

SUBJECT:	<u>Advertising and Distribution of Advertising Material</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 19, 2013
PAGE:	1 of 1

PURPOSE: To prevent the exploitation or use of pupils and schools for purely commercial purposes or gain.

REGULATION:

Principals must ensure that businesses, individuals, corporations, or similar organizations are not permitted to use or exploit pupils, the school, the school premises, or the school name to promote, advertise, or sell goods and services for profit or gain. Principals must refer questionable cases to the Senior Education Officer for advice and/or action.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 607

SUBJECT:	<u>Student Resources</u>
EFFECTIVE:	March 4, 2002
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: **To ensure that students have access to the necessary curriculum resources at no cost.**

REGULATION:

1. Required curriculum materials must be provided to students free of charge.
2. Students must not be engaged in any form of fundraising to support the purchase of regular curriculum materials.
3. This regulation does not preclude the use of instructional support materials which augment, supplement, or enrich the curriculum, and which are acquired at no cost to the pupils or their parents.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 608

SUBJECT:	<u>Co-Curricular Activities</u>
EFFECTIVE:	April 26, 2005
REVISED:	August 23, 2005; August 19, 2013
PAGE:	1 of 1

PURPOSE: **To monitor co-curricular activities (directly support curricular objectives).**

REGULATION:

1. Co-curricular activities will only be considered if they relate to the NB Curriculum Outcomes as outlined in the NB Curriculum Guide.
2. Application for co-curricular activities must be completed and **submitted to the Senior Education Officer three weeks prior to the event.**
3. Application for busing and a list of the names of students who will be participating in the activity must be attached to the Application for Co-Curricular Events.
4. Applications for Co-curricular Events must be approved by both the principal and the Senior Education Officer.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 609

SUBJECT: **Health and Safety of Employees**

EFFECTIVE: **January 27, 2014**

PAGE: **1 of 1**

PURPOSE: **To ensure all employees have a healthy and safe work environment.**

REGULATION:

The District, in accordance with WorkSafe NB, will coordinate the establishment of Joint Health & Safety Committees, where required, according to the Occupational Health & Safety Act.

Employees are expected to follow safe work procedures and to participate actively in creating a healthy and safe working environment.

All employees must work in compliance with the law, and with safe work practices and procedures.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 610

SUBJECT: Parent Code of Conduct

EFFECTIVE: November 7, 2022

REVISED:

PAGE: 1 of 2

PURPOSE: To provide a comfortable and supportive environment in which students and staff can pursue education goals, social development, and positive mental health without the exposure to harmful or disrespectful behaviour or remarks. To develop positive relationships and effective communication with families, that supports students and staff. To develop and encourage acceptable channels of communication between families and staff/administration. To model acceptable, positive and respectful behaviour for students.

APPLICATION:

This regulation applies to **all** adults within Anglophone North School District- parents, guardians, family members and members of the general community. This regulation applies to parent behaviour online and in electronic communications (i.e.: negative social media posts targeting the school or staff) and other instances that could have an impact on the school climate. This regulation works with but is not limited to the Department of Education and Early Childhood Development's Policy 703.

REGULATION:

Parents are expected to address questions, issues or concerns directly with their school administration (Principal, Vice-Principal). If a satisfactory result cannot be achieved at the school level, parents must then address their questions, issues or concerns directly with the Director of Schools responsible for their area. Issues, concerns, questions, etc. posted on-line will not be addressed or responded to via those platforms and may be subject to a follow up from school or school district officials.

The Parent Code of Conduct is intended to enhance ASD-N's continued efforts toward achieving a safe and positive learning and working environment in our schools. The Code of Conduct is part of a school's Positive Learning and Working Environment Plan, which outlines standards for appropriate behaviours expected in school and describes how the school will deal with inappropriate behaviours.

Violations of the Parent Code of Conduct may result in a meeting between the parent, the school and/or district officials. In certain circumstances, violations may result in a parent being excluded from school property, school activities and any other school-related functions for the remainder of the school year (or a period to be determined by school and district officials).

Each school should take steps to promote and communicate the Parent Code of Conduct to all students, parents, teachers, and members of the school community.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 611

SUBJECT: **School Trips in Anglophone Districts**

EFFECTIVE: **November 1, 2023**

REVISED:

PAGE: **1 of 10**

PURPOSE: Anglophone School Districts recognize that there can be significant educational value when students participate in well planned school trips. School trips may be defined as school sanctioned activities that support and enhance education as well as curriculum outcomes. They broaden the students' experience, knowledge and skills which will in turn add to their ability to meet success after leaving public education.

Because school trips usually take place away from school property this policy will outline appropriate organization and supervision standards to ensure that the health and safety of students are maintained during these activities.

APPLICATION:

This Policy applies to all Schools within the New Brunswick Anglophone School Districts.

DEFINITIONS:

PUBLIC EDUCATION: educational programs and services, extending from kindergarten to graduation from high school, provided by the Minister under this Act to persons who are of school age (Education Act and Regulation 97-150).

SCHOOL TRIPS: off-site activities sponsored and organized by schools within an Anglophone District.

CO-CURRICULAR ACTIVITIES/TRIPS: activities or trips organized by teaching staff to help achieve one or more curricular outcomes using, or extending into, instructional time. Examples include science forums, career expositions, drama festivals, leadership forums, music festivals, field trips to community facilities or museums, libraries, curling clubs,

community gyms, legislature, etc.

EXTRA-CURRICULAR ACTIVITIES: optional student activities endorsed by the school administration and organized for students by persons who may or may not be employed by the school district. These activities may or may not contribute directly to specific curriculum activities and are normally conducted outside the instructional day. They do not usually involve all students in a class.

ATHLETIC TRIPS: extra-curricular activities usually held outside of instructional time and at times requiring travel to school sponsored sporting activities or tournaments.

LEGAL AUTHORITY:

Responsibility of Superintendents Respecting Pupils - Education Act and Regulation 97-150

14 Subject to any policies or directives of the District Education Council concerned, the superintendent of the school district shall require that every pupil ...

(h) is subject to the supervision and control of the teacher while travelling to and from and while engaged in school sponsored extra-curricular activities of any kind, and be subject to discipline as provided for in the Act and the regulations in the same manner and to the same extent as if attending regular school classes, and [...]

52 On such terms and conditions as the Minister considers appropriate, the Minister may indemnify and defend...

(a) members of the Parent School Support Committees and the District Education Councils and student teachers, in respect of any claim for damages or otherwise arising from any act done or omitted in good faith in the execution or intended execution of any duty or authority under this Act or the regulations, and

(b) volunteers, in respect of any claim for damages or otherwise arising from any act done or omitted in good faith in the execution or intended execution of any instruction on behalf and with the knowledge and consent of the superintendent concerned.

GOALS / PRINCIPLES:

Goals

All School sponsored activities will support the Mission Statement and curricular outcomes of public education in New Brunswick. All participants in school sponsored activities shall be able to do so in a safe, orderly, and respectful environment. There is a clearly defined responsibility of adults, including staff, parents, and volunteers to ensure that the health and safety of students is properly supported.

Principles

Broad Participation: Co- and extra-curricular activities will be organized in ways that encourage participation by a broad sector of the student population.

Balance: The students' need for a balance between studies, co- and extra-curricular activities, home and community responsibilities will be respected. Students will be encouraged to participate in a variety of activities.

Primacy of Instructional Time: School Principals have the responsibility to maximize instructional time for students while providing a broad, balanced, and equitable co- and extra-curricular program within a framework of provincial, district and school policies. The organization and conduct of co- and extra-curricular activities will respect the primacy of school based instructional time.

Responsibility: Parties involved in the planning and administration of co- and extra-curricular activities have a responsibility to ensure that programs respect the principles of broad participation, equity, balance and the primacy of instructional time.

Fair Play: School administrators, teachers, activity advisors, coaches, parents, and students have a responsibility to ensure that ethical moral integrity, and fair play are intrinsic to all co-curricular and extra-curricular activities.

Principals will periodically review the school's co- and extra-curricular activities to ensure that they are in keeping with the above principles. Organizations involved in the planning and administration of co- and extra-curricular activities will periodically review their programs to ensure that they are in keeping with the above.

REQUIREMENTS / STANDARDS / PROCEDURES:

Planning and Approval

- 1) School trips shall be scheduled so that students and teachers miss the least amount of class time possible.
 - a) Trips shall not exceed three instructional days.
 - b) School trips extending beyond three instructional days must be approved by the Superintendent or Designate.
 - c) Co-curricular trips for the last week of school are to be requested no later than May 15th each year and are to take place during regular school hours. Trips for this last week will be approved and assigned to the limit which operational requirements permit.
 - d) Co-curricular trips scheduled within the last three weeks of school, while being cognizant of the grade level of students involved, should be limited to protect instructional time.

- 2) Preference for class/school trip destinations is given to local and provincial locations. National and International locations should only be considered when it can be demonstrated that the objectives of the trip cannot be met locally.
- 3) Before a school trip is approved, the following information shall be provided:
 - the educational purpose of the trip
 - a brief outline of planned orientation and follow-up of a co-curricular trip
 - an itinerary, including dates, and arrangements for travel
 - the release time for staff if needed
 - a complete list of the students involved, grade levels, Medicare numbers
 - a list of chaperones/supervisors who have been approved by the Principal
 - an emergency communication plan
 - additional information shall be provided based on the duration and destination of the trip including:
 - the methods by which the trip is to be funded
 - supplementary health insurance numbers
 - accommodations during the trip
 - a budget outline
- 4) The plan for a school trip shall be submitted to the Principal to initiate the approval process.
- 5) School employees are not permitted to promote, organize, or supervise a school trip which has not received the prior approval as outlined in this policy.
- 6) Trips promoted by organizations outside of school may not be organized, advertised, or sanctioned by the school. Planning must happen off school property. Anglophone Districts are not responsible for these trips.

Transportation

- 1) The School District is responsible for ensuring the safe transportation of students and authorizes procedures to regulate the use of vehicles for co-curricular trips. Such trips shall not interfere with the normal conveyance of pupils to and from school. If there is a need for the trip to go beyond instructional hours, appropriate plans with parents/guardians must be made.
- 2) First consideration should be given to using school buses when co-curricular trips within school hours are planned. Co-curricular trip requests are to be submitted on the transportation management system 10 working days in advance of the trip date.
- 3) If the use of school buses is not feasible, only approved transportation as specified in Policies 512 and 513 shall be utilized.

Weather Conditions

- 1) It shall be necessary to cancel or, if possible, re-schedule a school trip should inclement weather conditions warrant.
- 2) Should weather conditions change during a trip, then the trip supervisor(s) shall contact the Principal or District Office regarding a plan of action.

Trip Supervision

- 1) Supervisors must include both male and female chaperones when a trip includes male and female students.
- 2) It is the responsibility of the teacher(s)/supervisor(s) to ensure the approved itinerary is maintained.
- 3) A detailed itinerary and contact points together with a list of students, including contact information and relevant medical data, and teacher(s)/supervisor(s) must be left with school administration. A copy shall be maintained with the teacher(s)/supervisor(s).
- 4) The following supervisor to student ratios must be respected. Please consider the nature of the trip and the students participating.

SCHOOL TRIP	Gr K	Gr 1-5	Gr 6-8	Gr 9-12
Day Field Trip	1:5	1:10	1:12	1:15
Overnight Field trip	N/A	1:10	1:12	1:15
Out of Province Trip	N/A	N/A	1:12	1:15
Canoe/Watercraft/Ski Trip	N/A	N/A	See Physical Education Guidelines 1:5	See Physical Education Guidelines 1:5

Behaviour

All approved co- and extra-curricular trips are an extension of the regular school program. Therefore, the expectation of behaviour is equivalent to the expected behaviour in the regular inclusive classroom as described in Policy 703 – Positive Learning and Working Environment.

- 1) The consequences of inappropriate behaviour on the part of students should be clearly outlined to students and parents by staff prior to the activity taking place.
- 2) Teachers or school appointed leaders shall monitor behaviour at all student-based activities in the same manner as they would at school.
- 3) Teachers shall intervene to correct behaviour at all student-based activities in the same manner as they would at school.

- 4) Every teacher shall ensure the incidences of serious misbehaviour are reported to the school administration.
- 5) Chaperones are considered role models for students, in the supervisory capacity chaperones must abide by all school policies, as the trip is an extension of the school day.

Parent/Guardian Notification and Consent

- 1) A clear, organized, detailed itinerary of an approved school trip must be communicated in writing to parents/guardians.
- 2) Parents/guardians shall sign and submit, prior to the trip, a consent form giving approval for the student to participate in all trips.
- 3) Parents/Guardians shall be informed of any significant changes to the itinerary. For example, a delay in returning to the school.
- 4) When a school trip returns after the hours of instruction, arrangements shall be made with parents/guardians to ensure students arrive safely to their home.

Athletic Trips and Co-curricular Trips with a Physical Education Component

Watercraft Trips

Trips involving watercraft are intended to extend the academic world of the classroom to the natural world, thus providing an opportunity for students to become familiar with their environment and, through practical experience, learn how to be custodians of the wilderness.

- 1) A maximum of twenty students may be involved in any one group.
- 2) The appropriate section of the Safety Guidelines for Physical Education in New Brunswick shall be respected when planning a trip including equipment, clothing/footwear, facilities, special rules/instructions, and supervision.
- 3) The plan should identify the instructor, leader, teacher, or trip supervisor who has the required certifications. For example, lifeguard (Royal Lifesaving Bronze Medallion or Award of Merit), small watercraft certification, Level 2 Canoe Certification (N. B. Canoeing Association) or equivalent certification rating, a current Basic Life Support certificate.
- 4) All participating students must pass a swim pre-test in a pool, prior to going on the trip as described in the Physical Education Safety Guidelines. This is arranged and supervised by the teacher.

- 5) Each trip requires a written Emergency Action Plan (Appendix E Safety Guidelines for Physical Education in New Brunswick), approved by the Principal.
- 6) In addition to the approved Emergency Action Plan the Principal, trip leader and Office of the Superintendent must have the following information:
 - a list of student participants with their home telephone numbers
 - a parental consent form
 - a detailed itinerary
 - relevant medical information including Medicare number
- 7) Trips involving overnight or an out of province destination should refer to the appropriate sections on this policy for any additional requirements.

Downhill Ski Trips

Downhill ski trips will be a possible co-curricular activity for students in Grades K to 12.

Co-curricular activities are those organized by teaching staff to help achieve one or more curriculum objectives which use, or extend into, instructional time. Ski trips shall adhere to Policy 709 Appendix A and Safety Guidelines for Physical Education in New Brunswick.

- 1) Ski trips shall have an education orientation, complete with a lesson plan.
- 2) School trips will not be permitted during school hours for the sole purpose of recreational amusement.
- 3) Schools must be informed as to the numbers of fully qualified ski instructors available, any limit on the number of students, safety precautions and the cost per pupil prior to authorization being given for trips.
- 4) Adequate arrangements should be made to provide suitable clothing and equipment for participating students. Certified ski helmets are mandatory.
- 5) Each student will be permitted to participate in only one school day of skiing per school year and will have a signed parental/guardian consent form acknowledging the potential for injury.

Overnight Trips

It may at times be necessary that students be away for one or more night(s) due to distance, nature of the activity, scheduling of sports events, or weather.

- 1) Sports related or any other overnight trip shall be scheduled so that students and teachers miss the least amount of class time possible.

- 2) Overnight trips within the province require the approval of the Principal. Requests for tentative approval shall be made 20 days prior to the trip.
- 3) Overnight trips outside the province (Atlantic Canada etc.) require the approval of the Superintendent or designate. Requests should be made 40 days prior to the trip. Exceptions may be considered in the case of certain events.
- 4) There shall be no transportation of students between midnight and 6:00 a.m. unless authorized by the Superintendent.
- 5) In addition to the information required in the Planning and Approval section (Item 3) of this Policy the plan shall also include:
 - a. methods by which the trip is to be funded
 - b. evidence of adequate health insurance coverage if the trip is outside the province
 - c. list of chaperones, male and female as appropriate
 - d. copy of the guidelines provided to the chaperones
 - e. identification of at least one adult trip supervisor who holds a current St. John Ambulance First Aid Certificate or Workplace First Aid Level
- 6) Staff must record their absence through their Absence Management System and receive approval from the Superintendent or designate.
- 7) The approval of an overnight trip or a high-risk activity is at the discretion of the Principal and/or the Director of Schools.

Out-of-Province, National or International Trips

Appropriately organized school sponsored trips to destinations outside the province will be considered, subject to District and Provincial policy.

- 1) School trips organized for out of province must be carried out by a licensed tour company or a New Brunswick licensed Motor Coach Company. With the exception of international travel, this shall not impact sport activities that regularly travel within Atlantic Canada and Quebec, as well as activities involving a small number of students such as Reach for the Top, Envirothon, leadership programs etc.
- 2) School trips may be approved by the Superintendent for international destinations for Grades K – 12 students.
- 3) Requests for tentative approval of national trips (Atlantic Canada etc.) should be made 40 teaching days prior to the trip. Exceptions may be considered in the case of certain events. Requests for tentative approval of international trips should be made 60 teaching days prior to the trip.

- 4) At least one adult trip supervisor must hold a current Basic Life Support certificate when students travel outside the province.
- 5) Plans for all out of province travel shall include the information in Item 3 of the Planning and Approval section of this policy including:
 - the methods by which the trip is to be funded
 - supplementary health insurance numbers
 - accommodations during the trip
 - a budget outline

Out of Province Travel for School Staff

All out of province travel must be conducted in accordance with the Travel Directive AD-2801 of the Province of New Brunswick Administration Manual.

- 1) An Out-of-Province Travel Request form must be completed for all out of province travel. Travel requests must be approved by the School Principal, Director of Schools, and the District Superintendent.
- 2) Teachers are permitted to promote and organize trips within the operation of the school only if it follows Anglophone Districts Policies on School Field Trips and has received prior approval from the Director of Schools and the Superintendent.
- 3) If the travel request is not consistent with District priorities, is not directly related to the curriculum, or of a personal nature, please consult the relevant clause of the Teachers Collective Agreement (Articles 31 to 37).
- 4) Individuals are not permitted to enter into personal agreements to pay their own supply teachers. Third party billing must go through the Director of Schools in the district's absence management system. In making such arrangements, School Districts will pursue a "cost-neutral" option.
- 5) Third-party billing will be for full substitute salary unless applicable circumstances warrant consideration.
- 6) Airline tickets or other irreversible arrangements should not be made in advance in the expectation that approval is forthcoming.
- 7) Travel in New Brunswick requires the approval of the School Principal or immediate supervisor.

REFERENCES:

Education Act and Regulation 97-150
Policy 701
Policy 703
Physical Education Guidelines

CONTACTS FOR MORE INFORMATION:

District Superintendents
Directors of Schools

**ANGLOPHONE NORTH
SCHOOL DISTRICT**

REGULATIONS

**700 SERIES –
DISTRICT EDUCATION COUNCIL**

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 701

SUBJECT: **Community Communication**

EFFECTIVE: **August 19, 2013**

PAGE: **1 of 1**

PURPOSE: **The District Education Council will ensure that continuous, active and meaningful communication with the community is established, nurtured and monitored.**

REGULATION:

- Communications must be established in an atmosphere of mutual trust that is open, respectful and invitational.
- Exchange and dialogue must be conducted in an honest, timely, fair and “jargon-free” manner.
- Stakeholders must be identified and must include students, staff, families, community groups, other councils, business, labor, “partners in education” and government.
- The primary focus of community communication must be upon improving the quality of services to students.
- Community communication must be broadly based with an objective of generating mutual understanding and support.
- Creative, innovative and proactive thinking and exploration must be encouraged.

ANGLOPHONE NORTH
SCHOOL DISTRICT

DISTRICT REGULATION 702

SUBJECT: **Governing Style**

EFFECTIVE: **August 19, 2013**

PAGE: **1 of 2**

PURPOSE: **The Councillors must govern in a caring and proactive style which emphasizes outward vision, encouragement of diversity in viewpoints, strategic leadership and a clear distinction of Councilors' and Superintendent's roles. In fulfilling its role, the Council will make collective rather than individual decisions.**

REGULATION:

The Council must:

- Operate in all ways mindful of its council obligation to the community of Anglophone North School District. It must allow no officer, individual or committee of the Council to hinder or be an excuse for not fulfilling this commitment.
- Enforce upon it whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, policy-making principles, and respect of roles, speaking with one voice and ensuring the community of governance capability. Continual redevelopment will include orientation to new members in the Council's governance process and periodic Council discussion on process improvement.
- Direct, control and inspire the organization through the careful establishment of policies that reflect the Council's values and perspectives. The Council's major focus must be on the intended long-term impacts outside the operating organization (End Results), not on the administrative or programmatic means of attaining those effects.

- Cultivate a sense of group responsibility. The Council, not the staff, will be responsible for excellence in governing. The Council must be an initiator of policy, not merely a reactor to staff initiatives. The Council will use the expertise of individual members to enhance the ability of the Council as a body, rather than to substitute their individual judgments for the Councilor's values.
- Monitor and discuss the Council's process and performance at each meeting. Self-monitoring will include comparison of Council activity and discipline to policies in the Governance Process and Council-Staff Relationship categories.