

STUDENT HANDBOOK

2025-2026

**Townsvie School
122 Lewis Fisher Lane
Woodstock, NB
E7M 0G6**

**Principal – Angela Ketch
Vice Principal – Holly Jones
Vice Principal – James Cole**

Telephone: (506) 325-4435



WELCOME MESSAGE TO STUDENTS, PARENTS/GUARDIANS:

On behalf of the staff, it is our pleasure to welcome all of you to Townsview School. We are looking forward to a year full of successful and positive experiences.

This handbook has been created to help you and your parents learn as much as possible about school policies, procedures and the services we offer to our students. In addition to academics, we offer many activities, clubs, and athletics to help students become well-rounded. This handbook offers a great deal of information about activities at the school and expectations for both students and staff.

We encourage you to become an active member of the school community. Parents and teachers can be supportive, but ultimately you as a student must show respect, be responsible and make the right choices. Get involved in your school, participate in activities and have the courage to care. You can make a difference by standing up and speaking out.

We look forward to this school year with great excitement. Get involved in your school and be committed to academic success. We hope you have a fantastic year.

Townsview School Mission Statement

**“Working Together to Prepare All Students For
Success In an Ever-Changing World”**

Vision Statement

**At Townsview, we believe that our students and staff
will be empowered and engaged to become successful learners and citizens in an ever-
changing world.**



**RESPECT – RESPONSIBILITY- RIGHT CHOICES
TOWNSVIEW SCHOOL**

Bell Schedule (2025 - 2026)

Student Arrival 8:00 a.m.			
8:15 - 8:30 a.m.	All students and teachers in their homerooms		
Homeroom 8:30 - 8:35 a.m.	O Canada and morning Announcements		
RTI 8:35 – 8:50 a.m.	School-wide Response to Intervention		
	Grades K-5 Bell Schedule		Grades 6-8 Bell Schedule
	8:50 - 9:50 a.m. Period 1		8:50 - 9:50 a.m. Period 1
	9:50 - 10:50 a.m. Period 2		9:50 - 10:50 a.m. Period 2
10:50 – 11:05 a.m.	Morning Break		
	11:05 – 12:05 p.m. Period 3		11:05 – 12:05 p.m. Period 3
Noon Hour	K-2 Cafeteria 12:05 – 12:30	3-5 Outside 12:05 – 12:30	12:05 p.m. – 1:05 p.m. Period 4
	K-2 Outside 12:30 – 12:55	3-5 Cafeteria 12:30 – 12:55	6-8 Cafeteria 1:05 – 1:25
			6-8 Outside 1:25 – 1:50
	12:55 – 1:55 p.m. Period 4		6-8 Homeroom 1:50 – 1:55
	1:55 – 2:55 p.m. Period 5		1:55 - 2:55 p.m. Period 5
	K-5 Dismissal 2:55 p.m.		Grades 6-8 Homeroom 2:55 – 3:00 p.m.
			Grades 6-8 Dismissal 3:00 p.m.

Townsville Staff		
Name of Staff Member	Position	Email Address
Angela Ketch	Principal	Angela.Ketch@nbed.nb.ca
Holly Jones	Vice Principal	Holly.Jones@nbed.nb.ca
James Cole	Vice Principal	James.Cole@nbed.nb.ca
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Brent Cummings	Guidance/Resource	James.Cummings@nbed.nb.ca
Kelli Oulton	Resource	Kelli.Oulton@nbed.nb.ca
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Katie Brennan	Resource	Katie.Brennan@nbed.nb.ca
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Greg Reardon	2 - 8 Teacher	Gregory.Reardon@nbed.nb.ca
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ANGLOPHONE SCHOOL DISTRICT WEST
FAIR NOTICE LETTER

September 2025

Dear Families/Caregivers:

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

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

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

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

We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely, David McTimoney

ALLERGY ALERT:

Townsvew School is both a NUT SAFE and SCENT SAFE BUILDING. Thank you for respecting the safety of others.

ARRIVING, DEPARTING & PICKING UP AT SCHOOL

- Parking of cars – you will have two places to park if coming into the school: the first is the main parking lot just outside in front of the school or the afterhours parking lot located up by the soccer field and upper playground.
- School Drop Off – if you are just dropping your child off at school, use the drop off lane; it is for continuous movement of cars.
 - ✚ It is not made for cars to park and walk your child to the school doors. It is only for drop and go. We need to keep the traffic flow moving.
 - ✚ It is extremely important that you do not drop your child off while in the “outside lane”, this is a safety concern as students must walk through moving traffic to get access to sidewalk.

STUDENTS LEAVING DURING THE SCHOOL DAY:

- A student who must leave during the instructional day must present to the homeroom teacher a signed note from the parent and/or guardian or the parent/guardian has contacted the school.
 - ✚ Students will remain in class. We ask that all parents/guardians come to the front door of the school to pick up their child. The student must sign out in the office before leaving.
- If the student is only leaving for part of the day, we ask that the student sign out & sign back in.
- Parents cannot sign out another parent’s child without prior notification to the school administration.

VISITORS:

As a safety procedure for students and staff, visitors must report to the office, they must sign in and out at the main office. Office hours at the school are 8:00am - 4:00pm.

ATTENDANCE:

As stated in the Education Act, students are expected to attend school each day school operates. Occasionally, absences are necessary due to sickness or appointments which cannot be scheduled beyond school times. In these cases, please follow the following procedures:

- In the case of a planned absence, send a note to your child's teacher beforehand informing him/her of the upcoming absence.
- A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest, recover and receive the extra tender love and care he or she needs. Please remember that we do not have a sick room: fresh air, exercise, and opportunities to socialize are all very important to healthy growth, therefore all children who are present at school are asked to go outside during scheduled breaks.
- It is the equal responsibility of the school, parent, and student to ensure that the student attends classes punctually and regularly.

BUS NOTES:

- ASDW has implemented changes to our Bus Stops Policy. This means there will be two options for afternoon drop-off: *one primary, one alternate* – and these two options are to be used consistently on the same days each week.
- In September, parents/guardians will indicate on the student data collection form which days the students are to be dropped off at each of the two location options. School bus stops for primary and alternate addresses, if not the home address, must be on an existing school bus route and there must be space for the student on the bus.
- Transportation for occasional drop-offs (i.e., birthday parties, visiting a friend, sleepovers, or after-school

activities) will not be provided for students at any grade level.

FEES

In all cases where fees are collected from students, receipts will be issued. Keep your receipts. Payment of fees can be made either by school cash online, cash, or by cheque. If paying by school cash online – you will need to create your profile, go to <https://anglophonewest.schoolscashonline.com>. If any fee cannot be paid on time, please contact administration to set up a payment plan prior to the start of the activity.

- **Middle School Student Fee:**
 - ✚ The amount of the student fee is \$35.00 – payable by Monday, September 29th. This fee is used to cover expenses associated with guest speakers, specialized student assemblies, student agendas, and locks for lockers.
 - ✚ If this fee cannot be paid on time, please contact administration to set up a payment plan.
- **Student Activity Fees:**
 - ✚ A student who participates in an extracurricular activity may need to pay an activity fee. The activity fee helps to off-set the costs & operations of running the extracurricular program. All payments are made at the administrative office (cash or cheque (cheques payable to Townsview School), or they can be made online. Please ensure that the fees (student fee & sport fee) are paid prior to the playing of the first game or on the day of the first practice. Uniforms will not be handed out until the fees are paid. If this is not possible, please contact the office to set up a payment plan. This is the responsibility of the parent/guardian, if this is not done, participation will be denied until arrangements have been made and have been followed through.
- All payments are made at the administrative office (cash or cheque – made payable to Townsview School or can be made online.

EXTRA CURRICULAR PARTICIPATION:

- Student participation is encouraged at Townsview; however, it is a privilege to represent the school. It is a requirement of all students to be in good standing.
 - ✚ The definition of a student in good standing applies to three categories of student behavior:
 - academic performance
 - attendance (not having high chronic absenteeism)
 - general positive attitude and behavior that complies with a positive learning environment at school. Students who have not demonstrated commitment to being in good standing, at the discretion of school personnel, will be assigned a probationary period or may be removed from the activity until they meet the requirements of the student in good standing clause.

LICE:

- To contain the spread of lice at school, students whose hair has lice will have their parents or guardians called to come and take the student home for treatment. In some instances, a child may present with nits but no live lice. In this situation, home will still be contacted. We recognize that having lice is not a sign of uncleanliness and we act in a gentle manner always keeping the child's feelings in mind. We regret having to take this action, but lice is highly communicable as well as costly and time consuming to get rid of. Therefore, the school must ask the parent or guardian to keep the child home until all lice have been removed. It is necessary to continue to pick nits (or eggs) as not all nits are killed by the lice shampoo treatment.

EXCLUSION CHART:

Infection/Disease	Minimum Exclusion Period from School
Pertussis (whooping cough)	If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.
Measles	Exclude up to 4 days from the onset of rash.
Mumps	Exclude up to 5 days from the onset of gland swelling if non-immunized contacts are

	present.
Rubella	Exclude until 7 days from the onset of rash.
Chicken Pox	Exclude until child feels well enough to return to school.
Shingles	Usually not required (unless skin lesions (spots) cannot be covered)
Hepatitis A	Exclude until 1 week from the onset of illness/jaundice.
Pink Eye	If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling, or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no or minimal clear or watery discharge without fever, eye pain, or eyelid redness do not need to be excluded.
Scabies	Exclude until 24 hours after treatment.
Ringworm	Exclude until treatment started.

MEDICATION:

- As outlined in Policy 704, a form must be filled out by parents/guardians if medication is to be administered at school.
- Staff are not permitted to administer any medication (i.e., Tylenol, Advil, etc.) without speaking with the parent or having received written consent from the parent/guardian.
- Epipen Policy - outlined in Policy 704, students who require Epipens should have at least one on the person at all times. In addition, it is crucial that homeroom teachers and administration are notified as well.

PARENT CUSTODY ARRANGEMENTS (Primary & Non-Custodial)

- The school administration and classroom teachers need to be aware of any custody arrangements and if there are court orders prohibiting a parent from having contact with the child.
- A copy of the specific, up-to-date court order must be provided to the school and is placed in the child's school records. In some cases, parents who have children under joint custody request that both parents receive copies of the school report card and other documents. Please inform the school if this is your preferred arrangement.

SCHOOL DRESS POLICY:

- Students are expected to wear appropriate school clothing. This may not necessarily be in keeping with today's fashions; however, everyone is expected to dress sensibly and modestly.
 - Hats & Hoodies – please remove your hat and/or lower your hoodie before going into the classroom.
 - PJ's are only to be worn on designated "Pajama Days which take place in December and March.
 - Clothing needs to cover "Bathing Suit Areas".
 - Under garments need to be covered.

FIELD TRIPS:

- Start of Trip - It is important to note that all students must be transported for a field trip on the school bus that is provided. Parent volunteers must take their own vehicle.
- End of Trip - Students are permitted to leave the field trip destination with their parents provided that the teacher accompanying the class has been notified. Please note that a parent cannot take other parent's children without prior notification (either by email, phone call, or a handwritten note).
- Unfortunately, our parent volunteers who accompany their child on a field trip are responsible to pay their own admission fee as the school is unable to absorb that cost.
- Field trip fees must be paid in full, prior to the trip.

FIRE DRILLS:

- As part of the school evacuation preparedness, fire drills will be held periodically. Directions are posted in each teaching area.
- Students are expected to remain quiet and walk quickly (no running). Once outside the building, students will remain with their teacher until the bell signal is sounded (all clear signal) and students

return into the school.

EMERGENCY EVACUATION:

- To make certain that we can evacuate the building as quickly as possible, several drills will be held each year. *WHEN THE ALARM IS SOUNDED, EVERYONE SHOULD REACT AS IF IT WERE A SIGNAL FOR AN EMERGENCY.*
- If the route that you are scheduled to follow is blocked for any reason, the line is to be re-routed to the nearest exit. Students at noon will exit the building and go to where their homeroom teacher is located.
- Students must be 30 feet away from the building. No parking is allowed around the building to ensure a fire lane is always open. During an emergency, students will be sent to the Woodstock Baptist Church in cold or inclement weather.

**IT IS A CRIMINAL OFFENCE TO PULL A FIRE ALARM OR CALL 911 AS A PRANK.
ANYONE FOUND GUILTY MAY BE PROSECUTED IN A COURT OF LAW.**

BIRTHDAY INVITATIONS:

- Although we understand that it is natural for families to want to plan birthday parties by giving out invitations to friends, it is not possible for the school to disclose class lists, nor can homeroom teachers forward invitations through their classroom email distribution system.
- Paper invitations can be given to the homeroom teacher for discrete distribution.

LOST & FOUND:

- We encourage parents/guardians to check out the Townsview Lost and Found Page on Facebook and see if any items belong to their child. The web address is <https://www.facebook.com/townsvIEWSchoollostandfound>
- If after a bit, these lost items are not picked up, they are packaged and taken to local charitable organizations.

PUBLIC EVENTS:

- Students, parents, and guests at school events are permitted to take photos and videos without obtaining consent. However, it is important to respect other people's privacy and be sensitive to the fact that not all students wish to have their photos and videos shared on social media.

OUTDOOR PLAY:

- Primary students (K-8) will have a 15-minute morning recess, a 25-minute noon recess. Parents are asked to ensure that children are dressed appropriately for going outdoors.
- When the weather does not permit outdoor activities due to extreme cold or rain, we will have an "inside day" at our school.
- The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. Teachers scheduled for outdoor supervision will supervise the designated in-school areas, as outlined on the school supervision schedule.
- Fighting – Townsview supports solving problems through dialogue and mediation.
 - 🌈 A student who willingly engages in a physical altercation or chooses to set up a fight may be assigned a suspension, and the length will be determined using, but not limited to, the following criteria:
 - Recency, frequency, and intensity of threatening behaviors
 - Level of disturbance, degree of any injury, and level of responsibility for instigating.

NOON BREAK:

- Middle School students who live within reasonable walking distance, may walk home at noon for lunch.
- No other student(s) may leave the school grounds at noon unless they are accompanied by their parent/guardian. The student must sign out at the office before leaving and sign back in when returning.

- Townsview policy states that a parent or guardian is not able to give written permission for their child to leave the school grounds with another child and/or parent/guardian.
- Middle school students who drive a scooter to school are not permitted to leave on their scooter at noon.

EXPECTATIONS FOR STUDENT PLAYGROUND CONDUCT:

- The following behaviors are considered unacceptable because of their dangerous or offensive nature to others:
 - ✚ throwing rocks or snowballs
 - ✚ pushing and shoving other students
 - ✚ grabbing coats, hats, or other clothing
 - ✚ using profane or vulgar language
 - ✚ playing tag games that require excessive pushing or grabbing of other students.
 - ✚ playing tag games on equipment
 - ✚ fighting and play fighting.
- Students are expected to come properly dressed to play outside during their free time. Bikes, skateboards, hoverboards and roller blades are not to be used on the school grounds.
- Students are not permitted to bring balls and toys from home to take outside on the playground.

PROGRESS REPORTS/ PARENT TEACHER CONFERENCES:

- Three formal report cards will be issued per child each year – release dates for each term report card are decided by ASD-W Office of the Superintendent.
- Parent/Teacher/Student Conferences will be scheduled after term one and term two report cards. It is important to note that parents may schedule a meeting with school staff at any time throughout the school year.
- Please contact your child's teacher to schedule an appointment.

SCHOOL CLOSURES:

- To ensure clarification – all school closure notices will come from the ASD-W Office of the Superintendent.
- They will communicate school closures via:
 - ✚ The local radio station.
 - ✚ Through the ASD-W website Anglophone West School District – Excited. Involved. Prepared. (nbed.ca) & Twitter (school based and ASD-W)
 - ✚ You can call the ASD-W phone line and listen for the directions. (We are Zone 3)
- Announcements will be made through a recorded message that can be heard by dialing the district public information line at 1-888-388-4455 (toll free). We are Zone 3.
- Or 1-506-453-5454 any time after 6:00 a.m., and by checking the district website at www.asd-w.nbed.nb.ca

SCHOOL CASH ONLINE:

- Anglophone School District West offers School Cash Online as its preferred method of payment for all school fees, including everything from swimming to school supply packs.
- School Cash Online helps parents and community members pay school-related fees safely, quickly, and easily. By using School Cash Online, you help increase efficiency and security at schools by making payments directly into your school's bank account
- You can then choose to purchase these fees online through three different methods, including credit cards. You can also stay informed and keep track of which school fees require your attention.
- You can register by visiting: https://district.schoolcashionline.com/
- You will need your child's last name, first name and date of birth to register. Should you encounter any difficulties, you can use the parent help desk at 1(866) 961-1803 or by visiting schoolcashionline.com/Home/Support.

MIDDLE SCHOOL DANCES:

- Each year Townsview has dances for our middle school students on Thursday evenings.
- Students must be in attendance for the day of the school dance to attend the dance.
- The times of our dances are from 7:00 pm-9:00pm with our doors opening at 7:00pm. We ask all

parents not to drop off their child before 7:00pm. We also ask that arrangements be made for them to pick up their child at 9:00pm unless they have permission to walk home.

- The cost of our dances is \$5.00 per person.
- Our electronic use policy is in effect at all school dances. No cellphones are permitted.
- All dances are supervised by Townsview Staff who willingly volunteer their time.

TOWNSVIEW WEBSITE:

- Website Address is as follows:
<http://web1.nbed.nb.ca/sites/ASD-W/Townsview/Pages/default.aspx>
- On the website we will post newsletters, yearly calendar, etc. and other related information to keep our community in the loop as to what is going on at Townsview School.

PARENT/GUARDIAN EMAIL DISTRIBUTION LIST:

- The school administration has a global email distribution list to send school newsletters, school announcements, and other points of interest related to Townsview.

TECHNOLOGY USE:

- Students are responsible for acceptable behavior as they use the computer network system at Townsview School. In the event individuals violate the school policy for technology, disciplinary action will be enforced.
- The following actions are considered a violation of the policy for technology use:
 - ✚ Sending or displaying offensive messages or images, using obscene language,
 - ✚ downloading or sending threatening material,
 - ✚ damaging computers, computer systems or computer networks,
 - ✚ downloading games, programs, and images without teacher permission, using web-based e-mail, using chat rooms, social networking sites, violating copyright laws,
 - ✚ trespassing into another's folders, work, or files, intentionally spreading computer viruses, making changes to system, file, and software.
- Students and parents/guardians will be required to sign a User Agreement Contract indicating they have read and understand Provincial Policy 311 regarding technology use.
- If a student violates the policy, they may lose access to technology (iPads, Computer) to complete school assignments/activities at school. The length of time without access to technology would be determined by administration.
- Students who violate the technology policy may get their school account suspended. They would only have access to technology to complete Provincial Assessments and/or Provincial surveys.
- There may be exceptions for students who have a Personal Learning Plan – Assistive Technology.

PERSONAL ELECTRONIC DEVICES POLICY:

Townsview School is a cellphone/personal device free school. We are striving to maintain technological relevance in education and is providing the opportunity for students to use electronic devices in accordance with the Acceptable Use Policy 311. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and parents/guardians.

- The basic purpose of the school policy around the use of cell phones or any “Personal Electronic Devices” is to prevent student and teacher distraction, disruption, and to respect the privacy of all in the school.
- All students in grades K-8 may NOT use cell phones and PED's during school hours. This includes breaks, recess, and lunch.
- Cell phones and other personal electronic devices (PED's) must be kept in the students' bookbag or locker during the entire school day (8:00 – 3:00).
- Teachers may give permission to use Electronic Devices for Academic Purposes only during classroom time. This is only authorized by a teacher.
- The use of the camera or video/audio recording features is prohibited.
- The use of any electronic device that disrupts academic instruction may result in some form of discipline, such as loss of cell phone privileges, confiscation of the phone for a period of time. Repeated in-class offences will result in parents having to retrieve the phone at school.

- Disruptive and inappropriate exposure/use of cell phones and PED's such as text messaging, web access, and social media sites may also result in confiscation for a period of time.
- To encourage responsible and respectful use of all devices, a staff member may request a student to "flip-it" (show the screen). Students are to immediately show the screen to the staff member. With probable cause, the school does have the right to look for specific records contained on the device related to the reason for the search. Students and parents should know that when students walk through the doors of the school, these devices can be searched to investigate.
- Social media violations (ie. Through Tik Tok, Instagram, Snapchat & Facebook) that occur during non-academic hours and carry into the school environment will be dealt with accordingly.

NON-COMPLIANCE OF ELECTRONIC DEVICE POLICY

- 1st Incident
 - Townsview Staff will request that the student put the electronics device away or confiscate the electronics device and return it to the student at the end of the day.
 - Further disciplinary measures may result depending on the circumstances.
 - Teacher will notify the admin of any such violations of the policy.
- 2nd Incident
 - Townsview Staff will confiscate the electronic device and deliver it to the office.
 - Parents/Guardians will be notified to discuss the issue.
 - The electronics device will be returned to the student at the end of day, or after a longer interval at the discretion of administration.
 - Further disciplinary measures may result depending on the circumstances.
 - This would be recorded into Power School student behaviors data base.
- 3rd Incident
 - Townsview Staff will confiscate the electronics device and deliver it to the Administration.
 - Parents/Guardians will be notified to discuss the issue. Parents/Guardians may be requested to pick up the electronics device at school.
 - Further disciplinary measures may result depending on the circumstances.
 - This would be recorded into Power School student behaviors data base.

Townsview School assumes no liability or responsibility for any electronic devices that are lost, damaged or stolen.

TOWNSVIEW HOME & SCHOOL ASSOCIATION:

- Is a group of active volunteers, including parents, guardians, teachers, and administrators committed to making Townsview School a better place for the students and staff. They work closely with the Townsview School administration to enrich the school community and provide additional funds for the school. We support them by fundraising, celebrating, encouraging, and recognizing students and staff.
- If you are interested, you can help by volunteering your time, making a monetary donation, or donating items throughout the year when needed for our events.

GENERAL ROUTINES & PROCEDURES:

- All students must arrive at school by 8:30am.
 - ✚ If a student arrives after 8:40am, they must sign in at the office.
- Middle School students must use and maintain their assigned locker and we ask that they do not share their locker with other students.
 - ✚ Use only the lock issued by the school for your locker. All unauthorized locks will be removed from the locker and replaced with a school lock.
 - ✚ Store all outdoor clothing in your locker.
- All bikes and skateboards must be left on the bike rack and not used on school property.
 - Students riding bikes or skateboards to school must have helmets for safety reasons.

- **School Bus** – It is a privilege, not a right, to be transported on a school bus.
 - All students are required to obey the rules as set down by the driver. Any infraction of the rules will be dealt with in a progressive manner and may lead to a suspension from using the school bus.
- The property of Townsview is the grounds, building and any contents purchased by or for the school or belonging to the Province of New Brunswick.
 - A student who willfully, or accidentally, damages school property will pay restitutio and/or suspension.
 - All incidents will be documented.
- **Theft** – any case of theft is to be reported to the administration.
 - ✚ Student(s) will be required to return the property to the condition it was in before it was taken.
 - ✚ This may result in the student(s) paying restitution and/or being suspended.
- **Plagiarism**
 - ✚ Plagiarism will not be tolerated. The student must redo the work in all cases of plagiarism, and the teacher will contact the parent/guardian. It is the responsibility of the student and their parent(s)/guardian(s) to understand what constitutes plagiarism.
- **Dangerous Item** – Townsview promotes a safe and orderly school environment.
 - ✚ Any item that threatens the safety of others will be confiscated by school officials.
 - ✚ Any student who uses the item will be assigned a suspension. The length of the suspension will be based on, but not be limited to, the following:
 - Recency, frequency, and intensity of threatening behaviors
 - Degree of injury or potential injury
 - Level of assurance that the act will not be repeated.
 - Student's behavior record
 - Level of police involvement
- **Tobacco - No Smoking Tobacco, Vaping Products including E-Cigarettes on School Property**
 - ✚ The building and property of Townsview School have been identified as a "No Smoking Zone." Any student who smokes, uses chewing tobacco or smokeless cigarettes in this zone will be assigned an out-of-school suspension. Length of suspension will be determined by the school administration. This is in effect anytime a student is under the jurisdiction of school officials and school related events.
 - ✚ It is a criminal offense to sell tobacco products to any person less than 19 years of age. A student who is caught selling will be required to turn over all money and tobacco products to the school administration. In addition, the student(s) will be assigned an out-of-school suspension. The length of suspension will be determined by the school administration. This is in effect anytime a student is under the jurisdiction of school officials and school related events.
- **Drugs and Alcohol**
 - Any student who is under the influence of, or found using, possessing, or transmitting, drug paraphernalia, illegal drugs or alcohol will be assigned an out-of-school suspension. Length of suspension will be determined by the school administration.
 - This is in effect anytime a student is under the jurisdiction of school officials and school related events.

VOLUNTEERS:

- All volunteers must complete a volunteer registration package, which is available at the office. Policy 701, completed online, is one aspect of this package. Also required are a criminal record check, a code of conduct form and acknowledgement of Policy 702 (Tobacco Use) and Policy 703 (Positive Learning and Working Environment). Completed and signed packages are to be returned to the office.
- Parent volunteers will be under the direct teacher supervision whenever assisting in the classroom and/or on field trips. This is required before you can volunteer at any school activity.

ANTI-BULLYING STATEMENT

- Townsview School is committed to providing a caring, friendly, and safe environment for all members of the school community so they can learn and work in a relaxed and secure academic atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all members of the school community should be able to report incidents and know they will be dealt with promptly and effectively, according to the anti-bullying policy currently being developed by the Government of New Brunswick.

STUDENT ACTIVITY CODE OF CONDUCT:

- This Code of Conduct is intended to provide a brief overview of our policy and philosophy at Townsview School, as well as to explain the expectations we have of our students who participate in school activities.
- Although activities are of great importance to our school, this by no means allow individuals to deviate from school behavior expectations. In fact, as ambassadors of our school, our activity students will be expected to uphold the very best in behavior and discipline. Activities are a privilege to participate in, not the student's right.
 - ✚ All Townsview School rules of conduct are always applicable to members of our student groups. Students are under the supervision of a coach/leader/director for home and away events, on trips, at tournaments, at practices, at productions, and at performances.
 - ✚ In accepting the terms of a group membership, students are expected to obey all reasonable directions of the coach, assistant coach, teacher supervisor, and/or director of group. Failure to do so may result in suspension or expulsion from the group.
 - ✚ Participants will exemplify the true spirit of sportsmanship and citizenship towards all officials, opponents, spectators, volunteers, and teammates.
 - ✚ Participants must model appropriate legal and good health choices as they pertain to tobacco, drugs, and alcohol. Students may be suspended from participation for violation.
 - ✚ Since our participants are considered ambassadors of Townsview School, the school itself will be judged by their conduct and presence. All participants must always conduct themselves accordingly.
- Each group member is expected to attend all practices punctually. Medical appointments or instances where the student has made arrangements with the supervisor prior to the practice and/or event are the exemption. In addition, it is also the responsibility of the student to inform the supervisors of any trips/vacations that may take place during the season.
- School uniforms are to be worn for game/event situations only. They are loaned to students. Reasonable care and prompt returns of uniform is expected. Students may be charged a replacement fee for lost, damaged, or unreturned uniforms due to negligence.
- Participation in activities does not and will not take precedence over regular school requirements.
 - Students need to let their teachers know when of absences from class as per school policy.
 - Students must be up to date on all school assignments and homework – if not, the student may be suspended from the activity until that student is caught up and is in good standing.
 - Students must be present at school to take part in extracurricular activities that day.

MIDDLE SCHOOL AWARDS:

Townsview School supports the belief that students involved in athletics, extra-curricular and/or academics should be rewarded for their efforts and achievements not only in participation and representing themselves both on and off the playing fields, but most importantly they represent Townsview School.

Athletic awards will be presented to the following teams:

- Cross Country Running
- Varsity Girls Soccer
- Varsity Boys Soccer
- JV Girls Soccer
- JV Boys Soccer
- JV Girls Basketball
- Varsity Girls Basketball
- JV Boys Basketball
- Varsity Boys Basketball

- Badminton (Grade 6, Grade 7, Grade 8)
- JV Girls Volleyball
- Varsity Girls Volleyball
- JV Boys Volleyball
- Varsity Boys Volleyball
- Co-Ed Softball
- Track & Field
- E-Sports

Other Awards

- Thunder Express Awards
- Middle School Band
- Middle School Drama
- Townsview Home and School Award
- Athlete of the Year (2 recipients)
- UNB Academic Achievement Award (1 recipient)
- Thunder Pride Student of the Year (2 recipients)
- The Spirit of Service Award (2 recipients)
- Craig Manufacturing Turn Around Awards (Grade 5 Student & Grade 8 Student)

Descriptors / Criteria for consideration of nominations

- The awards in relation to the activities above can be awarded to an athlete on each sport team whom the coach(s) feels contributed the most to the team during the season, considering sportsmanship, dedication, commitment, character, leadership, positive attitude towards all participants, level of skill & performance.
- The athlete not only represents themselves extremely well both on and off the field of play, but also represents Townsview School in a positive manner.
- The athlete reflects the values of Fair Play and Sportsmanship
 - This is selected by the coach(s) - when teams have more than one coach, both coaches must agree on their submission.
- The athlete embodies the willingness to play a role on the team when or where the coach needs them to do so.
 - This is selected by the coach(s) - when teams have more than one coach, the coaches would submit only one nomination based on their collaboration with one another.

Athlete of the Year

- This will be awarded to two Grade 8 students participating in Townsview School Athletics
- The selected athletes must have participated in a minimum of two athletic teams during the school year.
- The selected recipient will reflect the values and beliefs of Townsview School in which the school values sportsmanship, commitment, dedication, and participation.
- In addition, the selected athletes will display strong leadership, and is both respectful and positive towards all stakeholders (coaches, teammates, opponents, officials, and spectators)
- The selected athletes will have displayed very good athletic performances.
- The selected athletes represent themselves above reproach both on and off the playing field – they have very good attendance for all practices and competitions, along with displaying excellent teamwork skills.
- The selected athlete also represents himself/herself in the classroom that is conducive to a positive learning environment.
- Selection Process
 - Selection of each award will be coordinated by the Athletic Director and/or Administration in the absence of the Athletic Director. The coordinator (AD) will consult with coaches and school administration in the decision-making process.
 - Each coach will send their nomination to the Athletics Director – ranking up to their top 3 picks. Coaches would only be able to vote for the teams in which they coached – upon receiving the rankings, the AD / Administration will tabulate the votes. Before rendering a decision – the top candidate would need to meet the criteria stated above.

Academic Achievement Award

- This is awarded to a Grade 8 student who maintains a high level of academic excellence in the areas of English/Language Arts, Mathematics, Social Studies, Science, and French throughout the school year.
- The recipient of this award displays superior work habits and outstanding application to their schoolwork.
- The recipient will be selected based on their level of academic achievement.
- The selection process will be done in collaboration with the middle school teachers, administration, and the Awards Committee.

Thunder Pride Student of the Year

- This will be awarded to two grade 8 students who have shown excellence in leadership, commitment, participation and possess qualities of responsibility, kindness, caring and respect for others.
- This recipient will have made an impact on the school and embodies the “whole student”.
- Overall contribution to extra- curricular activities, academics, and the positive learning environment of Townsview School. They are true ambassadors and suburb role models for all students at the school.
- Not necessarily limited to – but the recipient's involvement/impact is felt over the 3 years of middle school.
- The recipient will be selected in collaboration with middle school teachers, administration, and the Awards Committee

The Spirit of Service Award

- This is open to all students who volunteer within our school, such as Early morning readers, Student Leadership, Peer Helpers, Recycling, etc.
- Awarded to a student who has freely given their time in the act of service. Their actions and involvement strengthen our school community and improve the lives of others. They show commitment, enthusiasm, respect, care, concern, kindness, and value others.
- Selection would be in collaboration with administration and the teachers involved in our clubs.

Homeroom Student of the Year

- This award will be selected by the homeroom teacher.
 - This will be awarded to one student in each homeroom who has shown strengths in all areas of classwork, respect, diligence, participation, along with a positive school attitude.
 - The selected student would possess excellent attendance.
- If we have split classes – then the selected student does not always have to be from the higher grade level. Homeroom teachers make the right choice for all the right reasons.

Craig Manufacturing Turn Around Awards

- This is awarded to two recipients – Upper Elementary and Middle School
- These recipients have made an overall change in who they are as a student. These recipients may have had serious educational and personal challenges in which they have altered their future by changing their attitude.
- The recipients are recognized for taking steps in a positive manner to improve their personal behavior, attitude, and academic performance.
- These awards will be selected in consultation with teachers, resource, guidance, and administration.

Thunder Express Awards

- These awards will be selected by the Thunder Express Teacher Supervisor(s)
 - Dynamic Duo Award
 - Editor Extraordinaire
 - Prep Crew

Middle School Band

- These awards will be selected by the Middle School Band Teacher Supervisors
 - Musicianship Award

Middle School Drama

- This award will be selected by the Drama Directors
 - Rising Star
 - Rising Star
 - Rising Star

- **Most Valuable Performer**

Townsvie Home and School Award

- **We would like to present our award to deserving students – one each from Grades 6-8**
- **Award Recipient would be nominated by their homeroom teacher and/or collaborations from grade 6 teachers.**
- **Award Recipients will be selected based on:**
 - **their personal achievements - but continually demonstrates good citizenship and goodwill.**
 - **that the recipient has shown kindness to others, helpful to fellow students & staff.**
 - **involved within the school and/or greater community.**