

Name:

Homeroom:

2026-2027
Student/Parent
Handbook
Florenceville
Middle School



Welcome to the
home of the
FALCONS!

www.FMS.nbed.ca

Welcome to FMS!

Welcome to a new year at Florenceville Middle School! We are so pleased to have you as a part of our school community. Thank you for reading about our school and taking the time to complete the forms at the end.

The FALCONS Code

We believe that all students at Florenceville Middle School should have the goal to be successful. Successful students know and understand the importance of each of the attributes of the FALCONS code. Successful students work to be the best person they can be. Successful students make a daily effort to do their best work and reach their academic potential. They will continue to “Live by the Code” after they leave FMS. **FALCONS are: Friendly, Accountable, Leaders, who are Cooperative, Organized, Nurturing and Successful.**

Our School Community

We want you to be an active part of our school community! We welcome you to join us as a: volunteer, guest speaker, Home & School member, or PSSC member. We will endeavor to share the “goings on” of the school activities and events through our school website, newsletters and voice mail messages.

Instructional Hours

The instructional day begins at 8:20 a.m. and ends at 2:50 p.m. The first buses will leave at 2:50 p.m. Students are expected to move to their homerooms and be ready for the day at the **8:20 bell**.

Students may not enter the building before 8:00 a.m.

Safety

The safety of our students, staff and greater school community is of the utmost importance. As such Florenceville Middle School aims to be **Scent-free**. All staff, students, parents, guardians, and volunteers are asked to choose scent free/scent reduced personal care products to wear in the school so that air-borne irritants can be kept to a minimum. Even in the smallest amounts, odours can trigger an attack.

In addition, Florenceville Middle School is a **Nut Aware** school. All staff, students, parents,

guardians, and volunteers are asked to be aware of any nut products that they bring to school to avoid cross-contamination and not share these items with others.

Student & Extra-curricular Fees

The Student Fee for the 2027-2028 school year is \$75.00. This includes all needed school supplies **except** a pencil case, a book bag, and a change of clothes, including appropriate sneakers, for Phys Ed. This fee also includes school-wide performances, one or two sheets of bristol board for projects, along with many of the consumables for exploratory subjects. The fee helps defray costs associated with our school-wide activities, as well as beginning and end of year celebrations. It may be paid online at www.fms.nbed.ca – click on “School Cash Online.”

Fees associated with any school activities must be paid prior to receiving your gear, uniforms or other materials associated with that activity. In addition, any subsequent activities that the student wishes to participate in will require all outstanding fees paid to date. **Any unpaid fees will carry over to the next school year.**

Attendance Policy

The **Education Act** refers to regular attendance as both a *duty of a pupil* and an *expectation on the part of the parents to ensure that attendance takes place*.

District policy requires a written note be provided for each absence unless you have spoken with our secretary. Each time your child is absent you are asked to call 392-5115 to inform the school. You may also inform us through an email to the homeroom teacher’s “nbed” email address, copying in the administrative assistant, or using the safe arrival program. An automated call goes out to the homes of all students with unexplained absences between 10:00 a.m. and 10:15 am. **If a student has an unexcused absence, extra-curricular privileges for that day are cancelled for that student.**

No academic consequences will be associated for those absences considered acceptable by the Education Act. The Education Act states that a child is not required to attend school if the child:

- is unable to attend school due to sickness or other unavoidable cause
- is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child

Students are required to be in attendance the day prior to a field trip, unless there is an excused absence as outlined above.

Tracking of Attendance: The policy requires we track absences, regardless of their nature. Individual student attendance is recorded by the teacher daily. The homeroom teacher will make contact after the 5th absence (excused or unexcused). After 10 absences, the Educational Support Services team becomes involved in a series of interventions which may include contact by the principal, parent meetings, home/school solution-seeking, and referral to Social Development.

Students Leaving School Property

Students are not permitted to leave school property during the school day, unless signed out and accompanied by an adult. A student who must leave school during the instructional day must provide a signed note from the parent or guardian to the homeroom teacher indicating the time that they will be leaving.

To maintain student safety, the parent/guardian must call or buzz into the office to sign the student out before the student leaves. Likewise, the students must also sign in/out when they arrive after 8:20 or if leaving during the school day.

Students must have written permission from their parent/guardian to make arrangements other than their normal routine for leaving the school. If a change must be made during the school day, please do so by 12:00 p.m. to ensure your child receives the message. **Students are only permitted to travel on the bus to their primary or secondary location as indicated on their student data form.** Due to concerns with safety, students who are being picked up by someone other than a parent/guardian will require a note from the parent/guardian

indicating who will be picking up their child. Students are not able to leave school property to hang out in the community.

School Dress

Students are to dress for a working and learning environment. Most clean, neat, casual clothing meets our school's standards. There are a few guidelines that must be observed:

1. Clothing is to fit so that it provides modest coverage for a wide variety of movements.
2. Inside footwear must be worn inside the building.
3. Sneakers are a requirement for all gym activities.
4. Hats, visors and hoods should not be worn inside the building.
5. Clothing which displays a questionable slogan, obscene or immoral implication, or alcohol logo/drug symbolism is not acceptable. Students who are dressed inappropriately will be asked to change. This may require the student to contact home for more appropriate clothing.
6. Outerwear is to be worn outdoors, not in the classroom.

Behaviour Protocol

Behaviour that is respectful of self and others creates a positive learning environment. All FMS students are expected to follow our code of conduct (FALCONS Code) as well as the Provincial Student Code of Conduct below.

PROVINCIAL STUDENT CODE OF CONDUCT

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

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

I will respect myself.
I will respect others.
I will respect my environment.

Students who are struggling to follow these expectations will be supported by their teachers, members of the Educational Support Services team (Resource, Guidance, Administrators), and Child & Youth Treatment Team where appropriate. We will seek to understand the students' needs, provide replacement behaviours and involve parents. In some cases, dependent upon the intent, frequency or chronic nature of the behaviour, a student may be required to have an in-school or out-of-school suspension; for example, continued defiance, physical assault (fighting), possession of drugs & alcohol, disrespectful behaviour to staff, weapons, sharing/selling of prescription drugs, and deliberate damage to school property or others' belongings. During a suspension, the student is **denied** all extra-curricular privileges for the day(s) the suspension is occurring (dances, trips, sports teams, clubs, etc).

Smoking Policy

Smoking or vaping is prohibited in all school buildings, on all school grounds at all times, as per the Smoke-free Places Act. Violation of this policy is treated as both a smoking offence and a behavioural offence and can result in out-of-school suspensions.

NOTE: Students are not permitted to bring lighters or matches to school.

Hands-Off Policy

At FMS, we have a "Hands Off" policy. It really means to keep your hands, feet and all other body parts to yourself. This policy also includes eliminating public displays of affection.

Cell Phones, Digital Cameras and Other Electronic Devices

If a student brings a cell phone to school, it must be kept in their backpack and turned off during the entire school day (8:05 am – 2:50 pm). **All** recording and/or camera use must be permitted by the teacher. If a device is being used without permission from the teacher, it will be taken to the office. If it is the student's first offense, the principal generally returns the device to the student at the end of the school day. Subsequent offenses require a parent-guardian to pick it up at the office, and then having the device remain home for a minimum of 4 weeks.

Parents/guardians who need to contact their child during the school day may call the main office and a message will be relayed to the student. If necessary, we can have the child go to a school phone to return your call. Calling a student's cell phone or texting your child during the school day encourages your child to be in violation of school policy. Students may use the student phone in the office during non-instructional time when needed.

Communication

Teachers will communicate with the home regarding academics and behaviour throughout the year using School Messenger (automated talk messages by phone and email), phone calls, emails and newsletters. Parent-Teacher meetings will occur twice a year. Parents must call the school for interview times.

Teachers and parents are expected to communicate by note, telephone or NBED email. Please do not use personal email addresses, text messaging to personal cell phones or social media (e.g. Messenger) to communicate with school staff.

If you would like to receive the School Messenger messages by e-mail and/or our school newsletter by email, please contact the administrative assistant at 392-5115. School newsletters and other information are available on the school website, <http://fms.nbed.ca>. Parents should feel free to call anytime there is a concern or whenever they wish an update. **If your contact information changes throughout the year, please inform the main office.**

In the event of an early school closure, parents/guardians will be notified that buses will depart early through our School Messenger system. There is not time to make 210 individual phone calls, and we trust that most of our families would receive the automated message by phone or email. If circumstances require you to be personally contacted in order to make appropriate arrangements for the transportation of your child, please indicate below.

☐ I require the school to call personally in the event of an **early** school closure. Please call _____ at _____.
(person to be contacted) (phone number)

Lockers

Students will be assigned a locker by their homeroom teacher. No switching of lockers is permitted unless arranged with the homeroom teacher. Students are encouraged to keep their outerwear and lunch in these areas. Lockers are accessible from 8:05 to 8:30, at Nutrition Break, at lunch break and after 2:45. **Lockers are to be closed at all other times.**

Visitors

To ensure safety **all visitors** to the school or school property **must identify themselves at the office upon entering the building.** For security reasons, all doors to the school will be locked during the day. Visitor access is through the Main Entrance. There is a keypad with doorbell to request access to the school. Parents and guardians wishing to book an appointment are encouraged to call first to check on availability of the staff member.

Student Evaluation/Report Cards

An achievement report card will be sent home three times during the year. Conversations, observations and products are all part of the assessment and evaluation process.

Homework Policy

Individual teachers will communicate with parents what their expectations are regarding homework. Failure to complete homework may result in the following:

- being assigned to work room or detention during the noon recreation period or after school
- a parent meeting with the teacher(s) where a plan for successful completion of school work will be formulated
- removal from an extra-curricular event
- in-school suspensions can be assigned

At any point in this process, the school's Educational Support Services Team may be involved with the child's case. This may involve counseling with the school's guidance counselor, intervention by the school administration and/or the involvement of other services. Student involvement in extra-curricular activities may be jeopardized at any point if failure to do homework becomes an issue.

Extra Help

A student may feel free and comfortable to seek extra help from any teacher if they do not understand the class work, the assignments, or they have missed assignments and testing as a result of legitimate absenteeism.

To arrange for this assistance, a student is to see the teacher to arrange a convenient meeting time for both. When a teacher requests a student to stay for help, it should not be seen as a punishment but as effort from the teacher to ensure success for the student. Parents who believe that their son/daughter requires extra help should feel free to call the school and discuss the matter with the teacher concerned.

Cheating Guidelines

If a student is caught cheating on a test or assignment, the student will be expected to show understanding of the material at another time or in another format as arranged by the teacher. Should there be any further incidents, the same procedure will occur along with a parent meeting. **Plagiarism** is another form of cheating. Copying material from books, the internet, or other media, word for word is not acceptable. Students will redo the assignment.

Textbooks & Library Books

Students should NOT be writing or drawing on pages of any textbooks or library books. Should the textbook or library book be lost, destroyed or damaged, the student must pay for its replacement.

Photographs at School and School Events

Photographs will be taken during the beginning of the year. These are for yearbooks, class composites and for cumulative records. Photographs may be purchased from the photographer.

At FMS, we make an effort to take many photographs of students throughout the year as we project these on the cafeteria screen and include many in the end-of-year slide shows. Most photographs taken are for use only within the school. There is privacy legislation related to the use

of personal information, including photos of students; **the consent form** at the end of this handbook allows parents/guardians to indicate in which situations a student's photograph is not to be displayed or shared with others within and outside of the school.

All photos taken at school or school events, including sporting events and extra-curricular activities, are not to be shared on the Internet or via Social Media apps (such as Facebook, Twitter, etc.) without the expressed permission of the parent of each child in the photo. Please contact all parents of students in your photos before posting or sharing them.

Bus Policy

Pupil transportation is a privilege. Violation will result in disciplinary action and possible loss of transportation.

Basic Bus Safety Rules

1. Obey the driver
2. Respect others
3. Remain seated
4. Keep aisle clear
5. Talk quietly

Bus drivers and teachers review with students the basic school bus safety rules. Drivers are responsible for the safety of everyone on the school bus. Students have a role to play in maintaining safety, as well, and are responsible for their actions.

Misconduct is reported by the driver to the school administrator. School administrators will use disciplinary action, depending upon the severity and frequency of the offence. Disciplinary action could include assigned seating, detention, or suspension of all busing. Parents have the right to appeal a suspension after the 5th cumulative day.

Motorized Vehicles

Students require permission from the Principal or Vice Principal in order to bring a motorized vehicle to school. If a student receives permission to bring a motorized vehicle, it is to be parked all day. Keys are to be brought to the office, and the student does not leave on the vehicle until after the last dismissal busses have left. The student may not use the vehicle during the school day. To gain permission, the student must be licensed to drive the vehicle and have proper insurance and safety gear.

Biking To School

Students wishing to bike to school may do so under the following conditions:

- ❖ they have parent/guardian permission
- ❖ a helmet is worn
- ❖ they use safe driving/riding practices
- ❖ they leave at the designated 'walkers/bikers' dismissal

Bicycles are not to be used during school hours but must be parked/stored until the end of day. Students should ride directly to school and directly home after school for safety reasons.

Dances at FMS

1. FMS dances are from 6:30 p.m. to 8:30 p.m. Please wait patiently outside the doors, they will open promptly at 6:30 p.m. Please have your ride ready to pick you up at 8:30 p.m. Dance fee is \$2 or donated item.
2. Cell phones will not be permitted at dances. Students may leave them home or check them at the door for safe keeping.
3. All students stay for the duration of the dance. If you need to arrange early pick-up by your parent/guardian, please inform the principal or vice-principal before the dance begins.
4. If you have a game or a practice that may cause you to arrive late, please tell the principal or vice-principal during the school day on the day of the dance.
5. Leave your coats and bags in the assigned classroom as there is no access to lockers during the dance.
6. You must be present at school on the day of the dance to attend the dance.
7. Poor behaviour results in time-outs from the dance and possibly not being allowed to attend a future dance.
8. Students on ISS or OSS may not attend the dance.
9. Remember to be a FALCON before, during and after a dance.

Health Services

If a student becomes ill at school, they must report to the teacher. The teacher will arrange for the student to call their parent/guardian or emergency

contact for transportation home. No medication will be given by the school without parents' consent and must be in original packaging. We cannot keep sick children at school due to liability.

Public Health provides access to immunizations for Grade 7 students; Grade 7 students will receive further information prior to the first vaccination date at FMS.

An excellent resource or tool for students experiencing difficulties, questions or concerns should use the **Kids Help Line @ 1-800-668-6868**.

Nutrition

We provide breakfast food items to any student who may be hungry at arrival time. There is a mid-morning nutrition break and noon-time lunch break in which students may consume food from home or from our cafeteria.

FMS cafeteria service offers hot meals each day for approximately \$4.00. Parents may also request a code for subsidized meals. Students are asked to keep the cafeteria clean by disposing of waste in the proper containers. Students are not to ask other students for money for snack/lunch.

If a student forgets a lunch they are encouraged to talk to a teacher or the office, as we will ensure they have something to eat.

Gymnasium Guidelines

1. Everyone is to behave in a proper and courteous manner in the gymnasium and dressing rooms. Improper behaviour will result in the student being removed from the gym or activity.
2. Proper gym wear must be worn during all physical education activities. Students are required to have **indoor sneakers** with non-marking soles.
3. Students are expected to make use of the gym equipment as instructed. Students are liable for any damage to equipment that results from improper usage.
4. Students have access to gender-neutral change rooms and washrooms as required.
5. Students require permission to enter the gymnasium office.

Noon Activities

During the noon recreation period, students will be going outside. Intramurals may happen insider and/or outside. During inclement weather, students will be in one of several locations, including; the library, cafeteria, P21 lab, gymnasium.

Extra-Curricular and Co-Curricular Activities

When activities are off school property, all school regulations and policies remain in effect. Our students are expected to be good ambassadors of FMS.

Students are encouraged to take part in the extracurricular activities at FMS. These activities help to enhance school spirit, improve self-esteem, and develop fond memories.

Listen to our daily announcements and visit our school website or Facebook page for information on activities that are taking place at FMS.

Students must be up to date on student fees as well as pay their athletic fees and sign the athletic contract to play. Families are encouraged to reach out to the office to plan to pay fees in part, if required.

Staying After School for Extra-Curricular Activities

While waiting for an activity to begin, students are to go the cafeteria until the coach or supervisor indicates their entry to the gym or field. Since FMS is a closed campus, students remain on school property while waiting for afterschool events/sports unless accompanied by the parent/guardian. If the game or practice begins after 4:15, students are expected to go home and return to school before the activity begins. Exceptions may occur only when a school staff member confers with the parent/guardian.

Parents must pick students up from the activity at the appropriate end time or make arrangements for other transportation. Please be on time. Practices at FMS are closed for the public. Parents/guardians may not remain in the gym or on the field to watch.

FMS - P21 Student Norms

ASSIGNED COMPUTERS - When using computers in the P21 room, students should always use the computer which corresponds to their classroom assigned student number, or the computer assigned by the teacher.

STUDENT LOG IN - Students only log on with their own user ID and password.

COMPUTER SETTINGS - Students are not permitted to change settings on, or download programs to their computer.

SWITCHING OF COMPONENTS - Students are not permitted to switch components (mouse, speakers, keyboards) on any computer.

PRINTERS - Students require a teacher's permission in order to print any information and students must notify the teacher if there are printer problems or the paper tray needs to be refilled.

SAVING OF STUDENT WORK - Students should always save their documents and projects in their personal network folders. Student work should not be stored on the computer desktop, as often work is lost when saved on the desktop.

LEAVING THE P21 ROOM - At the end of class, students must log off their computers and clean up their computer station (chairs are in their proper places and that all books, materials and any garbage/refuse etc. is cleaned up).

Acceptable Technology Usage

You understand that use of the school's computer equipment, network, e-mail and world services is a privilege, not a right. You agree to respect the following:

1. You will comply with the Department of Education's Policy 311 – *Information and Computer Technologies use.* <http://www/gnb.ca.0000/pol/e/311A.pdf>
2. You will not spread computer viruses or access or make changes to systems that are not yours (i.e. hacking).
3. You will not create, access, store, print or send threatening or obscene messages or material that is likely to humiliate or offend.
4. You will not use free/anonymous e-mail account (such as Hotmail) using the school equipment or create personal or blog websites.
5. You will not download games, large files or pictures or use chat room without permission.
6. You will not send unsolicited bulk information (SPAM)
7. You will not give out information about yourself or other people, such as password, names, telephone numbers, age, sex or photo.
8. You will only be permitted to play curriculum related games as approved by your teacher for that class.
9. You will inform the teacher immediately if you access an inappropriate site.

You understand that if you do not respect these rules, you may lose your computer privileges and other disciplinary actions may occur. Generally speaking, a violation of acceptable technology usage rules at FMS results in a suspension of all use for a specific period of time.

Student Name: _____ Student Signature _____

Parent Signature: _____ Date _____

Rights and Responsibilities Contract

Please discuss the ***Rights and Responsibilities*** which are listed below. They form the foundation for the ***Positive Learning Environment*** at Florenceville Middle School.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

1. I have a ***RIGHT*** to learn at Florenceville Middle School. It is my ***RESPONSIBILITY*** to listen to instructions, to work diligently and to follow general classroom guidelines set by my teachers.
2. I have a ***RIGHT*** to hear and to be heard. It is my ***RESPONSIBILITY not*** to talk, to shout, to make loud noises or to otherwise distract or disrupt others.
3. I have a ***RIGHT*** to be respected at Florenceville Middle School. It is my ***RESPONSIBILITY not*** to annoy, to harass other people or to otherwise hurt their feelings.
4. I have a ***RIGHT*** to be safe at Florenceville Middle School. It is my ***RESPONSIBILITY not*** to threaten, to kick, to punch, or to physically harm anyone else.
5. I have a ***RIGHT*** to expect that my personal belongings will not be tampered with, stolen or damaged by other students. It is my ***RESPONSIBILITY*** to respect the personal property of others and to accept their right to privacy.
6. I have a ***RIGHT*** to learn in a clean, sanitary and harmless environment. It is my ***RESPONSIBILITY*** to help keep our environment clean, sanitary and harmless by cleaning up my own mess and encouraging others to do the same.

I agree with these principles and will do my best to act within these guidelines to help promote a Positive Learning Environment at Florenceville Middle School.

Student Signature: _____

I agree with these principles and will do my best to support the school in their efforts to create a Positive Learning Environment at Florenceville Middle School.

Parent Signature: _____

EVENTS – Throughout the school year, students will be asked to participate in excursions off school grounds. In most cases students will travel by bus or if locally on foot, with their homeroom teacher or grade team. When these events are up-coming, parents/guardians will be notified through the monthly newsletter or by School Messenger (text message). Locations may include the Northern Carleton Civic Center, Carleton North High School, Hartland Golf Club, or Woodstock Ayr Motor Center.

I hereby GIVE PERMISSION for my child to travel by bus or on foot with the homeroom teacher or grade team on class/team excursions that are announced by newsletter or School Messenger.

Date _____ Parent/Guardian Signature _____

SWIMMING

☐ My child **may** enter the deep end of the pool.

OR

☐ My child **may not** enter the deep end of the pool.

Date _____ Parent/Guardian Signature _____

STUDENT PHOTOGRAPHS AND STUDENT INFORMATION – PARENT/GUARDIAN CONSENT FORM

APPENDIX A

Category: Educational Services

Effective: February 2018

The Anglophone West School District and its schools are required to comply with legislation which protects students' personal information, in particular the *Education Act*, the *Right to Information and Protection of Privacy Act* (RTIPPA) and the *Personal Health Information Privacy and Access Act* (PHIPPA). Parents/guardians of students under the age of 18 must be informed of how personal information is used and to give permission for those uses. Throughout the school year, student information may be used and disclosed for a variety of purposes (e.g., academic achievement, student celebrations, and school photos). The following uses of your/your child's personal information require specific consent from you.

I, _____ give consent for _____
name of parent/guardian (or student over 18) *(name of school)*

to use and disclose personal information regarding my child/me _____
 for the activities checked below. *(name of student)*

Please check the appropriate boxes: (to be completed for all students K-12)

- ☐ Yes, my child's name and grade level may be released to a school photographer for school pictures.
- ☐ Yes, my child's name and grade level may be released to a school photographer for a student identification card.
- ☐ Yes, my child's name and grade level may be released to a school photographer for a school directory.
- ☐ Yes, my child's name, photo and video may be published or broadcast by media organizations for academic recognition or school extra-curricular activities.
- ☐ Yes, my child may participate in news conferences or public events that may be published or broadcast by media organizations.
- ☐ Yes, my child's name and photograph may be published in the school yearbook.
- ☐ Yes, if relevant for the safety of my child, my child's name, grade level, photograph, medical condition and emergency procedures may be posted in the school for appropriate staff's use during an emergency situation.
- ☐ Yes, my child may be photographed and/or audio/video recorded by educators for assessment and instructional purposes.
- ☐ Yes, my child's name and/or photo may be listed publicly throughout the school in classroom, administration and recognition boards in the school. Examples: classroom names on cubicles, hooks etc., honor roll recognition boards in hallways, etc.
- ☐ Yes, my child's name, photo and video may be published on school or district website/social media pages (including, but not limited to, Facebook, Twitter, Instagram, and YouTube) for academic recognition or school extra-curricular activities.
- ☐ Yes, my child's personal accomplishments may be recognized within the school community such as student of the month, athlete of the month or other award/recognition these could be announced over the schools PA system or published in the school newsletter or posted on the school website/social media pages (including, but not limited to Facebook, Twitter, Instagram, You Tube).

If your child is in Grade 12 please check the following boxes that are applicable:

- ☐ Yes, my child's name and/or photo may be listed in graduation composite.
- ☐ Yes, my child's name and/or photo may be listed on a graduation list/program.
- ☐ Yes, my child's name and/or photo may be listed on a graduation invitation.
- ☐ Yes, if requested, both my child's name and address can be released to an elected official for recognition purposes for the graduation from High School.
- ☐ Yes, if requested, my child's name can be released to media organizations.

Continued on Page 2 – Signature Required on Page 2

**STUDENT PHOTOGRAPHS AND STUDENT INFORMATION – PARENT/GUARDIAN CONSENT FORM
APPENDIX A**

Category: Educational Services

Effective: February 2018

Right to Revoke Consent

You have the right to revoke consent at any time. Your revocation of consent must be in writing to the Principal of the school. Note that your revocation of consent would not be retroactive and would not affect uses or disclosures already made according to your prior consent.

Notes:

1. Students involved in performing arts, scholastic competitions or athletic activities perform or compete in public venues, including school. It is reasonable to expect that photographs or videos may be taken by spectators and the media. Once parents/guardians or other members of the public are invited, the event becomes a public event and anyone in attendance is allowed to take photographs or videos without first obtaining consent. Visitors are reminded to be respectful of other individual's privacy, but the school is not able to control the images captured in these situations and the images may be shared by that person on social media sites.
2. Video surveillance equipment may be used in schools to enhance the safety of students and staff, to protect property and to aid in the identification of intruders or other persons who may pose a risk to school community members.
3. If the form is not returned, the default answer is "no" to all the questions.

Signature Parent/Guardian or Student (over 18)

Relationship to Student

Date

If you have any questions regarding our privacy practices, or wish to express your concern about how we have handled your personal information, please contact:

Coordinator, *Right to Information and Protection of Privacy Act*
(506) 453-5454
Anglophone West School District
1135 Prospect Street
Fredericton, NB E3B 3B9

Further information on the *Right to Information and Protection of Privacy Act* can be found online at www.gnb.ca/info or by contacting the Information Access and Privacy Unit of Service New Brunswick at info.priv@snb.ca or by phone at (506) 444-4180.



ASD-W

Anglophone School District West

20 Knowledge Park Drive | Fredericton, New Brunswick, E3C 2P5 | www.asdw.nbed.nb.ca

September 2026

Dear Families/Caregivers:

Anglophone West School District 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 staff, and School District staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multidisciplinary approach.

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

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

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

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

Sincerely,

David McTimoney
Superintendent

Thank you for taking the time to read over the FMS Student/Parent handbook with your child.

Student name: _____ Homeroom: _____

I have read, understand and agree to the policies and procedures as outlined in the FMS Student/Parent handbook.

Parent/Guardian Signature Student Signature

___ I would like to learn more about volunteering at FMS

___ I would like to volunteer regularly at the FMS Breakfast Program

___ I am interested in becoming a member of the FMS Home & School Association

___ I am interested in becoming a member of the FMS PSSC



www.FMS.nbed.ca

Tel. 506-392-5115