



2025-2026

STUDENT  
**HANDBOOK**

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## CONTACT INFORMATION

Phone: (506) 368 2900

Email: [sunburywest@nbed.nb.ca](mailto:sunburywest@nbed.nb.ca)

Website: <https://sunburywest.nbed.ca/>

Facebook: [Sunbury West School](#)

## HOURS OF OPERATION

Our doors will open every morning at 7:40 sharp. Classes begin at 8:15 and end at 2:30. If coming in late, please sign in at the office.

Our office hours are 8:00 - 4:00.

At SWS we value communication. Please check out our monthly calendars that go home, as well as updates in your email sent out through school messenger. Our Facebook page is a hub for us to celebrate the incredible things happening at SWS.

UPDATED FEBRUARY 3<sup>RD</sup>, 2026

# WELCOME MESSAGE



Welcome to a new school year at Sunbury West School. As principal, I am proud to be part of a community where learning, respect, and belonging guide everything we do.



**STEPHEN KIRKPATRICK**  
Acting Principal

Our school is a place where students are encouraged to grow academically, socially, and personally, while building the confidence and skills they need to succeed.

Each day, our staff works hard to create a safe, supportive, and engaging environment where all students feel included and valued.

This handbook is designed to serve as a guide for students and families throughout the year. Inside, you will find important information about our policies, routines, and expectations, all of which help keep Sunbury West a positive and productive place to learn.

I encourage you to take time to read through it and keep it as a reference. Working together as staff, students, and families, we can make this a successful and memorable year for every Bulldog.

A handwritten signature in black ink, appearing to read 'Sk' followed by a long horizontal stroke.

**STEPHEN KIRKPATRICK**

# SWS BACKGROUND



Sunbury West School has been a cornerstone of Fredericton Junction and the surrounding communities for decades. As a Kindergarten to Grade 8 school, it serves families across the Tri-County region and has long been a gathering place for learning, events, and community connections.

Originally part of School District 17, SWS became part of the Anglophone West School District during provincial restructuring in 2012. Over the years, the school has adapted to changing times, adding new programs, expanding extracurricular opportunities, and embracing modern technology, while keeping its small-school, community-first spirit.

What makes Sunbury West unique is not just its size, but its heart. Generations of families have walked these halls, many returning as parents, volunteers, or staff. The school's traditions, from academic achievement to athletics and community events, have helped shape the identity of Fredericton Junction itself.

Today, the Bulldogs continue to carry that history forward with a mission to be Inclusive, Connected, and Engaged and a vision of preparing every student to be a life-long learner and contributing citizen.

# 2025-2026 SCHOOL GOALS

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## **Reading (Literacy)**

We want more students to feel confident as readers. Right now many students are still developing their reading skills. Our goal is to help every student improve through daily practice, routines in every grade, and extra support when needed.

## **Math (Numeracy)**

We want students to be quicker and more accurate with basic facts like adding, subtracting, multiplying, and dividing. Daily practice and warm-ups will help build confidence and make problem-solving easier.

## **School Culture (PLWEP)**

We want Sunbury West to be a place where positive choices are noticed and celebrated. Staff will be looking for the good things students do every day and recognizing them through our Positive Office Referrals and school-wide celebrations.



# VISION AND MISSION



## VISION

**All students will become contributing citizens and life-long learners**

This is the big picture goal:

- All students
  - No exceptions — every student matters and is supported to succeed.
- Contributing citizens
  - Students are not just learning for themselves, but to give back to their families, community, and society.
  - Citizenship here means kindness, responsibility, and leadership in whatever form they can offer.
- Life-long learners
  - Learning doesn't end at graduation.
  - The school wants to instill skills, curiosity, and adaptability so students can keep growing no matter where life takes them.



## MISSION

**Inclusive - Connected - Engaged**

- Inclusive
  - Every student belongs, no matter their background,...strengths,...or...challenges.
- Connected
  - Relationships matter. This points to building strong ties between students, staff, families, and the wider community.
  - It's about making sure kids feel like they are part of something bigger than themselves.
- Engaged
  - Students are active participants, not just passive learners.
  - It's about hands-on learning, curiosity, and being invested in school life.
  - Staff are also engaged — collaborating, problem-solving, and supporting each other.

# OUR OFFICE TEAM



**MARILYN ALLABY**  
Admin.  
Assistant



**ERIN JONES**  
Vice Principal/PIF  
Teacher



**STEPHEN KIRKPATRICK**  
Acting  
Principal



**APRIL-DAWN LANTEIGNE**  
Resource



**ROXANNE MORNEAULT**  
Resource/Grade 7  
Homeroom



**AMANDA ROBERTS**  
Behaviour  
Intervention Mentor



**SAMANTHA SMITH**  
Academic Support  
Teacher



**VERONICA HERNEY**  
Guidance

# OUR TEACHING TEAM



**AMANDA MACDONALD**  
K/1 Teacher



**MELINDA WOODLAND**  
K Teacher



**SARAH RANDALL-BEERS**  
Grade 1 Teacher



**HEATHER HARDING**  
Grade 1 Teacher



**AMANDA CARROLL**  
Grade 2 Teacher



**KRISTEN MORINE**  
Grade 3 Teacher



**LUCRETIA STAIRS**  
Grade 4 Teacher



**KIMBERLEY SPARKS**  
Grade 4 Teacher



**KATIE KINNEY**  
Grade 5 Teacher



**ALEXANDER BROWN**  
Grade 6 Homeroom



**CAITLYN SMITH**  
Grade 7 Homeroom



**SARAH THORNTON**  
Grade 8 Homeroom

# SPECIALISTS



**STEVE DOUCETTE**  
Phys. Ed



**KIERAN SMYTH**  
K-8 Music



**STANISLAV YAROSLAVSKI**  
Phys. Ed & Middle  
Level Science



**SPIKE**  
Hype-Dog

# SUPPORT STAFF



**CARSON HEALD**  
Educational  
Assistant



**TERRI WHITTAKER**  
Custodian



**BRENDA CHARLTON**  
Educational  
Assistant



**SANDRA DORIE**  
Educational  
Assistant



**MEGAN MCCAFFREY**  
Educational  
Assistant



**SARA RUSHTON**  
Educational  
Assistant



**KRISTA BECKINGHAM**  
Custodian



**JORDAN FOSTER**  
Educational  
Assistant



**KRISTIN BENNETT**  
Educational  
Assistant



**RAELENE THOMAS**  
Educational  
Assistant



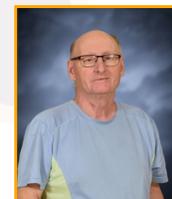
**NEALA BRAEDLEY**  
Headstart



**LAUREL CARR**  
Headstart



**KATE TAYLOR**  
Educational  
Assistant



**DAVE HART**  
Custodian



**SARAH OSIER**  
STU Student Intern

**INCLUSIVE • CONNECTED • ENGAGED**

# 2025-2026 ASD-W CALENDAR



## ASD-W SCHOOL CALENDAR 2025-2026 - PUBLIC

MONTH	DATES	EVENTS	NUMBER OF DAYS FOR STUDENTS	NUMBER OF DAYS FOR TEACHERS
August	20	Opening Administrators' Meeting – ASD-W		
	21	New Administrators' Meeting – ASD-W		
	25	Full Administration Day – School Based		
	26-27	NBTA Council Days	0	5
	28	EECD Professional Learning Day K-12		
	29	Full Administration Day – School Based		
September	1	Labour Day		
	2	First Day of Classes for Grades K-12 (or staggered entry as noted by the school)	19	20
	26	EECD Professional Learning		
	30	National Day for Truth and Reconciliation		
October	13	Thanksgiving Day	22	22
	14-17	Registration for Students Entering Kindergarten in 2026-2027		
November	10	ASD-W School Improvement Planning Day		
	11	Remembrance Day Holiday		
	17	Report Cards Issued 9-12	17	19
	21	K-8 Full Day – Report Card Writing		
	21	9-12 Full Day – Parent/Teacher Interviews (½ day); School/District Based PL		
December	1	Report Cards Issued K-8		
	5	K-8 Full Day – Parent/Teacher Interviews (½ day); School Based PL ½	14 (K-8)	15
	19	Last Day of Classes	15 (9-12)	
	22-31	Holidays		
January	1-2	Holidays		
	5	First Day of Classes		
	23	Last day of 1 <sup>st</sup> semester classes – High School	20 (K-8)	20
	26	Turnaround days – High School Only (No School for High School)	18 (9-12)	
	27	Turnaround days – High School Only (No School for High School)		
	28	First day of 2 <sup>nd</sup> semester classes – High School		
February	16	Family Day	19	19
March	2-6	March Break	16 (K-8)	
	13	K-8 Full Day – Report Card Writing	17 (9-12)	17
	30	Report Cards Issued K-12		
April	2	K-12 Full Day – Parent/Teacher Interviews (½ day); District Led PL ½		
	3	Good Friday	19	20
	6	Easter Monday		
May	1	Council Day		
	11	NBTA Branch Day	18	20
	18	Victoria Day		
June	12	Last day of 2 <sup>nd</sup> semester classes – High School		
	19	Last Day for Students – Final Report Card Day (K-12)	15	18
	22-24	Full Administration Days		
Total Number of Days for Students			179 (K-8)	
Total Number of Days for Teachers			179 (9-12)	195

*Blue – Teacher Workday, No Classes for Students*

*Red – First/Last Day of Classes for Students*

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

*Green – Holidays for Teachers and Students*

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

# PBIS

SWS is a PBIS school, which stands for Positive Behaviour Interventions and Supports. This is a framework used across New Brunswick schools to create a safe, predictable, and positive learning environment.

PBIS focuses on teaching and reinforcing the behaviours we want to see every day, rather than only reacting when problems come up. Our Behaviour Matrix outlines what it means to be Respectful, Responsible, Safe, and a Learner in all areas of the school. These expectations are taught, practiced, and reviewed regularly so that everyone knows what is expected.



When students meet these expectations, we recognize and celebrate their efforts. When mistakes happen, we see them as opportunities to learn and reteach the expected behaviour.

PBIS helps build consistency, supports social and emotional growth, and strengthens school pride. It also helps shape our Bulldogs into respectful, responsible citizens who are prepared for their future. Families are encouraged to talk with their children about the matrix and the values of being respectful, responsible, safe, and a learner.

## What is a Positive Office Referral?

A Positive Office Referral is a way for students to be recognized for doing the right thing. Instead of being sent to the office for making a poor choice, students are sent down because they showed respect, responsibility, safety, or strong learning habits. When a staff member notices a student going above and beyond, they fill out a referral to highlight that behavior.

A purple form titled "SWS Positive OFFICE REFERRAL" with a bulldog logo. The name "Spike" is written in the blank space. The form has four checkboxes: "RESPECTFUL" (unchecked), "RESPONSIBLE" (checked), "SAFE" (unchecked), and "A LEARNER" (checked). The "REFERRING TEACHER" field is signed "Mrs. Bulldog" and the "ADMINISTRATOR" field is signed "Ske".

**SWS** **Positive**  
BULLDOGS OFFICE REFERRAL

Spike was caught being:

RESPECTFUL  RESPONSIBLE  
 SAFE  A LEARNER

Mrs. Bulldog  
REFERRING TEACHER

Ske  
ADMINISTRATOR

Ask your child if they have received any yet this year! This is a great way to connect!

# Behaviour Matrix

The SWS Behavior Matrix is a key part of how we build a positive and respectful school culture. It outlines what it means to be Respectful, Responsible, Safe, and a Learner in every area of our school, including classrooms, hallways, the cafeteria, playground, and buses.

The matrix is one of the first visuals you see when you enter our building, serving as a daily reminder of the expectations that guide how we learn and interact at Sunbury West. We review it regularly with students after incidents, following breaks like Christmas or March Break, and during assemblies to keep expectations clear and consistent.

These ongoing reviews help reinforce positive routines and behaviors that make our school a safe, welcoming, and productive place to learn. By keeping these expectations visible and part of daily life, we support students in building habits that lead to success both in school and beyond.

	<b>Sunbury West School - Behaviour Matrix</b>						
	<b>SCHOOL-WIDE EXPECTATIONS</b>						
	<b>Appropriate language. Hands, feet and objects to yourself. Follow adult directions.</b>						
	Classrooms	Hallways	Cafeteria	Washrooms	Playgrounds	Library	Bus Zone
I am Respectful	<ul style="list-style-type: none"> <li>Use an appropriate volume.</li> <li>Respect property.</li> <li>Be kind to yourself and others.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice.</li> <li>Respect property.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice.</li> <li>Be kind.</li> <li>Use <b>please, thank you, and excuse me.</b></li> <li>Wait your turn patiently.</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy.</li> <li>Use a quiet voice.</li> <li>Use supplies properly.</li> <li>Respect school property.</li> </ul>	<ul style="list-style-type: none"> <li>Be kind.</li> <li>Keep your hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice.</li> <li>Share seating.</li> <li>Take care of your books.</li> </ul>	<ul style="list-style-type: none"> <li>Wait in classroom to be dismissed.</li> <li>Wait in line patiently.</li> </ul>
I am Responsible	<ul style="list-style-type: none"> <li>Keep your area and learning materials tidy.</li> <li>Be honest.</li> <li>Ask to be excused at appropriate times.</li> <li>Be prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Keep the hallway and assigned spaces clean and tidy.</li> <li>Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up.</li> <li>Return milk cups to the bin.</li> <li>Ask permission to leave the cafeteria.</li> <li>Bring your own utensils.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Use materials appropriately.</li> <li>Flush toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Be honest.</li> <li>Problem solve appropriately.</li> <li>Return equipment.</li> <li>Dress for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>Return your book on time.</li> <li>Return books and furniture to the appropriate location.</li> <li>Leave the library as you found it.</li> </ul>	<ul style="list-style-type: none"> <li>Know where you are going.</li> <li>Remember your belongings.</li> <li>Be on time.</li> </ul>
I am Safe	<ul style="list-style-type: none"> <li>Push in chairs.</li> <li>Walk.</li> <li>Respect the scent and food policies.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side of the hall and stairs.</li> <li>Keep lights on and doors open.</li> <li>Report damage.</li> <li>Visitors let in by staff only.</li> </ul>	<ul style="list-style-type: none"> <li>Walk.</li> <li>Stay seated.</li> <li>Be mindful of personal space.</li> <li>Respect the scent and food policies.</li> </ul>	<ul style="list-style-type: none"> <li>Report unsafe behaviour or conditions.</li> <li>Keep lights on.</li> <li>Keep water in the sink and toilet.</li> <li>Wash your hands.</li> </ul>	<ul style="list-style-type: none"> <li>Follow equipment and game rules.</li> <li>Stay within the boundaries.</li> <li>Follow re-entry procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Walk.</li> </ul>	<ul style="list-style-type: none"> <li>Walk to your bus calmly.</li> <li>Wait on the sidewalk.</li> <li>Dress for the weather.</li> </ul>
I am a Learner	<ul style="list-style-type: none"> <li>Be a listener.</li> <li>Be on task.</li> <li>Ask for help if you need it.</li> </ul>	<ul style="list-style-type: none"> <li>Work quietly.</li> <li>Stay focused.</li> <li>Get ready quickly and quietly.</li> </ul>	<ul style="list-style-type: none"> <li>Line up quickly &amp; quietly.</li> <li>Eat first, chat later.</li> <li>Use the microwave appropriately.</li> <li>Ask for help if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly and quietly.</li> </ul>	<ul style="list-style-type: none"> <li>Play fair.</li> <li>Be a good winner and a good loser.</li> <li>Take ownership of your actions.</li> </ul>	<ul style="list-style-type: none"> <li>Use your time wisely.</li> <li>Be a listener.</li> </ul>	<ul style="list-style-type: none"> <li>Know the bus rules.</li> <li>Practice safe procedures.</li> </ul>



# STUDENT COUNCIL

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The Student Council at Sunbury West School gives middle school students a voice in school life and the opportunity to develop leadership and teamwork skills.

The council is made up of executive positions (President, Vice President, Secretary, Communications Officer, and Artist in Residence) and two representatives from each middle school class.

Together, members help lead and support school events, share ideas, keep meetings organized, and recognize staff work.

Their mission is to represent student voices, celebrate our school, and make SWS a more connected, creative, and supportive place.



Elections are held each fall, with students nominated by their peers and campaigns focused on positive messages. All middle school students take part in voting to choose their representatives.

# ATHLETICS

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At SWS we are proud to offer a variety of athletic options as extra-curricular activities. These are reliant on our incredible volunteers who work to provide our students with athletic opportunities.

The school's athletic code of conduct outlines expectations for student athletes, including behaviour, academics, attendance at school and practices, sportsmanship, attitude, and the proper care of uniforms and equipment. Participation in athletics is a privilege, and because it is an extracurricular activity, a student athlete's involvement depends on meeting these expectations. The athletic director, school administration, and teachers work together to determine a student athlete's status and eligibility for a team.

**Elementary**  
Cross Country  
NBA 2 Ball  
Track & Field  
**Middle Level**  
Cross Country  
Soccer  
Badminton  
Basketball  
Volleyball  
Softball



# PERSONAL ELECTRONIC DEVICE POLICY

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**We want students focused on learning and free from distractions.**

No cell phones are permitted during the school day.

## What families need to know

- Lockers: Phones must be placed in lockers when students arrive. If a student will not leave their phone in a locked locker, it should stay home. Lockers should remain locked all day.
- All Day: Phones stay in lockers until dismissal at 2:35 pm.
- No Zones: Phones are not allowed in classrooms, washrooms, change rooms, the cafeteria, or on the playground.
- Calling Home: Students may use the office phone any time they need to reach you.
- Responsibility: The school is not responsible for lost, damaged, or stolen devices.

## Consequences

If a device is seen during the day, it will be taken and sent to the office:

1. First Violation – Teacher notifies parent; student picks up device after school.
2. Second Violation – Administration contacts parent; parent must pick up device during office hours.
3. Third Violation – Device must stay home for one calendar month; parent picks it up from the office.

## Agreement

By sending a PED to school, you and your child agree to follow these rules.

⚠️ Reminder: PEDs are governed by Policy 311 (Acceptable Use Policy).



### What counts as a PED?

Any mobile or portable device that can be used for communication, gaming, or digital content, including:

- Cell phones and smartphones
- Tablets (iPad, Android, iPod Touch)
- Laptops or netbooks
- Smart watches with communication capabilities
- Bluetooth headphones or earbuds (ex: AirPods)
- Portable speakers
- Handheld or portable gaming consoles

# APPROPRIATE CLOTHING

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Students are expected to dress in a way that supports a safe, respectful, and inclusive school environment.

Clothing is not permitted if it displays:

- Alcohol, tobacco, or cannabis logos or imagery
- Offensive or inappropriate language
- Suggestive messages
- Content that goes against our school values



If clothing does not meet expectations:

- The student will be asked to change or cover it if possible.
- Continued concerns may involve contacting parents or guardians.

We recognize that clothing options vary. Our goal is to work with families, not to punish, and to keep school a positive space for everyone.

# HATS & HOODS

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To support safety and learning, hats and hoods are not worn inside the school during the instructional day. Keeping heads uncovered helps staff supervise students and reduces classroom distractions. Hat Days may be held on Fridays or for approved school events announced in advance.

- All hats must follow the Appropriate Clothing Policy.
- If a student forgets, staff will remind them to remove it. Ongoing concerns may involve a conversation with home or disciplinary measures.
- This policy is about safety, focus, and maintaining a positive learning environment while still allowing fun school events.



# CLASSROOM BEVERAGES

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During class time, only water is permitted.

Water bottles must be resealable.

Energy drinks, soft drinks, and other sugary or caffeinated beverages are not allowed.

If a student brings a non-permitted drink, staff will provide a reminder. Exceptions may be made for special events or school activities.

Staying hydrated helps students stay healthy, focused, and ready to learn.



# SCENT POLICY

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Our school is scent-free. Please avoid wearing or bringing scented products (such as perfumes, sprays, or strongly scented lotions) into the building. Many students and staff have sensitivities, and this helps keep our school safe and comfortable for everyone.

# NUT POLICY

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Our school is a nut-free environment. Please do not send any food containing peanuts or tree nuts. This helps protect members of the school community safe with severe allergies.



# ATTENDANCE PLAN

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We want your child to feel connected, supported and successful. Regular attendance plays a big role in that. To help everyone stay on the same page, we're putting a simple, consistent process in place so families know when we'll reach out and why.

Our school uses the SchoolMessenger Safe Arrival system for all attendance reporting. Families can report absences through the app, the website or the toll free number. We check these reports every morning.

Here's how we follow up when attendance starts to slip. Our goal is communication, support and problem solving, not blame.

After 3 consecutive absences, your child's homeroom teacher will call or email you to check in. They'll also note the contact in PowerSchool.

- After 6 total absences for any reason, the principal will send an email outlining how many instructional days have been missed and why consistent attendance matters.
- After 10 unexplained absences, we'll request a meeting with you to look at what's getting in the way and what supports might help.

If you ever need help with the Safe Arrival app or have questions about attendance, reach out to the school. We're here to work with you.



Google Play

[Click here to download](#)



App Store

[Click here to download](#)



# STUDENT SERVICES

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## **Vice Principal (VP)**

Our Vice Principal teaches PIF and supports the day-to-day running of the school. She supports students and teachers in the classroom and helps plan and run school events. She also provides administration support, works as part of the ESS team, helps make important school decisions, and is a huge part of our school team.

## **Behaviour Intervention Mentor (BIM)**

Our BIM helps students with behaviour struggles, emotions, or self-control at school. They work one-on-one or in small groups to help students learn strategies, make better choices, and feel successful. The BIM also works closely with teachers and families to support students in a positive way.



## **Guidance Counsellor**

Our Guidance Counsellor is someone students can talk to when they are feeling stressed, worried, or overwhelmed. They help students work through challenges, build coping skills, and feel supported at school. They also connect families with outside supports when needed.

## **Academic Support Teacher**

The Academic Support Teacher helps students who need extra help with reading, and math. They work with students in small groups or individually and support classroom teachers with strategies. The focus is on building skills, confidence, and success.



## **Education Support Services (ESS) Team**

The ESS Team helps students who need extra support to learn and feel comfortable at school. They work with teachers and families to figure out what students need and help put supports in place. Their goal is to make sure every student has what they need to succeed.

# HOME & SCHOOL

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Our Home and School group supports school life by organizing events, fundraising for projects that benefit students, and helping build a strong school community. They coordinate volunteers, assist with school initiatives, and strengthen connections between families and the school. If you would like to get involved, contact the school office.



## PSSC

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### Parent School Support Committee

The PSSC is an advisory group that focuses on the big-picture direction of the school. Members provide input on the School Improvement Plan, student achievement goals, school policies, and long-term priorities. They don't fundraise or run events. Instead, they help guide decisions that shape the learning environment. If you want to learn more or express interest in joining, contact the school office.

# QUICK LINKS

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## **School/District Resources**

[Sunbury West School Website](#) – Updates, announcements, and school info

[Anglophone West School District](#) – District news, resources, and contacts

[School Calendar 2025–2026](#) – Key dates for the school year

[School Cash Online](#) – Pay for school fees and field trips

[Bus Planner / Transportation Info](#) – Bus routes and notices

## **Education Resources**

[New Brunswick Education Act](#) – The law that guides public education in NB

[Policy 322 – Inclusive Education](#) – Supporting all learners in the classroom

[Policy 701 – Protection of Pupils](#) – Standards to keep students safe

[Policy 703 – Positive Learning Environment](#) – Promoting safe and respectful schools

[Policy 713 – Sexual Orientation & Gender Identity](#) – Ensuring inclusive school communities

[New Brunswick Curriculum Framework](#) – What NB students learn and how

## **Support & Community**

[NB Department of Education & Early Childhood Development](#) – Provincial education resources

[Kids Help Phone](#) – Free, confidential support for kids and teens

[Public Health NB](#) – Health and wellness resources for families

