

**CICS Handbook
2014-2015**

Cultivating the future: Campobello School is committed to educate, motivate, and empower all students to become lifelong productive members of a global society.

CICS is committed to maintaining a supportive and orderly school environment in which students may receive and staff may deliver a quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens. We believe that each member of the school community should take responsibility for his or her own behaviour. To that end, we recognize the need to model and teach ethical and responsible behaviour, to define unacceptable student conduct and its consequences, and ensure that discipline is administered appropriately.

With rights come responsibilities. Members of the school community are expected to demonstrate ethical and responsible behaviour consistent with its core values. Such conduct is fundamental to a supportive, safe, and orderly school environment and a civil society.

CICS encourages four pillars of behaviour in our students – the **Viking Values**. These are Respect, Responsibility, Safety and Courage. These values are taught and reinforced through use of the Viking Voucher system at the elementary and middle levels, where teachers are watching to catch students doing something great.



**Campobello Island Consolidated School
2014-15 SCHOOL CALENDAR**

2014		
August	25	Administration Day for Staff
	26-27	Council Days
	28	Administration Day for Staff
September	1	Labour Day – No Classes
	2	First day of classes
October	1	Early Dismissal – 12:15
	9-10	Professional Learning Days for Staff – No Classes
	13	Thanksgiving Day – No Classes
November	5	Early Dismissal – 12:15
	11	Remembrance Day – No Classes
	14	Parent Teacher Student Conferences K-12 – No Classes
December	3	Early Dismissal – 12:15
	19	Last Day of First Term – full day
2015		
January	5	Professional Learning Day for Staff – No Classes
	6	First Day for Students
	19-23	High School Exam Week (Grades 9-12)
	21	Early Dismissal – 12:15 (K-8)
	26-27	Turnaround Days (Grades 9-12 Only – No Classes)
	28	Start of Second Semester
February	13	Professional Learning Day for Staff – No Classes
	18	Early Dismissal – 12:15
March	2-6	March Break – No Classes
	25	Early Dismissal – 12:15
	27	Grades K-12 Parent Teacher Student Conferences – No Classes
April	3	Good Friday – No Classes
	6	Easter Monday – No Classes
	20	Professional Learning Day for Staff – No Classes
	29	Early Dismissal 12:15
May	1	Provincial Council Day – No Classes
	4	St. Stephen Education Centre only – NBTA Meeting - No Classes
	18	Victoria Day – No Classes
June	3	Early Dismissal 12:15
	8-12	High School Exam Week (Grades 9-12)
	19	Last Day for Students
	22-23	Administration Days for Staff

ELEMENTARY POLICIES

CICS Late Policy – Grades K-5

It is an accepted fact that for the most effective learning to take place in school, students must arrive on time for class. As school begins at 8:30, any student who is not in the class by that time will be considered late. The following steps will be taken to address students who are consistently tardy:

1. A verbal warning will be given to the student. The date, time, and reason for the tardiness will be recorded.
2. As in step one, and the student will be advised that a call home will be made for the next late.
3. Phone call home to the parent. Teacher will inform parent of past lates, and will be given times, dates, and reasons. Next late will result in missing morning recess (15 minutes) to catch up on any missed work.
4. As in step three, no phone call necessary.
5. Miss noon recess. Call home again.
6. Miss noon recess.
7. Parent/student/teacher conference. Teacher will provide record of dates, times, and given reasons for tardiness. Teacher will record if conference was missed, cancelled, or re-scheduled. If difficulty is experienced at this point, administration will be contacted.

Anglophone School District-South Cold Weather Guidelines for Outdoor Activities:

It is important for all students to be outside as much as possible when at school during non-instructional times (before school, recess and noon hour), as the fresh air and exercise promote healthy lifestyles and help children perform better in their school work.

If it is cold, Anglophone School District-South provides the following guidelines as to when children should stay in for recess:

- Down to minus 20 degrees Celsius, children can stay out for up to 30 minutes.
- Between minus 21 degrees and minus 26 degrees, children can stay out for up to 10 minutes.
- Colder than minus 27 degrees, children will stay inside.

Please ensure that your child comes to school dressed appropriately for the weather. If there is a health concern related to cold weather, please contact the school to arrange to fill out a Policy 704 form to make appropriate arrangements for medical attention required while at school.

MIDDLE SCHOOL POLICIES

Academic Awards

The Middle School Report card for 2014-2015 will reflect a more achievement-based assessment, rather than the traditional percentage grades. At each marking period, teachers will recognize students who have improved their work habits, their academic performance, and have shown progress in meeting the outcomes at their level.

Fees

Middle School students will pay a \$100 fee this year, which will provide the purchase of all necessary school supplies, pay their student fees, and their shop/art fees.

HIGH SCHOOL POLICIES

Academic Awards

Following each report card mark for High School, students may earn recognition for academic excellence. The guidelines are as follows:

Honour Roll – no mark below 70%, and all marks average between 80.0% to 84.9%

High Honours – no mark below 75%, and all marks average between 85.0% and 89.9%

Principal's List – no marks below 80%, and all marks average between 90.0% and 100%

Missed Tests/Exams/Assignments

If a student misses a day for any reason, it is the student's responsibility to contact their subject teachers to find out what tests and/or assignments he or she missed while absent. This work must be made up as soon as possible to stay on track in class. If a student misses a test or an assignment and fails to make arrangements to make it up, he or she will receive a mark of zero, or an incomplete for the course. If a student hands in assignments late, the student may lose up to 10% per day that the assignment is late (at the discretion of the teacher). **A student may not miss or reschedule a final exam without a medical excuse.**

Permission to Leave

Students must remain on school property from the time of arrival in the morning until departure after school. Students who regularly go home for lunch must complete "Permission to Leave School Grounds" forms, have them signed by parents, and on file in the office.

Student Vehicles

Students are permitted to drive their own/parents'/guardians' vehicles to school, once they have completed the necessary paperwork.

- While the vehicle is at school, it must remain locked.
- Speed limit – 10km/hr on school grounds.
- Students must have a signed permission form to travel in vehicles to and from school.
- Student vehicles are not to be used as "taxis" for other students. All students must have written permission from parents to travel in vehicles driven by a minor.

If a student fails to comply with school rules regarding vehicles, their driving privileges at school will be suspended.

Student Smoking Policy

CICS is a non-smoking campus. No smoking on school grounds is permitted before or during class, breaks, or other school periods.

Student Promotion

Promotion for Grades 9 through 12 is by a minimum 60% average in each subject; however, placement may be used for student where circumstances warrant. Courses starting at the Grade 9 level are evaluated individually, meaning that if a student does not achieve a mark of 60% in an individual course, he or she will have to retake that course the next school year. In Grade 11 and 12, students must successfully complete 17 out of 20 possible courses in order to graduate. If the student must use up some of his or her course time in Grade 11 making up courses missed in Grade 9 or 10, this may affect his or her ability to graduate on time.

Student Fees (Grades 9 to 12)

The student fee for the 2014-2015 school year is \$50. Here is the breakdown of what this \$50 will go to pay:

Student Agendas—\$10

Locker Fee—\$5

Field trip supplement—\$5

Art/Classroom supplies supplement—\$10

Phys. Ed Equipment supplement - \$10

Guest speakers— \$10

Total: \$50

Other fees may arise for elective courses such as Outdoor Pursuits 110; Visual Arts 110; and any shop courses like Residential Finish 120 or Mill and Cabinet 120. Other extracurricular activities may also have fees, such as Duke of Edinburgh, Math Competition, Envirothon, etc.

This student fee does not need to be paid all at once, but must be paid in full before your son or daughter will be permitted to participate in the events that this fee pays for, or any extra-curricular activities.



GENERAL SCHOOL POLICIES

CICS strives to be a Nut-Free School. This means that students must be careful about what they bring for their lunches and snacks. Be sure to examine labels and nutrition information closely.

Attendance

Monthly perfect attendance awards are presented to students who miss no days for any reason, and are not late for any classes.

Students must be responsible for their own attendance and punctuality. If a student misses time due to illness, the parent must call the school in the morning to confirm that the student is excused that day, or a handwritten note from the parent must be sent with the student and given to the office on the first day back.

In order for a student to be excused for a missed day, a **valid excuse** must be provided. An example of a valid excuse would be a doctor's appointment or illness. An example of an invalid excuse would be shopping or a hair appointment.

When students accumulate 5 absences from any class in a term, the parent will be contacted by the classroom teacher. If attendance does not improve, the parent will receive written notification and administration will confer with the student and parent. After 12 unexcused absences from class, there is a risk that the student may not be successful in the course. Teachers and parents will meet at that point to develop a plan for the student to be successful.

Absence for educational purposes and/or school-sponsored activities must have administrative approval. Staff should be informed as to the nature of the absence. Students are responsible for work missed while absent, no matter the nature of the absence.

Dress Code

- Clothing should reflect a professional workplace attire
- Clothing with inappropriate language and/or symbols – any reference to drugs, alcohol or sexual connotations - is not considered acceptable
- Hats, hoods, or other head dress are not to be worn
- Pyjamas and slippers are not appropriate workplace attire
- In gym class, students must wear crew-necked t-shirts with sleeves, gym shorts, and indoor-only gym shoes

Why do we have a Dress Code?

The New Brunswick Schools Act requires students to come to school neat, tidy and properly dressed. It is expected that students will dress in a neat, clean, safe and sensible manner. As a school we have discussed the importance of making decisions of behavior, language and dress based on the appropriateness of the occasion and location. We have been emphasizing that the appropriateness of our behavior, language and dress can vary depending on where we are and the circumstances in which we find ourselves. Students' choice of dress could be very different on week-ends, in social situations and certainly in the summer. School is a place of work with an expected standard of behavior and a certain standard of dress. All clothing has a time and a place where it is appropriate and socially acceptable and choices appropriate to the time and place must be made.

Early Departure from School

As the staff and administration are required by law to know the whereabouts of all students at the school, staff and students will follow the sign-out procedure.

Students who are leaving the school must have a written excuse presented to the teacher and be signed out. **Students should plan for this before arrival at school – bring a note from home.** The student must have administration and each of his or her teachers sign the form **after** the parent or guardian has signed the form. This applies to the **whole** school day – even if a student goes home for lunch and does not plan to come back, he or she must get a sign-out sheet so that the teachers know where the student is.

The student must inform all subject teachers that he or she will be leaving; this is for school records and in case of unforeseen circumstances (ie: if there was an emergency like a fire, the student would be present on the books, but in reality would be absent, causing confusion and perhaps endangering the lives of people looking for him or her).

Early Dismissal

If school is dismissed early due to weather conditions, all extra-curricular activities for that day are cancelled. This year, students will be dismissed at 12:15 on one Wednesday per month to allow time for teachers to have teaming time with each other and colleagues from other schools. On those Wednesdays, there will be no extra-curricular activities scheduled until after 4:00. Parents are encouraged to schedule eye doctor, dentist, and other off-island appointments on those Wednesdays to reduce the amount of time missed from school.

Tardiness

It is an accepted fact that for the most effective learning to take place in school, students must arrive for class on time, rested and ready to learn. School starts at 8:20 for homeroom. Late students for any class are asked to sign into the office to collect a late pass. Chronic tardiness will be addressed in a meeting with parents.

Computer Lab

Computers are for school-related work only – no downloading or installing software without the consent of the teacher/advisor. Students are expected to follow the rules outlined for use of school computers (see Policy #311). Food and drink are not permitted in the computer lab or around classroom computers. Use of computers is a privilege and may be revoked if misuse occurs.

Lockers

Lockers are assigned to students from Grades 6 through 12. Each student is responsible for the proper care of the assigned locker. The lockers are the property of the school and may be subject to inspection by school authorities. Any damage or loss must be paid for by the student. It is suggested that the lockers must be kept locked to protect the student's belongings. Students may rent a lock from the school, or provide their own. The school is not responsible for lost or stolen items from lockers.

Buses

Proper bus behaviour as outlined by the Department of Education is to be followed. Rules are to be posted on all buses. Damage of buses by students shall be paid for by the student responsible and bus privileges may be lost.

Students may be required to sit in an assigned seat by the bus driver if circumstances warrant. Students must follow safe procedures and be prepared to assist the driver with younger students in case of an emergency.

Volunteering

CICS welcomes any parents or community members who would like to come and help out at school. If you are interested in working with students, there are a couple of paperwork items that need to be done for the safety of the students. Before working in the school, all adults must have a Criminal Record Check completed by the RCMP, and must take the Policy 701 (Pupil Protection Policy) questionnaire which is online. If you are interested in finding out more about volunteering, please contact Daphne Carten at daphne.carten@nbed.nb.ca, or call the school.

Here are some examples of ways you could volunteer at the school:

- Volunteer to work with students who might be struggling
- Learn to run the score clock for basketball and volleyball games
- Help with fundraising activities such as selling food at games
- Chaperone field trips and activities
- Be a speaker at career day
- Join the Parent-School Support Committee
- Organize intramural sports for noon recess
- Coach a sport
- Facilitate an extra-curricular club after school
- Come at noon and do a craft/activity with elementary students
- Volunteer to help with lunch or recess duty
- Help weed the flower gardens
- Help sort bottles and cans
- Take bottles or cans to the depot in St. Stephen
- Come to read to students for the WITS program
- Volunteer with the Breakfast Program

Extra Curricular Activities

CICS has a strong tradition of volunteerism, varsity sports and participation in extra curricular activities. Possible activities include (but not limited to): Soccer, Basketball, Volleyball, Badminton, Cross-Country, Golf, Running, Duke of Edinburgh, Making Waves, Beyond the Hurt, Student Council, Chess Club, Envirothon, School Reach, Math Competition.

This year we would like to acknowledge the active participation of students in our school community in both athletic and non-athletic activities. We will continue to award a Varsity Letter for students participating in the required number of sports / seasons throughout their high school years. This year we will introduce a Viking Letter which will recognize students participating in non-athletic extracurricular activities and volunteering at school events and activities.

Representation on School Teams

Participation in extra-curricular activities is encouraged; however, academics are the first priority. Students involved in extra-curricular activities must attend school the full day before the event, the full day of the event, and be present the full day following the event. Any exceptions must be evaluated by administration for approval or disapproval. Failure to conform can result in a student not being allowed to participate in a scheduled event following the infringement.

Students representing the school on a team must dress up on the day of a team event. If the student is dressed inappropriately, the student will be asked to change into appropriate attire, or will not be permitted to attend the event.

Students failing subjects risk losing extra-curricular privileges. The teacher and coach must see a significant improvement before privileges are reinstated. If behaviour has been an issue, coaches and administration may meet and discuss these issues with the participants and they may enforce

the “no play” if the students do not meet expectations. Suspension from school and/or extra-curricular activities may occur if the student fails to comply with the school-wide rules. See Education Act and Positive Learning Environment Policy.

Students and parents must sign the “Clean Play Agreement” before competing in an event.

Sports fees for 2014 – 2015 are as follows:

Basketball - \$60

Golf - \$25

Volleyball - \$50

Soccer - \$30

Other sports - \$25

Student fees and sports fees must be paid in full before a student is permitted to compete in an extra-curricular sport.

Telephones

The pay phone may be used during break time only. Students are not to leave class to make or take phone calls. In cases of an emergency only, the secretary or staff may use their discretion to make calls for the students.

Textbooks

All textbooks are the property of the district and province. All texts must be returned to the classroom instructor on completion of the course. Students will be responsible for payment for texts if they are not returned in satisfactory condition after their use. Failure to do so can result in the student being removed from an extra-curricular activity for the following year, or withholding report cards or diplomas by the school. Books are to be paid for if lost or destroyed.

Fire Drills and Lockdown

Fire drills and lockdown drills will be practiced by teachers and students throughout the year. **Protocols for emergency situations are listed on the website – cics.nbed.nb.ca**

Extra Help

Students who are experiencing difficulty in a particular area of study should ask for extra help.

Teachers are more than happy to talk with students and parents about problems and subject matter, and give extra help to students at any time. Students may be required to stay after school if the teacher feels that extra help is necessary. If you are concerned about the progress of your son or daughter, though, please feel free to contact the school to make an appointment to meet with your child’s teacher. Teachers grades 6-12 use the online markbook Engrade, which can help you keep current on assignments that are behind. Students should check Engrade on a regular basis to ensure they are not falling behind. **Please note: there is no “study hall” period this year, so students must make sure they are completing all homework at home.**

Reminders from the New Brunswick Education Act

Duties of pupils

14(1)It is the duty of a pupil to

- (a)participate in learning opportunities to his or her potential,
- (b)accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
- (c)attend to assigned homework,
- (d)attend school regularly and punctually,
- (e)contribute to a safe and positive learning environment,
- (f)be responsible for his or her conduct at school and while on the way to and from school,
- (g)respect the rights of others, and
- (h)comply with all school policies.

14(2)It is the right of a pupil to be informed of his or her educational progress on a regular basis.

Reminders from the New Brunswick Policy 703 (Positive Learning Environment Policy)

6.3 The following behaviours, exhibited by any person, will not be tolerated in the New Brunswick public school system. This means intervention, as agreed upon in the School Positive Learning Environment Plan, is consistently required when these behaviours occur:

- harassment, intimidation and violence;
- discrimination based on gender, race, colour, national or ethnic origin, religion, culture, language group, sexual orientation, disability, age or grade level;
- dissemination of hate propaganda including hate literature;
- use or possession of alcohol or illegal drugs;
- possession/use/selling of illegal substances or weapons;
- theft or intentional property damage;
- any behaviour which threatens the health or safety of any person. (e.g. arson, bomb threats and tampering with safety equipment such as fire alarms);
- accusations involving falsehood or malicious intent; and
- creating or attempting to create a disturbance, using threatening or abusive language and speaking or acting in such a way as to impair the maintenance of order and discipline on school property. This is contrary to the Education Act and is an offence punishable under the Provincial Offences Procedure Act. Any person behaving in such a way can be removed from school grounds by staff members or those instructed to act on their behalf.

Students who regularly present themselves in a positive manner, ready and willing to work, will be supported. Those who are not willing to cooperate or put forth acceptable effort will be counseled and given help, but each student is ultimately responsible for his or her own learning. Students whose behaviour is detrimental to the learning environment will be removed from the classroom and/or school.