

**CICS Handbook
2012-2013**

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.

For the 2012-2013 school year, the staff and students at CICS will be continuing to practice using the *7 Habits of Highly Effective People*, as detailed by Stephen Covey. These are:

- **Be Proactive**
- **Begin With the End in Mind**
- **Put First Things First**
- **Think Win-Win**
- **Seek First to Understand, Then to Be Understood**
- **Synergize**
- **Sharpen the Saw**

The Seven Habits will be incorporated into the daily routine at the school, with a goal of helping the students learn to take responsibility for themselves, and to be a caring and productive member of the community.

Following is a list of rules and guidelines that have been developed with a desire to create an efficient and effective school in which students can work and learn. Our goal is to make this school a safe learning centre for all students and staff.

Attendance

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 receive written notification. If attendance does not improve, the parent will receive another written notification and administration will confer with the student and parent. After 12 unexcused absences from class, the school can request that the student be removed from a class for the remainder of the semester.

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.

Early Dismissal

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. 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).

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.

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.

Late Policy (6 to 12) – for every 3 late slips acquired, students will receive a half-hour detention.

Missed Tests/Exams/Assignments

If a student misses a test for an excused reason, the test must be made up on the first day back after school. It is the student's responsibility to find out what tests and/or assignments he or she missed while absent, and the student's responsibility to contact

that subject teacher and set up a time for making up the work. If a student misses a test for an unauthorized reason, the student's teacher has the right to refuse make-up tests, which would result in a mark of zero.

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).

Dress Code

Students should dress modestly and as if they were attending a regular job. The wearing of clothing that has immoral or vulgar statements or pictures is not acceptable in school. This includes the wearing of clothing promoting the use of drugs and alcohol products. Proper attire and personal hygiene and neatness are a must at school. Clothing that is considered to be revealing is not to be worn. Hats, caps, hoods and pyjamas are not to be worn in the school. By presenting themselves neatly and professionally, students are showing respect for themselves, their peers, their teachers, and their schoolwork.

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.

Plagiarism

Plagiarism of material found on the internet, from texts, or other students is a serious offence. If a student is found to have plagiarized an assignment, he or she will be given the opportunity to redo the assignment on the first offence. If there are subsequent offences, the teacher will use his or her own discretion as to how to aid the student in remedying the problem.

Gymnasium

No food or drink is allowed in the gymnasium during school hours or during sporting events.

Proper gym attire for class, co-curricular and extra-curricular activities must be worn.

The gymnasium is out of bounds at all times except during scheduled activities.

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.

Representation on School Teams

Participation in extra-curricular activities is encouraged; however, academics are the first priority. Students involved in evening activities must attend school 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.

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.
- Students are not permitted to take other students in the vehicle with them.
- Speed limit – 10km/hr on school grounds.

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.

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. Students are not to be in possession of cell phones, blackberries, or other communication devices during school hours.

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. The lockers must be kept locked to protect the student's belongings. Students may rent a lock from the school, or provide their own.

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.

Student Promotion

Promotion for Grades 6 through 12 is by a minimum 60% average in each subject; however, placement may be used for student where circumstances warrant. All parents have the right to appeal a retention within two weeks of the final days of school.

District Office will determine the outcome of the appeal.

Courses starting at the Grade 10 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 10, this may affect his or her ability to graduate on time.

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.

Student Fees (Grades 6 to 12)

The student fee for the 2012-2013 school year is \$55. The student fee covers a variety of things, including field trips and special guest speakers.

Sports fees for 2012-2013 are as follows:

Basketball - \$55

Golf - \$40

Other sports - \$35

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

Fund Raisers

All fundraisers must be confirmed with administration to prevent doubling.

K to 5 students may not solicit funds by law.

Chaperones for dances must be confirmed.

Fundraisers are school activities and are subject to school policy. Problems can result in disciplinary action based on school policies. **PLEASE NOTE – any fundraising done to support a trip to an area outside of Canada must be done separate from any affiliation with the school.** The New Brunswick Department of Education does not support trips to other countries. Class trips within Canada are permitted.

Guidance Services

Our school guidance advisor, Mrs. Brown, provides guidance services, including school academic planning, career direction planning, and personal direction for students who wish to discuss personal concerns.

CICS has a methods and resource teacher (Suzanne Mitchell) who is able to assist in the positive direction of students. The school's student services team meets bi-weekly to assist in providing direction for students. Parents are often involved in this process. District 10 also offers assistance from psychological services if needed.

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.