



**COBEQUID
EDUCATIONAL
CENTRE**

www.cec.ccrce.ca

Principal: William Kaulbach

Vice-Principals:

Bruce McDowell	Grade 10
Joyce Millman	Grade 11
John Dickie	Grade 12

"Truth Conquers All"

**CEC is a scent-aware school.
2019 - 2020**

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PRINCIPAL'S MESSAGE

On behalf of the CEC staff, I would like to extend a warm welcome to the grade 10 students. To our grade 11 and 12 students welcome back. At CEC, we are committed to providing you, the students, with an educational experience that will help you develop to your fullest potential. We are proud of our rich history of academic, extracurricular, athletic, and artistic programs designed to benefit and advance student curricular and extracurricular achievements. There is something for each and every student at Cobequid Educational Centre.

To all students, I urge you to make the most of your time here. Your first priority must be your academics as they are the stepping stones toward larger goals in life. While the staff will do everything within its power to assist you, commitment and involvement are the two components you must bring to school. If you do this, I believe your years here will be rewarding, exciting, and beneficial to your future.

This handbook is an excellent resource for all students and parents. It is expected that students and parents take the time to familiarize themselves with this handbook so they are aware of and understand the major school policies and procedures. This handbook is a guide to providing information relevant to the smooth running of the school but may not answer all questions regarding school policies and rules.

Please feel free to contact the Main Office and / or Student Services with any questions, concerns or problems. The administration and staff are here to help you.

Please Note: "O Canada" will be played at the beginning of each school day.

2019 - 2020 School Calendar

September 5	Classes Begin
September 11	Parent Teacher Get Acquainted Night 6:30 PM
September 17 & 18	Student Photos
September 30	Site-based PD – No classes for students
October 8 & 9	Grad Photos
October 10	Post-Secondary Info Evening (6:30 PM – 8:00 PM) in the VOC gym
October 11	Post-Secondary Info Morning (9:00 AM – 10:30 AM) in the VOC gym
October 14	Thanksgiving Day (Holiday - No classes)
October 25	Provincial Conference Day (No classes)
November 11	Remembrance Day Observed (No classes)
November 14	Semester 1 Mid-Term Reports distributed (Electronically)
November 14	Parent-Teacher Interviews (6:30 PM - 8:30 PM)
November 15	Staff PD (AM) Parent-Teacher Interviews (1:00 PM – 3:00 PM)
December 20	Last School Day Before Christmas Break
January 6	First School Day After Christmas Break
January 20	First Semester In-class Exams begin
January 27	First Semester Formal Exams begin
January 31	Assessment & Evaluation Day (No classes for students)
February 3	Second Semester Begins
February 13	First Semester Report Cards distributed (Electronically)
February 17	Nova Scotia Heritage Day (Holiday – No classes)
February 21	Site-based PD (Cobequid Family) – No classes for students
March 16 to 20	March Break
March 28 to April 4	CEC Musical
April 8	Semester 2 Mid-Term Reports distributed (Electronically)
April 8	Parent-Teacher Interviews (6:30 PM - 8:30 PM)
April 9	In-service (AM) Parent-Teacher Interviews (1:00 PM – 3:00 PM)
April 10	Good Friday – No classes
April 13	Easter Monday – No classes
April 30 to May 22	IB Exams
May 1	FINAL DATE FOR COURSE CHANGES FOR 2020-2021
May 18	Victoria Day (Holiday - No classes)
May 28	Rally Against Racism
June 3	Achievement Awards Night – 6:30 PM
June 7	Band Awards Evening
June 10	Athletic Awards Night – 6:30 PM
June 12	Second Semester In-class Exams Begin
June 19	Second Semester Formal Exams begin
June 26	Prom
June 26 & 29	Assessment & Evaluation Days (No classes)
June 29	Graduation Exercises at RECC – 7:30 PM
June 30	Last Day of Classes for Grades 10 & 11 (One hour)

All dates listed above are subject to change.

2019 - 2020 STAFF DIRECTORY

Teaching Staff

(*Denotes Department Head)

Adams, K. (Mrs.)
Aucoin, J. (Ms.)
Bower K. (Mrs.)
Budgey, H. (Mr.)
Burgess, C. (Mrs.)
Burgess, D. (Ms.)
***Cameron, D. (Ms.) – Learning/Resource Cen.**
Cameron, S. (Mr.)
Campbell, B. (Mrs.)
Chisholm, C. (Mrs.)
Colborne, T. (Ms.)
***Cormier, H. (Mrs.) - Languages**
***Courish, J. (Mrs.) – Math and IB Coordinator**
Cox, M. (Mr.)
Crane, C. (Mr.)
Croft, T. (Mr.)
Cross, T. (Mrs.)
Crowe, R. (Mr.)
Dalrymple, T. (Ms.)
Daneau, M. (Ms.)
Davison, S. (Mr.)
Elsor, A. (Mr.)
Farrell, K. (Mr.)
Faulkner, R. (Ms.)
Fisher, L. (Mrs.)
Foster, J. (Mr.)
Fougere, S. (Ms.)
Garnett, S. (Miss)
Geense, S. (Mr.)
Gloade, K. (Ms.)
Gordon, T. (Mr.)
Hart, N. (Ms.)
Hayden K. (Mr.)
Henderson, S. (Ms.)
Hernandez, L. (Ms.)
Higgins, C. (Ms.)
Hunt, P. (Mr.)
***Langille, R. (Mr.) – C.E.P.**
LaPointe, I. (Mr.)
***Lutz, R. (Mr.) – Fine Arts**
***MacEachern, D. (Mrs.) - Science**
MacEachern, H. (Mr.)
MacInnis, S. (Mr.)
MacKay, T. (Ms.)
MacKillop, C. (Mr.)
MacKillop, D. (Mrs.)
MacKinnon, J. (Mr.)
MacLellan, S. (Mr.)
MacLeod, J. (Mr.)
MacNeill, A. (Mr.)
MacPhee, B. (Mr.)
MacPhee, T. (Mr.)
***Mawhinney, K. (Mr.) – Tech Ed.**
McCarron, J. (Mr.)
***McKay, L. (Mr.) – English**
McNutt, R. (Mr.)
Moffatt, J. (Miss)
Mullings, L. (Mr.)
Nickelo, C. (Mrs.)
Nickelo, G. (Mr.)
***Nisar, S. (Mrs.) – Student Services**
Nolan, H. (Ms.)
Peck, C. (Mr.)
Piers, J. (Mr.)
***Pynn-Crowe, T. (Ms.) – Social Studies**
***Roberts, M. (Mr.) – Phys. Ed.**
Roy, G. (Mr.)
Scott, B. (Mrs.)
Sharpe, L. (Ms.)
Shreve, T. (Mr.)
Simms, G. (Mrs.)
Smith, R. (Mr.)
Toole, M. (Mrs.)
Tremblay, M. (Mr.)
Tyrell, J. (Mr.)
Warren, E. (Ms.)
White, T. (Ms.)
Whitty, H. (Mrs.)
Williams, J. (Mr.)
Wilson, E. (Ms.)
Wolfe, S. (Mrs.)
Wolfe, S. (Mr.)

Librarians

Allen, M. (Ms.)
Geddes, H. (Miss)

Student Support

Dixon, D. (Mrs.) – African-NS Support
Vance, B. (Mr.) – First-Nations Teacher

Health Centre

Smith, A. (Mrs.)

CEC Resource Officer

(Truro Police Service)
Constable Edwin Reynolds

Administrative Assistants

McLaughlin, D. (Mrs.)
Rau, M. (Mrs.)
Campbell, S. (Ms.)

SchoolsPlus

Shay, T. (Mrs.)
Higgins, Z. (Mr.)
Umlah, S. (Ms.)
TBA

Technical Support

Casey, S. (Mr.)

Educational Assistants

Dixon, P. (Mr.)
Janes, J. (Mrs.)
Manicom, B. (Mrs.)
Paris, C. (Mrs.)
Selkirk, L. (Ms.)
Bastarache, C. (Mrs.)
Peck, L. (Ms.)
Brezinski, T. (Ms.)
Higgins, M. (Ms.)
Haight, J. (Mrs.)
Murphy, T. (Ms.)
Stewart, H. (Ms.)
*TBA

Maintenance Staff

Cox, R. (Mr.)

Hall/Lunch Supervisors

Higgins, L. (Mrs.)
Lunn, E. (Ms.)
MacNutt, L. (Mrs.)
Swan, S. (Mr.)
Vacheresse, S. (Mrs.)

WHERE TO GO FOR ASSISTANCE

Attendance and Discipline	- Vice-Principals
Timetables	- Student Services
Books	- Mr. J. Dickie
Locks and Lockers	- Mr. M. Roberts, GYM
Athletics	- Gym (902-896-5716)
Music	- Mr. J. MacLeod
Buses	- 902-897-8964
Resolving Difficulties and Conflicts	- Student Services (902-896-5712)
Personal Health Issues	- Health Centre (902-895-4495)
I.B. Program	- Mrs. J. Courish

STUDENT EXTRA-CURRICULAR ACTIVITIES

<u>Activity</u>	<u>Teacher Advisor</u>
Music	-Mr. J. MacLeod
Musical	- Ms. S. Henderson/Ms. L. Sharpe
Athletics	- Mr. M. Roberts
Student Council	- Mr. J. Dickie, VP
Yearbook	- Mrs. C. Burgess
Academic Eligibility	-Mrs. J. Millman, VP

**Numerous other activities and clubs are established throughout the year.*

HOMEWORK POLICY

Nova Scotia Provincial Homework Policy (Grades P – 12) can be found at the following link: <https://www.ednet.ns.ca/docs/homeworkpolicy.pdf>

READING PERIOD

CEC staff and students participate in 20 minutes of Silent Sustained Reading each school day. Daily reading helps develop the habit of reading and is proven to improve reading skills. We have embedded reading in our daily timetable because we recognize and value its significance to student success and student achievement. The expectation is that ALL classes participate and ALL students and

staff members read. This is time for reading and not for doing homework or written assignments. Meetings and activities, with the exception of Shared Reading, will not take place during Reading Period. We have supported Reading Period by placing books in classrooms. In an effort to support quiet reading time, students should not be in the halls during Reading Period.

ADAPTATIONS

Students who have academic adaptations will have these reviewed each school year. It should be noted, anyone with the adaptation to access alternate locations is expected to be in the subject class as much as possible. Alternate spaces do not replace classroom learning time and often students miss valuable instructional time when absent from class. It should also be noted, students with a study period will be expected to utilize this time for any extra-time requirements for assessments.

ASSESSMENT

Final examinations will be written in most academic and advanced courses at the end of each semester. These exams will be worth 20 - 30% of the final mark. In January and in June, NS Provincial exams will be written in Grade 10 English Grade 10 Mathematics. Exams in the IB Diploma Programme are written during the first three weeks in May, and are worth a substantial proportion (70 – 80%) of the final mark awarded by IB.

Parents and students should note the following important information regarding exams:

- Family travel is **not** deemed an acceptable reason for missing an in-class or formal exam. Exam dates for the year are already published on the school calendar. Please consult the school calendar **BEFORE** booking holidays.
- **International students** are expected to book travel home outside the exam schedule.
- Examinations will only be written on the day and time scheduled except when two exams conflict. In such cases the student will write in an alternate room.
- Students absent from examinations will be required to present a **medical excuse** or documentation of other unavoidable circumstances to their vice-principal, in order to be eligible to write make-up exams on the assigned school-wide Exam Make-up Day. Make up exams are arranged through the Main Office. IB policies with respect to missed exams are available from the IB coordinator, Mrs. Courish.
- If, in exceptional circumstances, a student has a valid reason for not completing some course work or not writing the final exam, the student must provide a medical excuse or other evidence acceptable to the school.

In such cases, the student will write a final exam or fulfill course requirements at a time determined by the administration and involved personnel. This may mean the student will receive an IP (In Progress) on their report card/transcript until such time as the student fulfills the specified expectations for completion of the course.

CREDIT

To receive credit for a course a student must receive a mark of 50 or higher.

Records of credits for students transferring from out-of-province will be assessed and the results of this assessment will be recorded on a form designed for that purpose. By provincial regulation a credit will only be issued for one course in each subject at each grade level.

STUDENTS REPEATING COURSES MUST REPEAT ALL REQUIREMENTS, AS IF THEY WERE TAKING THE COURSE FOR THE FIRST TIME.

Plagiarism: Presenting the writings, ideas or words of another as one's own without acknowledging the source(s) used.

Plagiarism is considered a serious academic offense and is addressed in CCRCE's Assessment Protocol. Plagiarism may lead to loss of credit for a particular assignment and/or course.

BOOKS: Books left in lockers are not the school's responsibility. Students should never depend upon someone else to return books. All books must be returned prior to the end of the semester.

Please Note: Receipt of marks may be delayed if students:

- (1) have not returned, replaced, or paid for school textbooks or calculators;
- (2) have not returned, replaced, or paid for library books;
- (3) have not returned, replaced, or paid for materials received for fundraising purposes

REQUIREMENTS FOR GRADUATION

All students require a minimum of 18 credits to graduate. No more than seven of the 18 credits (counted towards graduation requirements) may be at the grade 10 level, and at least five must be grade 12 courses. The following are compulsory credits for earning a 2019-2020 graduation diploma:

Language, Communication and Expression

3 English Language Arts, one at each grade level

1 Fine Arts: Visual Art, Art, Drama, Music, Integrated Fine Arts, Dance or Musical Theatre

Science, Mathematics and Technology

2 or 3 Mathematics, depending on grade level (see important note below for students in grade 10 and 11)

2 Sciences: one from Biology, Chemistry, Science 10, or Physics, and one other approved Science course

2 Others from Mathematics, Science, or Technology: eligible technology courses include Communications Technology 11; Multimedia 12, Construction Technology 10; Computer Programming 12; Design 11; Electrotechnologies 11; Exploring Technology 10; Production Technology 11 and 12, Architectural Drafting and Design 12, Home Trades Technology 12, Film and Video Production 12, Math for the Workplace 12, Housing and Design 12, Geology 12, Skilled Trades 10, Math Essentials 12, and others (including Pre Cal 12, Cal 12, etc.).

Personal Development and Society

1 Physical Education credit

1 Canadian History: Canadian History 11; African Canadian Studies 11; and Mi'kmaq Studies 10 are eligible courses

1 Global Studies: Global Geography 12, Global History 12, or Global Economics 12.

The above are minimum requirements for graduation and may not be sufficient for a student to meet entrance requirements for some post-secondary institutions.

NOTE: As a graduation requirement starting in 2020, students will be required to successfully complete three high school mathematics courses, one at each grade level (10, 11, and 12). This means students entering grade 10 beginning in September 2017 (and beyond) will require three mathematics courses.

In order to participate in Graduation Exercises a student must be a part of the active enrollment of the school.

It is the responsibility of each individual student to ensure he/she is enrolled in the courses that will allow the student to graduate, and to fulfill his or her post-secondary plans. The Student Services Department has many university and college calendars and information from other institutions. You are encouraged to discuss your program and future plans with a counselor.

International Baccalaureate (I.B.): C.E.C offers the two-year I.B. Diploma Programme to students. Students graduating from the I.B.D.P. will have different graduation requirements.

Potential Graduates Please Note: Throughout the year there will be announcements of specialized scholarships, application prerequisites and procedures, and deadlines. Different institutions have different criteria. However, **it is your responsibility to familiarize yourselves with such details that might apply to:**

- (a) Early application dates for individual university prestigious/presidential scholarships;
- (b) Testing dates for SAT (Scholastic Aptitude Test) for students hoping to attend an American university;
- (c) References;
- (d) Transcripts;
- (e) Out-of-province procedures.

We encourage you to make inquiries about these and other matters that concern educational planning.

International Students Please Note: Those planning to attend university should check with Student Services regarding the need to write the TOEFL exam

CHANGES IN COURSE SELECTION

Schedule organization for the next school year, based on students' course selections, is carried out in early spring. Classes are made up and individual timetables printed for the opening of school in September. **It is the student and parent's responsibility to request any timetable changes for the next school year before May 1st, providing space is available in requested courses.** This will increase the student's chances of being placed in his/her desired courses. Students are expected to complete all courses in which they have enrolled. All changes in program (course & level changes) must have parental permission.

CORRESPONDENCE COURSES

Correspondence courses are not considered a substitute for courses offered by the school. With promotion in each individual subject there is no need to enroll in correspondence courses since failed courses may be taken the following year without affecting progress in other courses. Approval by the principal for a correspondence course to be taken during the school year will only be given if the student needs this credit to complete graduation requirements in this school year or other extenuating circumstances.

SCHOLARSHIPS AND AWARDS

A number of significant scholarships and awards are available to CEC students who have met specific criteria including academic achievement, school and community leadership, character, etc. For application procedures and deadlines, see Student

Services. Students who receive external awards may have these announced at graduation by providing the necessary information to Ms. Rau in Student Services. For further information please visit the CEC Student Services web site: <http://cecstudentservices.ccrce.ca/>

HONOURS WITH DISTINCTION AND HONOURS

Honours with Distinction:

A student qualifies for Honours with Distinction if:

1. The student has passed all courses in which they were enrolled for the current school year.
2. The student's aggregate (total of six best scores) is 540 or higher, provided:
 - a. The English mark for the current grade level is included in the aggregate.
 - b. All six marks used to calculate the aggregate are 80% or higher.
 - c. All marks used in calculating the aggregate represent courses at the Academic / Advances / IB level. **No Open or Grad level courses may be used towards the aggregate.**

For the purposes of calculating aggregates, scores from Higher Level IB 12 courses and Mathematics 10 may be used twice.

Honours

A student qualifies for Honours if:

1. The student has passed all courses in which they were enrolled for the current school year.
2. The student's aggregate (total of six best scores) is 510 or higher, provided:
 - a. The English mark for the current grade level is included in the aggregate.
 - b. All six marks used to calculate the aggregate are 80% or higher.

For the purposes of calculating aggregates, scores from Higher Level IB 12 courses and Mathematics 10 may be used twice.

THE GOVERNOR-GENERAL'S MEDAL

The Governor-General's Medal shall be awarded to the graduating student who has attained the highest academic average. The average includes all grade 11 and grade 12 courses based on final results (and following receipt of marks from external examinations). In the event of a tie, the Principal shall determine to whom the Governor-General's Medal shall be awarded.

THE QUEEN ELIZABETH II MEDAL

The Queen Elizabeth II Medal shall be awarded to the graduating student who:

- 1) Has demonstrated a superior achievement in school studies in all three years of high school;
- 2) Has achieved an outstanding record in all aspects of school and community involvement;
- 3) Is graduating having satisfied the requirements for a Nova Scotia High School Graduation Diploma.

THE LIEUTENANT-GOVERNOR'S MEDALS

The Lieutenant-Governor's Medals (2) shall be awarded to two grade 11 students who exhibit leadership and service to the school combined with commendable academic standing.

CEC reserves the right to rank its students, considering the number of courses taken at the IB, advanced, and enriched levels in the process.



INTERNATIONAL BACCALAUREATE (I.B.)

The IB Diploma Programme is designed as an academically challenging and balanced programme of education with final examinations that prepares students for success at university and life beyond. The programme is normally taught over two years (grade 11 and 12) and has gained recognition and respect from the world's leading universities.

Since the late 1960s, the programme has:

- provided education that balances subject breadth and depth, and considers the nature of knowledge across disciplines through the unique Theory of Knowledge course
- encouraged international-mindedness in IB students, starting with a foundation in their own language and culture
- developed a positive attitude to learning that prepares students for university education
- gained a reputation for its rigorous external assessment with published global standards, making this a qualification welcomed by universities worldwide
- emphasized the development of the whole student - physically, intellectually, emotionally and ethically.

Students graduating from the I.B.D.P. will have different graduation requirements.

For further information, contact the IB coordinator at CEC, Mrs. Jenn Courish, CourishJL@ccrce.ca

CAREER EXPLORATION PROGRAM (CEP)

This three year secondary school program allows students to earn a Nova Scotia High School Diploma while also acquiring occupational skills in small class settings and on-the-job-training. The 4 week mandatory work placement component, completed each year, provides three co-op credits towards graduation.

Students who are 16 by the first week of work placement in grade 10 will participate in the work placement component; however, those students under 16 will remain in school. Students must participate in all aspects of the program, both academic and the co-op work placement.

There is an application process and a follow-up interview prior to admission to this program. The following is a list of shop options: Food Service; Retail; Human Care; Property Services.

Students completing the program will graduate with a Nova Scotia High School diploma and can either apply to community college or go directly to work. For more information, contact Student Services.

OPTIONS AND OPPORTUNITES (O2)

Options and Opportunities (O2) is a program designed to help students work towards a career or occupation in learning contexts that respond to their learning needs and provides linkages to the workplace, and other post-secondary destinations. Program Components include:

- Community Learning Partnerships
- Integrated Career Education and Planning
- Skills for the Workplace
- Flexible Design and Delivery for Grades 9 – 12, Career Academies
- Instructional Teaming
- Expanded Course Options
- Head Start in a Career
- Connecting with Families

For more information, contact Student Services.

CEC ACHIEVEMENT AWARDS

C.E.C. Achievement Awards (held in late May or early June each year) are designed to give public recognition to students who have made a significant contribution to various aspects of student life. **Students who maintain a commendable academic record throughout the year, demonstrate good citizenship, and have satisfactory attendance, while accumulating six or more participation points in a minimum of two activities, are eligible for an Achievement Award.** Students who receive an award in each of their three years at C.E.C. will receive a Distinction Award in their graduating year.

Participation points are awarded according to the following categories of school sponsored activities. An important division within Category I is the Special Events Organization*. Students involved with fund raising, organization of activities, etc. may be recommended by a teacher to be considered for receiving participation points in recognition of their efforts. Students may be awarded several points within this category during the year if they have contributed to a variety of special events.

Students involved in sports and band programs should note that it is not possible to gain points for related activities. Participation in an activity does not guarantee students the maximum number of points possible within the category. The advisor/coach supervising each activity will determine the actual number of points the student has earned, based on the individual's contribution to the activity, enthusiasm, attendance, commitment, etc. Activities may be added to, or removed, from the following list, depending upon whether the group has been active. To be awarded by recommendation of teacher/coach/advisor for:

Category I (0 - 1 point)

Leadership Conferences	Begbie Canadian History Contest	Technology Challenge
French Teaching Assistant	French Play School	Rotary Leadership Conference
Variety Show	Library Club	Musical Ushers
Christmas Float	Rotary Club Leadership	Musical Set Painting
Youth Parliament	Special Events*	Battle of the Books

Category II (0-2 points)

Art Club	BB/BS Peer Mentors	Prom
Announcements	Reach for the Top Club	Skills TV Video
Band – Executive	Recycling	Best Buddies
Robotics	Shared Reading Program	School Advisory Council
Math League	Ultimate Club	Skills 2D Animation
International Club	French Public Speaking	Badminton Club
Pride Society/GSA	Band Jazz Combo	Golf
Anti-Bullying Committee	NSSSA	

Musical: *Light and Sound, Props, Hair, Publicity, Set Construction, Prompter, Costumes, Assistant Stage Manager, Make-up*

Category III (0-3 points)

Grad Class Executive	Junior Varsity Sports
CEC Choir	Debate Club
Interact Club	Judo – Team
Musical Stage Manager	Table Tennis

Category IV (0-4 points)

Varsity Sports (except Golf)	Interact President	Choir
Cafeteria Worker	Reach for the Top Team	Cougar Café Staff
Band (Symphonic/Jazz)	Yearbook Committee	Student Council
Musical Cast		

Category V (0-6 points)

President of Student Council	Yearbook Editor	AV Sound/Tech Crew
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RESTORATIVE APPROACHES AT CEC

Why a Restorative Approach in Schools?

- School is a big part of a young person’s life. A restorative approach in school requires students to think about themselves and how they deal with one another, and to work on developing healthy relationships and learning how to manage conflict.
- Adopting a restorative approach in a school can have a positive ripple effect into the home and the community.

What are the benefits to students?

- A child’s first year, first month, first week, and even their first day in school will have a significant impact on how they view schooling for the rest of their lives and on how they view themselves relative to their peers. A restorative approach in the early school years and continued throughout a child’s education will have a strong influence on the individual.
- Students will have more opportunities to figure out how to be in appropriate relationships and to manage diversity. This has important implications for how students get along and will play a role in reducing bullying behaviours.
- A restorative approach gives students better skills and knowledge for problem solving.
- Students will largely avoid the stigma of being “sent to the office” or being suspended. We should not underestimate the negative side effects of a child’s experience at school if that experience involves multiple trips to the principal’s office or suspensions from school.

REQUESTS TO USE PREFERRED NAMES

Part of ensuring all students experience a safe and supportive environment means allowing students or their parent(s)/guardian(s) to submit an official request to enter their preferred name in the Student Information System (SIS), either verbally, or in writing. Once a request has been made and a student's preferred name has been changed in the SIS, it will be used on all school documents, such as report cards. Students' legal names will still appear on official documents (ex: academic transcripts, diplomas, referrals to outside agencies, etc.). This choice reflects Nova Scotia's commitment to safe and inclusive schools.

SCHOOL POLICY: BEHAVIOUR

It is the purpose of Cobequid Educational Centre to provide the facilities and staff necessary for a quality education for all students. It is our belief that to do this, we need to provide diversity of experience as well as excellence in individual courses, programs, and extra-curricular activities. It is the aim of our school to provide our students not just with the knowledge, skills, and attitudes necessary to become life-long thinkers and learners, but also to develop them to the fullest of their potential academically, and as good citizens. To this end, each student must be treated as an individual. Staff, students, parents, and community should strive to work together in a cooperative way, respecting each other and observing common courtesy in all interaction both in the classroom and out.

Working from the premise that our students *are* good citizens, we feel most potential discipline problems can be avoided through common courtesy, respect for others, and respect for self.

It is the right of each student to have a well-rounded educational experience. Along with rights come responsibilities. It is the responsibility of educators to provide the opportunity for each student to achieve his/her educational goals. It is the responsibility of parents to provide material needs, encouragement, and guidelines for behavior as it relates to education. It is the responsibility of each student to attend regularly, behave appropriately, and work to the best of his/her ability. The teaching of responsibility is itself an integral part of the educational process.

Nova Scotia's Provincial Code of Conduct can be found at the following link: <https://www.ednet.ns.ca/provincial-school-code-conduct-policy>

Students should note: Lockers and desks are considered school property and there is no expectation of privacy. A search of such property may be conducted by the school. All school and Code of Conduct expectations carry over to students on-board school buses, as well.

DRESS CODE

While CEC does not impose a formal dress code, no clothing which promotes illegal or hate-related messages is permitted.

SCHOOL POLICY: ATTENDANCE

Attendance in each course is expected at the Cobequid Educational Centre, and is necessary to achieve academic success. **There is no substitute for the full educational benefits of being in class.** Students attending C.E.C. must assume personal responsibility for attendance in all courses in which they are registered. A student who has failed to attend a class for any reason is deemed to be absent. Unless it is school generated, a parent or guardian must excuse each absence from class. ***Parents should call the school (902-896-5700) to excuse a student or send a written excuse. Notes should be passed in at the Main Office and not to the teachers. All absences must be excused by the parent/guardian within five (5) school days of the student's return to school. Students who have not had their absences excused to the satisfaction of the administration of the school will not be permitted to "make up" any missed work, assignments, and tests.*** For excused absences, it is the responsibility of the student to make arrangements with the affected teachers to have missed work made up within eight school days of the absence(s).

The administration will not accept excuses for students who remain in the building or surrounding areas. If a student is physically present, they are expected to be in EACH class.

The school reserves the right to ask for medical documentation for long-term absences. Any work packages that are necessary due to serious long-term medical situations must be arranged through the appropriate vice-principal.

****It should be noted, teachers are under no obligation to provide advance work packages for students missing school time for travel/vacations. Arrangements for making up missed work and assignments is the responsibility of the student upon returning to school.**

The following are the procedures to be followed in the event a student misses a class or classes and the consequences when absences are not excused for legitimate reasons.

- a) Teachers will keep a record of attendance for each class.
- b) Parents who know in advance that their son or daughter will be absent from class are asked to inform the school by phone or note prior to the absence. *An email excuse to the student's Vice-Principal, Administrative Assistant Debbie McLaughlin, or Principal Kaulbach are also accepted within the five school day period.*
- c) Students who must leave school during the day are required to "sign out" in the main office. Failure to do so may be considered truancy. Signing out does not excuse an absence. Parents/Guardians must still contact the school

- to excuse an absence when a student signs out.
- d) While students are attending extra-curricular activities or on school trips and under the supervision of a teacher, they are considered "in attendance" on days when school is in session. They will be recorded as being excused (student activity) from each class that they miss.
 - e) Students arriving late for school, and **who have a written excuse**, are to report to class immediately, and give the excuse to the teacher. If this occurs within the first half hour of the class, the student will not be marked late or absent. However, persistent lates will require further documentation and intervention by the student's V.P.
 - f) Students arriving late for class are responsible for checking with the teacher at the end of the class to ensure they have not been recorded as absent.
 - g) Students, who accumulate excessive "lates" for classes, may be required to serve a detention for the class in which they have been tardy. Suspension from school may result if the chronic tardiness persists.
 - h) Teachers will advise parents when a student's unexcused absences in his or her class become excessive. If the teacher believes the student has "skipped" a class, immediate contact may be made. Any in-class assessments missed due to "skipping" **cannot be made up**.
 - i) An automated system will be used to provide parents with prompt information on students who have been absent without excuse. Generally, you will be phoned at home in the evening of the day following such absences.
 - j) Exams missed require a medical or similar excuse provided by the end of the exam period, if the student is to be permitted to write a make-up exam.

PROVINCIAL POLICY ON ATTENDANCE

The EECD Student Attendance and Engagement Policy, which applies to all students/schools in the province, is accessible here: www.ednet.ns.ca/student-attendance-and-engagement-policy CEC complies with the expectations of the student attendance policy.

EXAM EXEMPTIONS

FROM CCRCE, August 29, 2019:

- *CCRCE's Exam Exemption Protocols are currently under review. As part of the review process, we are engaging our School Advisory Councils (including students on SACs and/or student groups), in discussions this fall to explore the impact and implications of these protocols*
- *Please note, it is possible that Exam Exemptions could be discontinued during this school year. A decision, however, will not be made until after Principals have had the opportunity to dialogue at their sites and we collectively and objectively reflect on what we learn. (-Karla Mitchell, System Supervisor, CCRCE)*

If Exam Exemptions do proceed in 2019 – 2020:

Students must meet the following criteria to be eligible for an exemption in a

semester: A student shall not accumulate any more than six (6) excused absences in any full credit course within any one semester and no more than three (3) excused absences in any half credit course. School related absences will not be included in these totals. Any student who has accumulated an out-of-school suspension is not eligible for an exemption in that semester. A student may request to be exempt from no more than one final assessment/exam per semester provided the student has completed all major assessment components (other than final assessments/exams) in each of his/her courses. ***The above applies only to CEC based exams. A more complete explanation/criteria will be available through your V.P. or "A" Block teacher.***

Students and parents are asked to regularly monitor the Parent/Student Portal for attendance. Any errors need to be corrected within the specified five-day period related in the Attendance Procedures.

For further information, please refer to CCRSB's web page regarding Exam Exemptions: www.ccrce.ca/exam-exemptions

PARENT PORTAL

With the school's current Student Information System, **PowerSchool**, parents are able to contact the school to request a username and password to gain access to their child's daily attendance and grades online. Parents will notice marks in various columns when accessing their child's class information:

Q1 = 10 week mark - semester one

Q3 = 10 week mark - semester two

S1 = semester one (ongoing class mark)

Y1 = semester two (ongoing class mark)

E1 = exam mark

F1 = final mark

SCHOOL EXPECTATIONS

1. Students are reminded to respect our building and the work of our custodial staff. Everyone is responsible for properly disposing of any food, drink, or garbage in the proper receptacles placed throughout the building. Students are welcome to bring their bagged lunch to the cafeteria, however any food purchased outside of CEC during the lunch period cannot be consumed in the cafeteria.
2. The Audio Visual (AV) Room and the offices (Main Office and Student Services) are "hat free" zones and students are expected and reminded to

remove headwear upon entering these spaces. Hats in the classroom are at the discretion of the teacher and those classroom rules must be respected by all students.

3. Visitors to the school are expected to report to the Administration Office immediately upon entering the building.
4. During announcements students are to remain in their seats and listen to the messages being shared.
5. Whenever the **fire alarm** rings, all persons are to leave the building immediately and move to the far side of the road on each side of the building. The ringing of a false alarm is an indictable offense under the Criminal Code and the Provincial Code of Conduct.
6. Lockers - Students should not leave valuables in lockers and only locks rented from the school are permitted on the lockers. Combination numbers should be kept private. Lockers remain school property and are subject to inspection at any time. The school will not be responsible for valuables or books left in lockers.
7. The school is locked at 4 pm each day. Students in the school after that time for extra-curricular activities must be under the direct supervision of a teacher or school approved personnel. C.E.C. maintenance staff makes security checks of the building periodically. Students are to give their cooperation to persons carrying out such checks and give their name and the group to which they belong when requested. Students not involved in extra-curricular activities are to leave the school by 4:00 p.m. Students waiting for drives after this time are asked to wait in the front foyer.
8. Because students learn in a variety of ways CEC has implemented **Bring Your Own Technology**. Using technology for student learning is one method of acquiring and developing the skills, attitudes and knowledge students will need to become literate, technologically skilled, informed and caring digital citizens in the global community. In an effort to continue to support students in developing the skills needed for collaboration, communication, creativity and critical thinking, student personal technology will be able to access the guest network on school grounds. The use of personal technology is optional and appropriate technology will continue to be available to all students to support learning.

An important component of Bring Your Own Technology is education about appropriate Digital Citizenship. Cyber-safety will be reviewed with students and reminders/reinforcements will be offered regarding digital citizenship. **Students will follow class and school policies and guidelines and CCRCE's Acceptable Use Policy while using personal technology.**

****Unless cellphones are a specific part of a class instruction, they are to be turned off and stowed in backpacks during class time.**

9. Use of tobacco and/or e-cigarettes are not permitted on the properties of the Chignecto-Central Regional Centre for Education, including the grounds of CEC.
10. Unacceptable behaviours endanger the well-being of others, result in damages to property, and/or significantly disrupt learning environments. These will be addressed in a progressive manner appropriate to the circumstances and according to the Provincial Code of Conduct. A link to the Provincial Code of Conduct can be found on the CEC web-site. Students suspended from school are not permitted to enter the school building or grounds or participate in any school activity during the period of suspension unless otherwise authorized by the school administration. A parent/teacher interview may be required before the student is readmitted to school. In cases of suspension from school, it is the student's responsibility to write make-up tests, hand-in assignments, do labs, etc. that were missed while suspended. Such work is to be done at a designated time set by the subject teacher.
11. PARKING – Students who wish to park in the school or Colchester Legion Stadium parking lots must purchase a Parking Pass (\$5.00) from the Main Office. The parking lot at 60 Lorne Street (CCRCE offices) is off limits, as are staff parking areas.
12. Short Cuts – For safety reasons, students are not permitted to walk through the parking lot of 60 Lorne Street when walking toward Queen Street. The vocational gym (located in 60 Lorne Street) is also off limits as a short cut to the CEP Café.

SCHOOL DANCES

Throughout the year there will be a number of school dances open **only to students of CEC** who have a valid 2019 - 2020 Student I.D. The dances are from 8:00 – 10:30 pm with doors closing at 9:30 pm. Dances are school functions. There will be zero tolerance for possession, and/or being under the influence, of alcohol or drugs. Students should not bring handbags/backpacks for security reasons. A coat/bag check will be provided and will be mandatory.

STUDENT FEES

Package Includes:

- A: \$20 - **CEC Student ID** (required for participation in extra-curricular activities)
- B: \$20 - **Locker Rental** (includes lock, \$2 refunded on return)
- C: \$50 - **CEC Yearbook** (full colour)*
- D: \$30 – **Student ID and Locker Rental**
- E: \$75 – **Student ID, Locker Rental, and Yearbook**
- F: \$50 - **Family Rate for 2 siblings** (ID and Locker)
- G: \$60 – **Family rate for 3 siblings** (ID and Locker)
- H: \$130 - **Family Rate for 2 or more siblings** (ID, Locker, and Yearbook)
- I: \$170 - **Family rate for 3 or more siblings** (ID, Locker, and Yearbook)

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege rather than a right. Such activities are intended to provide opportunities for students to broaden their experience through healthy competitions and social interactions with other students. However, such activities are based on the assumption that participating students are devoting themselves to their academic responsibilities to the best of their abilities and not sacrificing academic performance by over-involvement in extra-curricular activities.

To be eligible to participate in any extra-curricular activity a student must have a valid 2019 - 2020 Student I.D., be considered full-time (enrolled in at least three courses per semester, and/or six for the school year.) and have *not failed more than one course in each reporting period in each semester.* Those ineligible because of failing to meet the academic requirements will have their circumstances reviewed by the Eligibility Committee, who will determine whether or not they participate and under what conditions. (NOTE: To be eligible to participate in activities commencing prior to the mid-semester report in November, returning students must not have failed more than two courses in 2018 - 2019.) Part-Time/Fourth Year students are eligible for certain activities at the Principal's discretion and will also be subject to the Eligibility Committee in regards to the courses they have selected to retake.

Excessive absences and/or lates may be cause for a student to be deemed ineligible or for removal from a sport or extra-curricular activity at CEC. The Eligibility Committee and the Administration may deem a student ineligible based on a review of attendance or excessive lates.

Students may be dropped from extra-curricular activities at any time if they are negligent of their studies, not attending classes regularly, or act in a manner that is damaging to the educational environment of the school. A copy of CEC's Extra-Curricular Cougar Policies is available at the end of this document.

NSSAF policy states that a student on entering grade ten has three (3) years of eligibility for participation in varsity sports from the date of entry, and is only eligible if registered as a full-time student. A full-time student is registered in at least three courses per semester. The age limit of all student athletes is under 19 years as of Sept. 30th of the current school year.

STUDENT SERVICES

The Student Services office is available to all students to assist in achieving the maximum benefit and satisfaction from your years in this school. What you require may involve help with some aspect of your education or it may involve helping you to make necessary choices or decisions, or to solve some personal problem involving school, home or community. Students should become familiar with the services available and with the counselors and staff who are prepared to help them.

To provide the assistance you need, the following persons are available in Student Services:

Counselors

Mr. Tom Shreve – Grade 10
Ms. K. Gloade/Mrs. L. Fisher – Grade 11
Mrs. S. Nisar – Grade 12
Mr. Les Mullings – Inclusive Education Guidance

Registrar

Ms. M. Daneau

Administrative Assistant

Mrs. M. Rau

Student Support Staff:

African Nova Scotian Support

Mrs. D. Dixon

First Nations Teacher

Mr. B. Vance

Site-Based Planning Team Chair

Ms. K. Bower

The assistance you request is provided by the following services:

- a) INDIVIDUAL COUNSELLING - (educational, personal, vocational, and social)
- b) REGISTRATION AND COURSE PLACEMENT
- c) ORIENTATION
- d) GROUP SESSIONS for special concerns
- e) UP-TO-DATE INFORMATION CENTRE - Career education is an on-going process that involves several components: self-awareness, occupational information, career training paths, and educational requirements for specific careers. It is important to begin this process in grade ten and continue with regular visits to Student Services which has an up-to-date information centre including comprehensive material, post-secondary education, trade and technical school information. This department makes available a variety of information on many occupations, both traditional and non-traditional. In addition, Student Services also have a referral service to Career Works Nova where students have access to career testing and information. It is important to make yourself acquainted with requirements for various occupations early in your high school career - not so much for you to decide upon your future, but so you will be better prepared and knowledgeable about the possibilities.
- f) REFERRALS for professional assistance (i.e. psychological, legal, social, health, etc.)
- g) POST-SECONDARY INFORMATION DAY - Representatives from Maritime universities and community colleges and business schools provide an evening session for parents and a half-day session for students.
- h) Publication of SCHOLARSHIP opportunities and information of particular interest to students of this school is updated regularly on the Student Services website. Students and parents should monitor this regularly and be attentive to deadlines.
- i) PROCESSING APPLICATIONS to universities, colleges, institutes of technology, and schools of nursing.
- j) SITE-BASED PLANNING TEAM coordinates referrals for students who are not achieving in their particular program of study.

SCHEDULING AN APPOINTMENT

A student may schedule an interview with the counselor of his/her choice by:

1. Directly arranging it with the Counselor; or,
2. Seeing Mrs. Rau in Student Services;
3. Filling out an appointment card and having the classroom teacher for that period sign the card. This is a courtesy to the classroom teacher.

CONFIDENTIALITY

The development of any counseling program must have as its basis the principle of confidentiality. For those of you for whom this is a new experience, we wish to assure you that discussions with counselors are private and will remain so. We maintain confidentiality provided the safety of the student or others is not at risk.

PERSONAL MESSAGES

The school cannot accept or deliver personal messages for students. Only messages of an urgent nature will be taken, and parents are asked to contact the appropriate vice-principal in such circumstances.

SCHOOLS PLUS

SchoolsPlus is a convenient place for government and other services to be delivered to students and families. This approach will make it easier for professionals to collaborate with each other on behalf of children, youth, and families. SchoolsPlus has a facilitator and a community outreach worker. They are liasons between the school and the community. Their job is to advocate, coordinate, and expand services for students and families.

CEC YOUTH WELLNESS CENTRE

The CEC Youth Wellness Centre is committed to helping empower the youth of CEC to promote, maintain and improve their health. The Wellness Centre will provide services that include health education and counseling, health promotion, illness prevention and referrals to community support services. We believe that youth should have access to health services that foster comfort, autonomy and respect. The Centre will assume that services offered are accessible and confidential. Working in partnership with expert health care resources in place within the community, the Centre is staffed with a Nurse Coordinator. All students are encouraged to take advantage of the services provided by the Centre. The Wellness Centre is located next door to Student Services.

LIBRARY

Location: Second floor, front.

Hours: 8:00a.m – 3:30 p.m.

The school library is a combination of human resources, learning resources, facilities, equipment, and processes that help students reach their full potential as informed decision makers.

The library strives to:

- develop life-long interest in reading for information and enjoyment
- create an atmosphere that encourages intellectual and creative activity
- develop the ability to locate and select information
- develop skills to critically examine and judge resources.

The library provides access to:

- books, magazines, and newspapers
- audio-visual materials
- databases
- Chromebooks, desktop computers, and iPads
- printer, photo copier, and scanner

Borrowing books:

- books are on loan to students for a period of two weeks and can be renewed
- books can be borrowed from any CCRCE library
- a hold can be placed on materials currently on loan to another student.

Generally, expectations for student behavior are the same for the library as they are for the classroom.

Please visit the library blog at <http://ceclibrary.blogspot.com/> to see postings regarding library activities, new purchases, research guides, and much more.

YEARBOOK

Graduates: All potential grads should be represented in the *Excalibur* Yearbook with both a picture and grad write-up. Only official photos will be included in the grad section. No casual headwear and no props may be included in a formal graduation portrait. Fun photos may be included in a separate section of the yearbook but formal portraits must meet the stipulated requirements.

Only those students who have a portrait taken at CEC or by one of the school photographers will have their portrait in the book. Substituting an alternate high-resolution digital picture will be permitted, **but you MUST have had a portrait taken at the school.**

All students will have a school photo taken for identification purposes (School ID) and for inclusion in the yearbook. No hats, casual headwear, or props may be included in these pictures.

ATHLETICS

Athletics form a large part of school life at C.E.C. Several inter-school sports are offered including: football, table tennis, snowboarding, basketball, volleyball, hockey, curling, soccer, badminton, track and field, rugby, golf, skiing, and cross-country running. Any new students to the school who are interested in football, volleyball, or soccer should check at the Athletic Offices during the first day or so of school as practices may have already begun.

Participation in athletics, and extra-curricular activities in general, is very important in making new friends and in really becoming a part of the school.

All new students are strongly urged to try out for teams. C.E.C. has a reputation for excellent programs and coaches, and becoming a part of one of our teams will be an enriching experience for you.

Team managers, video people and statisticians also fill important roles in athletics. As well, the Cougar Crew is a group of students that assist in the running of athletic events by acting as minor officials, by acting as gate workers at football games, painting the lines for soccer games, etc. If you have interests in these areas please contact the Athletic Director as soon as possible.

All athletes are subject to the CEC Extra-curricular Cougar Policies for behaviour and eligibility. (See Eligibility Requirements on page 23)

PARTICIPATION

Due to practice schedules, competition schedules, and NSSAF seasons of play, it is very rare for a student to be able to participate in more than one varsity sport per season.

JUNIOR VARSITY/DIVISION #2

These teams are developmental teams made up of grade 10, 11 and 12 students.

Fund-Raising

Team members are expected to actively participate in all school fund-raising events. A percentage of Student Council funds are allotted to athletics.

All student athletes must purchase a valid CEC Student ID for the current school year.

SCHOOL ADVISORY COUNCIL

CONTACT: Delcina Dixon, Chair (dixond@ccrce.ca)

Under the provisions of the Education Act, a School Advisory Council was formed in accordance with the laws and accompanying letter of Agreement. The School Advisory Council membership consists of parents, community representatives, students, teachers, support staff, a student services representative and the principal. The mandate of the Council is to participate in an advisory capacity with planning and decision making affecting Cobequid Educational Centre including: School and School Board policies, programs, and services; collaborating with school staff in developing a school improvement plan; reviewing an annual report that describes school improvement activities undertaken during the year, specific results that have been achieved and factors that influenced the results.

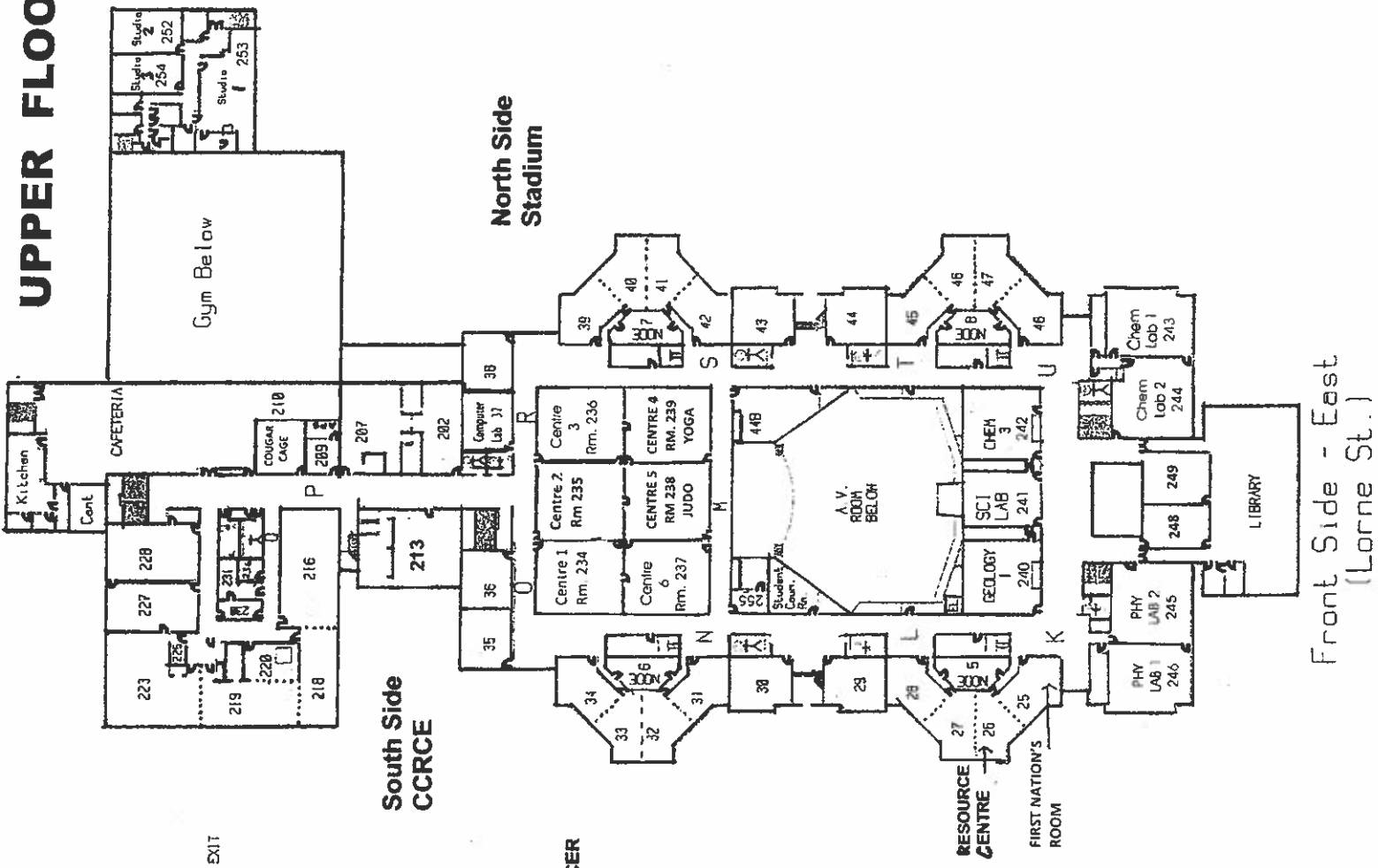
VAPING AND SMOKING

It is illegal for anyone under the age of 19 to utilize tobacco or vaping devices/products. Students who choose to participate in these activities must do so outside the school building and off school property (smoking permitted on front sidewalk in front of CEC). Warnings and suspensions will be issued as per the NS Provincial Code of Conduct. Persistent issues with regard to smoking and vaping will be dealt with by Truro Police Services and may result in tickets or charges.

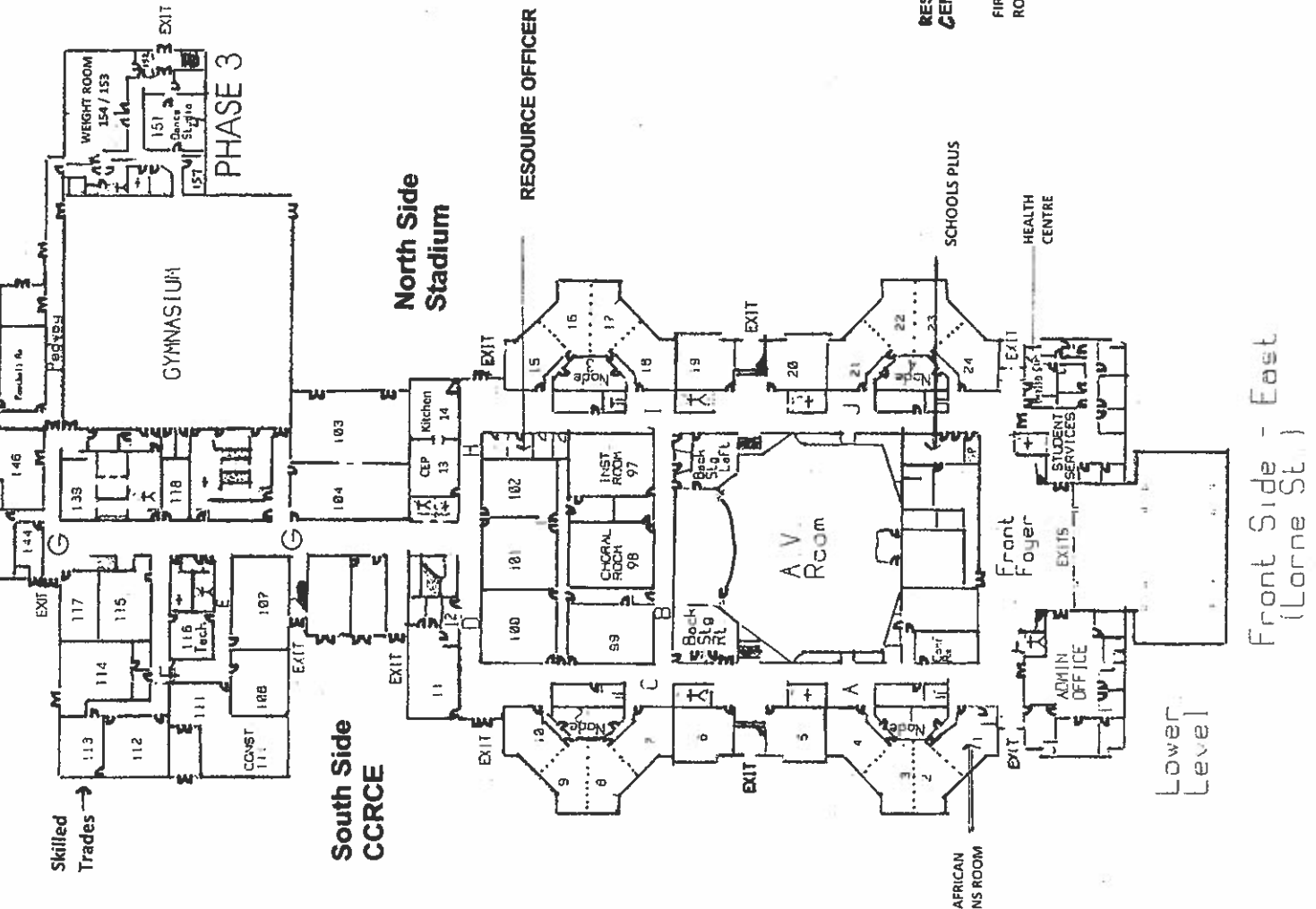
Daily Schedule

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
8:50 – 10:00	A	B	C	D	A	B	C	D
10:00 – 10:20	Reading Period	Reading Period	Reading Period	Reading Period	Reading Period	Reading Period	Reading Period	Reading Period
10:20 – 10:30	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:30 – 11:40	B	C	D	A	B	C	D	A
11:40 – 12:35	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12:35 – 1:45	C	D	A	B	C	D	A	B
1:50 – 3:00	D	A	B	C	D	A	B	C

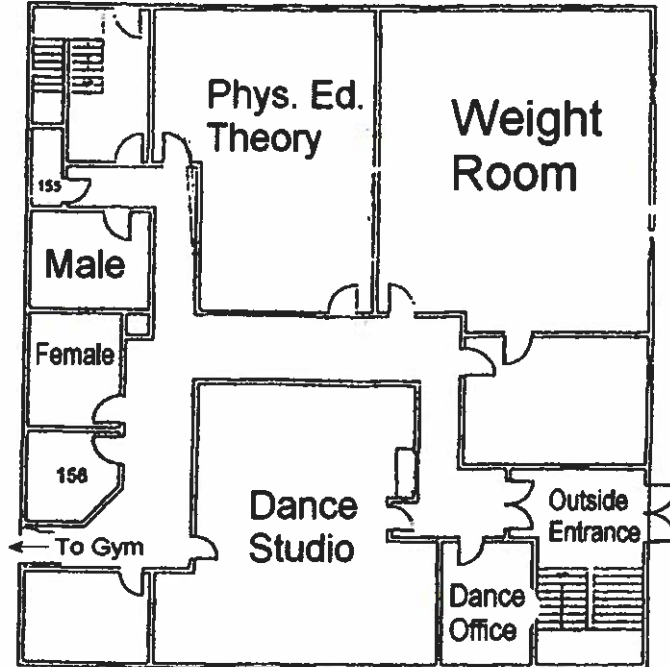
UPPER FLOOR



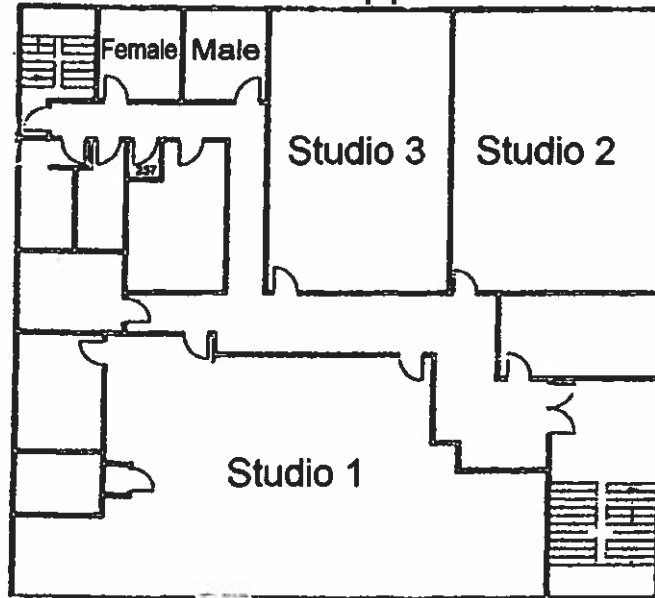
LOWER LEVEL



Phase 3 - Lower Level



Phase 3 - Upper Level



**Cobequid Educational Centre
Extra-Curricular
COUGAR POLICIES**

Extra-curricular sports and activities are a privilege. You are a student first. Your academics are why you are in school. Participants in all extra-curricular activities must be aware that, as a member of the team/group/activity you are representing your team, school, and community and consequently must act accordingly.

1. Maintaining good academic standing and commendable attendance is essential for participation in all school activities. For specific expectations refer to *ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES* on page 23 of the CEC Student Handbook (CEC website/ document depot).
2. Violations of the Provincial Code of Conduct (unacceptable behaviors) may result in immediate removal from a sport or activity.
3. Respect for the rights and property of others must be in evidence at all times.
4. Be on time. Being late shows disregard for your peers and your advisors.
5. Work hard. You are a member of a school program and should strive to be the best participant possible.
6. Communicate with your advisors and fellow participants. Most problems come from a lack of communication. No one can read your mind.
7. You will be expected to make some sacrifices. If you are going to do your best it requires a strong commitment. You must establish your priorities, including academics, and then set up a schedule which reflects these priorities.
8. When representing your group/activity you are expected to dress appropriately.
9. Your degree of participation is based on the level of commitment you make to your group/activity and is at the discretion of your advisor(s).
10. The use of alcohol, drugs, tobacco and e-cigarettes/vapes are not permitted at any time while participating in or representing your group/activity.
11. Coaches / Advisors are in charge at all times and participants must abide by their guidelines.
12. To participate in any extra-curricular activities you must be a full time student (enrolled in minimum of 3 courses per semester).
13. Participants are expected to put back into the program as much as they receive. This means involvement in fundraising, volunteering, attending student council sponsored events, supporting other school groups, and helping out with special projects. All participants must purchase a CEC student ID.
14. Honour your peers with your best effort. Treat the other participants, volunteers, and spectators as you would like to be treated.
15. Inappropriate use of all social media (Facebook, Twitter, et al.) is not acceptable. Respect yourself and all others when utilizing these public forums.

I acknowledge that not following any of the above policies may result in removal from any school group/activity at the discretion of coaches, advisors and administration.

Student Participant (Please Print): _____

SIGNATURES :

Student Participant: _____ Date: _____ Parent : _____ Date : _____

Coach / Advisor: _____