



**Carbonear  
Collegiate**

# Carbonear Collegiate

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## **STAFF LIST**

### **ADMINISTRATION**

Mr. E. Russell - Principal  
Ms. C. Roberts - Assistant Principal

### **CURRICULUM/ADMINISTRATION COUNCIL**

Mr. D. Noel - Guidance  
Mr. S. Cashin - Athletic Director  
Mr. D. Fillier - Language Arts Department Head  
Mr. S. Peach - Science Department Head  
Ms. W. Pilgrim - Student Support Services Department Head  
Ms. W. Legge - Math Department Head  
Mr. G. Seymour - Social Studies Department Head  
Mr. J. LaFitte - Technology/Learning Resources

### **TEACHING STAFF**

Ms. D. Bowering - French  
Ms. S. Harnum - Challenging Needs  
Ms. D. Hogan - Math  
Mr. E. Jarvis - Social Studies  
Mr. R. Jayne - Social Studies  
Mr. D. Kennedy – Math/P.E  
Ms. K. King - Science  
Ms. S. Penney -Instructional Resource  
Mr. S. Peters - Science  
Ms. M. Taaffe-Smith – French  
Mr. K. Thomas -Instructional resource  
Mr. P. Thomas - Math  
Ms. A. Whelan - Music/Drama  
Ms. P. Whelan - English  
Mr. M. White – Technology  
Ms. K. Worthman - Art teacher  
Ms. L.L. Wrice – English  
TBA - Science  
TBA - Instructional Resource

### **SUPPORT STAFF**

Ms. E. Hoskinson - Secretary  
Ms. A. Porter - Secretary  
Ms. D. Bartlett - Custodian  
Mr. D. Flynn – Custodian  
Mr. R. Wrice - Custodian  
Ms. P. Doyle - Student Assistant  
Ms. C. Hiscock - Student Assistant  
Mr. P. Hurley – Student Assistant

**MISSION STATEMENT**

It is the mission of Carbonear Collegiate, a community-minded centre, to provide a program that facilitates the development of each student within a caring, supportive learning environment which allows the student to reach his/her potential as a productive member of society.

**SCHOOL HOLIDAY SCHEDULE 2011-2012**

| <b>MONTH</b> | <b>HOLIDAYS</b>                                                        |
|--------------|------------------------------------------------------------------------|
| September    | September 6 – Administration Day<br>September 7 – Reopens for students |
| October      | Thanksgiving Day October 10                                            |
| November     | Armistice Day November 11                                              |
| December     | Christmas Recess Begins Dec 22                                         |
| January      | School reopens January 3                                               |
| April        | Easter Break begins April 6<br>School Reopens April 16                 |
| May          | Victoria Day May 21                                                    |
| June         | June 21 - Last day for students<br>June 22 - Administration Day        |

**REPORTING PERIODS**

| <b>Reporting period</b> | <b>Reports released</b> | <b>P.T. interviews</b> |
|-------------------------|-------------------------|------------------------|
| Mid semester one        | November 15             | November 17            |
| Midyear                 | February 7              | February 9             |
| Mid semester two        | April 19                | By appointment only    |
| Final report            | June 21                 | NA                     |

**STUDENT EXPECTATIONS**

Carbonear Collegiate believes in creating a safe and caring environment for our students. Our “Sentinel Standards” provide clear expectations for our students within that environment.



**Carbonear Collegiate**

**“Sentinel Standards”**

|                |                                                              | <b>Expectations</b>                                                                                                              |                                                                                                                                                       |                                                                                                                                                                        |                                                                                                                    |
|----------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Setting</b> |                                                              | <b>Learning</b>                                                                                                                  | <b>Self</b>                                                                                                                                           | <b>Others</b>                                                                                                                                                          | <b>Environment</b>                                                                                                 |
|                | <b>In-Class</b><br>(labs, fitness room, shop, library, gym)  | Classroom instruction ends by teacher dismissal<br><br>Be attentive<br><br>Be an active listener<br><br>Be an active participant | Be on Time (prompt)<br><br>Use washrooms prior to class-time<br><br>Be organized                                                                      | Respect differences<br><br>Respect others learning space<br><br>Ensure all electronic devices are off and are visible                                                  | Keep food out of classrooms<br><br>Keep desks tidy<br><br>Return equipment and resources                           |
|                | <b>Common Area</b> (café, hall, stairs, washrooms)           | Be a good listener<br><br>Remember volume in halls and stairwells                                                                | Use appropriate physical contact<br><br>Keep floors clean<br>Use lockers to store personal belongings                                                 | Keep stairways free<br><br>Keep book bags off the floor<br><br>Keep right in stairs and hallways<br><br>Maintain center aisle for student movement                     | Be clean<br><br>Wait your turn for food and service                                                                |
|                | <b>Outside Building</b><br>(bus, field trips, co-curriculum) | Respect alternate learning environments<br><br>Maximize learning opportunities                                                   | Honor commitment to others/teammates                                                                                                                  | Respect abilities and co-participants<br><br>Change in appropriate areas                                                                                               | Respect rules and regulation of different venues                                                                   |
|                | <b>All</b>                                                   | Make learning a priority                                                                                                         | Follow procedures<br><br>Be properly dressed<br><br>Use appropriate language/volume<br><br>Act appropriately<br><br>Use good manners<br><br>Be honest | Respect personal space<br><br>Respect differences<br><br>Report inappropriate/questionable behavior<br><br>Share resources/equipment<br><br>Respect other's belongings | Put garbage and recycling on proper containers<br><br>Respect school property<br>Maintain a smoke-free environment |

### DEMERIT SYSTEM

#### GENERAL

Breaches of discipline will result in demerit points and shall be recorded at the main office. For each demerit point, there will be a reprimand or counseling as required and, in specific cases, parental contact will be necessary. Demerit points will only be given by the administration.

| Offence                                                        | Points                                                    | Consequence                                                             |
|----------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|
| Late for class<br>(3 times)                                    | 2                                                         | Parental Contact<br>Reprimand                                           |
| Reporting to class without<br>required materials.<br>(3 times) | 2<br><i>1 pt. for each<br/>additional<br/>occurrence.</i> | Parental Contact<br>Reprimand                                           |
| Misbehavior in class                                           | 3                                                         | Reprimand                                                               |
| Offensive /Inappropriate<br>Language                           | 3                                                         | Reprimand                                                               |
| Electronic device                                              | 3                                                         | Reprimand and confiscation                                              |
| Rude / Discourteous                                            | 5                                                         | Reprimand<br>Parental Contact<br>Detention                              |
| Cheating                                                       | 5 along with a<br>mark of 0%                              | Reprimand<br>Parental Contact<br>Detention                              |
| Skipping Class                                                 | 5                                                         | Reprimand<br>Parental Contact<br>Detention                              |
| Smoking on school<br>property                                  | 10                                                        | Reprimand<br>Suspension<br>Parental Contact                             |
| Fighting                                                       | 10                                                        | Reprimand by Administration<br>Immediate Suspension<br>Parental Contact |
| Insubordination                                                | 10                                                        | Suspension<br>Parental Conference Required                              |
| Other/Administrative                                           | Administration                                            | Administrative Discretion                                               |

After 5 demerit points, detention will result and students may be referred to the guidance counselor. Parents will be advised of referral. Accumulation of 10 demerit points will result in a suspension. A parent conference will be required. Demerit points will be deducted from the student at a rate of 1 per month for each month that no office referrals occur.

### **DISCIPLINE POLICY - DUE PROCESS**

If a student is a behaviour problem in class, is not completing assigned work, or is frequently late for class or homeroom, the procedure to follow is:

-The teacher will discuss the issue with the student and make a written record of the conversation. This will serve as the student's warning.

-If the problem persists, the teacher will speak to the student again, contact his/her parents and make a written record of the conversations.

-If the problem continues to persist, the teacher will complete a written report and refer the student to administration who will meet with the student to discuss the problem. A written report of this meeting will be put in the student's discipline file.

-If these attempts do not improve the student's behaviour, the administration will involve the parents, the guidance counsellor and finally the School Board to deal effectively with the student's behaviour.

**NOTE: The Guidance Counsellor can become involved at any time if the teacher, parent or administration feels that it is necessary or advisable.**

### **SCHOOL BUS REGULATIONS**

1. The school bus system is an extension of the school. Students are required to obey the rules and regulations of the bus driver. The bus driver is always fully responsible for the safety of the bus and the passengers.
2. Smoking is not permitted on the bus.
3. Students must avoid crowding and pushing while getting on and off the bus.
4. Students are not to move toward the bus at the loading zone until the bus has come to a complete stop.
5. Students must not leave seats while the bus is in motion.
6. Students should never stand in the doorway of the bus while waiting for the bus to stop.
7. Student misbehavior can result in detentions, warning letters and/or bus suspensions.
8. Our school does not permit students to transport other students to and from school sponsored events.

### **SCHOOL DANCES**

1. The number and dates of school dances will be determined by the administration and the student council.
2. Dances other than those listed above must be approved by the administration and staff. A two (2) week notice must be given for special dances. This request shall be made to the teacher advisor of the Student Council.

3. Each dance will have at least eight (8) teacher chaperones.  
All students of Carbonear Collegiate will be permitted to attend dances unless suspended for some reason. This does not include the Prom dance.
4. Students of Carbonear Collegiate may sponsor students from other schools to dances. Student sponsors are responsible for the conduct of their sponsored students.
5. The student council must submit a list of names of students being sponsored and the sponsor, to the administration one (1) day prior to each dance.
6. Any student who violates school rules at a dance will be ejected from the dance and dealt with by the Administration.
7. The following rules will be in effect during each dance:
  - a) Doors open at 7:45 p.m., close at 9:30 p.m.
  - b) All dances will end at 11:00 p.m
  - c) The upstairs of the building will be off limits during all dances.
  - d) Students are not permitted to leave the building once they have entered. Students who leave the building during the dance will not be permitted back again.
  - e) All students/guests must leave their coat/jacket at the coat check-in area before entering the dance.
8. Duties of student council:
  - f) Control opening and closing of doors.
  - g) Organize ticket sales.
  - h) Form a decorating committee for school dances.
  - i) Set up chairs in gym.
  - j) Establish a clean-up committee. The gym must be cleaned before the building is secured at the end of each dance.
9. Dances will not be held on Saturday nights.
10. The cost of music and admission for each dance will be determined by the student council and the teacher advisor. This does not include the year-end prom dance.

#### **STUDENT INSURANCE**

Coverage is provided by our Board for some items not covered by medicare, e.g. , glasses, teeth, etc. There is no cost for this coverage.

#### **TEAM UNIFORMS**

When team uniforms and other items of school property are issued to a student for his/her use as a team member or for personal use, the school reserves the right to charge a fee which may or may not be refundable. In all such cases students are responsible for the proper care of these items and for returning them to the school when required. Failure to do so will result in the student being required to pay the full replacement cost.

### LOCKERS

Lockers are the property of the school and are loaned, not rented, to students. The school reserves the right to open lockers for inspection at any time.

Students will be assigned a locker for the storage of school material and personal property. Only combination locks issued by the school may be used with the lockers. All textbooks, workbooks, and personal property should be kept in the student's locker. Each student is responsible for the proper care and cleanliness of the locker assigned to her/him. Combination locks are to be placed on the lockers after the locker door has been closed. Any damage to the locker should be reported immediately to the Administration. The school does not assume responsibility for items lost or stolen from lockers. Students are advised not to share their combinations. Locks must be returned at the end of the year. Failure to return a lock will result in a charge of \$10.00.

**Book bags are not to be placed on the floors in the corridors.** In order to avoid overcrowding and in the interest of punctuality, students are encouraged to get the necessary classroom materials at the following times:

- Before the homeroom period each morning - materials required for classes in period 1 and 2.
- During recess - materials required for classes in period 3 and 4.
- Dinner period - materials required for period 5.

### COURSE CHANGE REQUESTS

Course changes must be requested before the end of the first complete week of classes. Course changes will be considered for graduation or post secondary requirements only.

### FIELD TRIPS

1. Field trips are viewed as an important part of the teaching-learning experience, with the purpose of providing students with practical experience in given areas. These might be held in any subject area at various times during the year. Written parental permission is required for each student to partake in such trips. Students are subject to school discipline while participating in such trips.
2. Legal implications require that students not use their own vehicles for school sponsored events.

### EMERGENCY EVACUATION

In the event of a fire or other emergency evacuation, an alarm will sound. Students anywhere in the building must leave the school promptly and quietly use the emergency routes posted in each room. Once outside, students must move away from buildings and roadways to an area specified by the teachers. Students must remain orderly and quiet so that the roll call may be taken. The regular school bell will direct students to return to the building.

### MEDICAL CONCERNS

It is most important that the school office be notified of any student's health problem - epilepsy, eyesight, hearing impairment, special medications, allergies, etc. Any student wishing to meet with the Public Health nurse should make an appointment through the general office. Students who become ill during the school day (necessitating their absence from class) must always

report such to the office. Under no circumstances are students to loiter in washrooms, hallway, cafeteria or leave the school building without notifying the office.

### **STUDENT COUNCIL**

#### **Aims:**

- To provide opportunities to learn about democracy and democratic procedures.
- To provide an effective educational instrument.
- To provide a forum for student opinion.
- To create harmonious relationships among students, faculty and administration.
- To promote good school spirit.

#### **Members:**

The Student Council shall consist of Co-Presidents, Co-Vice-Presidents, Secretary, Treasurer, plus one representative, called Class Representative, from each homeroom.

#### **Officers and Qualifications:**

The Co-Presidents shall be Level III students.

The Co-Vice-Presidents shall be Level II students.

The Secretary and Treasurer shall be Level I, II or III students.

Candidates for these offices require an average of not less than 65%. Candidates must demonstrate exemplary behavior.

#### **Powers of the Student Council:**

All powers of the Student Council are subject to the decision of the school administration and teacher advisor.

### **STUDENT DRIVING/PARKING**

1. Students who drive motorized vehicles to school are asked to exercise proper care and caution and to practice safe, responsible driving at all times. **ATVs are not permitted on school property.**
2. Students are to ensure that they in no way impede traffic to/around the school and that no entrance to the school is in any way blocked.
3. Students must not park in areas designated as staff/handicapped/no parking, etc.
4. Careless or irresponsible driving will result in disciplinary action and may result in suspension of parking privileges.

### **SCHOOL ELEVATOR**

The school elevator is to be used by authorized personnel only. Students requiring use of the elevator are to obtain permission from the office.

### **RESOURCE CENTRE**

The role and responsibility of the Library Resource Centre is to help students develop the necessary information handling skills that are crucial to the process of critical thinking and problem solving. Apart from being used to implement resource-based units of work, the Library Resource Centre is available for independent study, research and recreational reading. If the Library Resource

Centre is to serve the needs of the students and teachers, then certain guidelines must be followed:

1. Materials must be signed out and returned according to the policies and procedures to return borrowed materials on time. If there is sufficient demand teachers may request certain items be placed on RESERVE.
2. The Library Resource Centre must NOT be used as a general meeting place.
3. Students should endeavour to keep the Library neat and tidy.
4. Students' behaviour should reflect concern for other students/teachers who may be using the Library Resource Centre.
5. No food or beverages are permitted in the Library Resource Centre.
6. Part-time students may use the Library Resource Centre at the discretion of the teacher/librarian and/or teacher(s) using the Library Resource Centre.

#### **ASSIGNMENT POLICY**

#### **(Currently Under Review by Eastern School District)**

The completion of assignments (term papers, research papers, science projects, etc.) is promoted as a component of evaluation in virtually every course outline issued by the Department of Education. The assignment provides the teacher with another method of evaluating the degree to which students are meeting the objectives of a given course of study. The "process of completing the assignment" also teaches the student the importance of individual responsibility, accountability and good time management.

The school must be consistent in the policy it sets with respect to the completion of assignments. The basic rule which must be adopted is, "All assignments must be submitted at the time specified by the teacher". The length of time allocated for the completion of an assignment will be commensurate with the value of the particular assignment.

Marks will be deducted at a rate of 10 % per day. After five days, the student will receive a mark of zero.

**An extension to the due date for an assignment may be granted to a student under exceptional circumstances. These circumstances must be properly documented in the form of a letter from home fully outlining why the assignment cannot be submitted on the due date; and, the request must be presented prior to or on the due date of the assignment.**

In the event that a student is absent from school for documented reasons on the due date of an assignment, then arrangements should be made to have the completed assignment delivered to the school sometime on that day. If it is just not possible to have the assignment delivered to the school, it is the parent's and student's responsibility to discuss with the appropriate teacher an acceptable alternate arrangement.

If an assignment is not submitted by the appropriate due date as outlined above, then the “refusal/failure to complete the assignment” may become a disciplinary issue which will be dealt with by the school administration. The school administration will use various methods to deal with this problem.

#### **STAFF ROOM/LOUNGE**

The Staff Room is for the use of school personnel only. No students should be in the Staff Room at any time without permission and supervision by a staff member.

#### **BULLETIN BOARDS**

All notices and signs to be posted must be approved by the administration and removed by those responsible for them, within a reasonable time after the event.

#### **GUIDANCE SERVICES**

The guidance center in your school is made up of a guidance information room and the Guidance Counselor’s office. It is located on the main floor of the building. The information room is open at designated times to all students.

Services available to all students through the Guidance and Counseling program include:

1. Information and counseling on a large number of careers and occupations.
2. Information and counseling on the Canadian Armed Forces and various training schools, community colleges and universities in Newfoundland and elsewhere.
3. Information and counseling in a variety of other areas including alcohol and drugs, human sexuality, health, world of work, study habits, etc.
4. Application forms including student loan applications and directions on their completion.
5. Interest inventories and aptitude testing upon request. Achievement, diagnostic and intelligence testing on a referral basis.
6. Help with planning school programs and course selection.
7. Help with special personal problems.
8. Class placement for new students.

Remember, many problems concerning career planning, school and one’s personal life can be helped through the sharing of concerns with a competent person. The school’s counselor, peer counselors, your teachers and your teacher advisors may be able to help with such problems. Appointments may be made with the Guidance Counselor directly or through any staff member.

### **ANTI-HARASSMENT/ANTI-BULLYING POLICY**

Carbonear Collegiate is committed to providing a healthy, harassment-free environment. To this extent, Carbonear Collegiate has developed a school policy to prevent harassment and to deal effectively with any incidents that might occur.

**Carbonear Collegiate will not tolerate harassment and/or bullying.**

#### ***Definition of Harassment:***

Harassment is any unwelcome physical, visual or verbal contact. Harassment is against the law. Harassment may include verbal or practical jokes, insults, threats, personal comments or innuendo. It may involve touching, stroking, pinching, pushing or any unwelcome physical contact. Any behaviour that insults or intimidates is harassment if a reasonable person should have known the behaviour was unwelcome.

The Newfoundland Human Rights Code protects everyone within provincial jurisdiction from harassment and other forms of discrimination on the basis of race, religion, sex, marital status, physical disability, mental disability, political opinion, colour or ethnic, national or social origin and age.

#### ***Procedure:***

1. If you are being harassed:
  - A. Tell the individual his/her behaviour is unwelcome and ask him/her to stop.
  - B. Keep a written record of incidents (dates, times, locations, possible witnesses, what happened, your response. You do not have to have a record of events to file a complaint, but a record can strengthen your case and help you remember details over time).
  - C. File a written complaint or report the problem to one of the following individuals.
    - (i) Principal
    - (ii) Assistant Principal
    - (iii) Guidance Counselor

You also have the right to file a complaint with the Newfoundland Human Rights Commission. A complaint has to be filed with the commission within 6 months of the last incident.

2. Dealing with a complaint:
  - A. Once a complaint is received, it will be kept as confidential as possible. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem.
  - B. The complainant and alleged harasser will both be interviewed along with any individuals who may be able to provide relevant information.

C. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined.

**3. Responsibility:**

It is the responsibility of any person in authority within the school to take immediate action to deal with incidents of harassment whether brought to their attention or personally observed.

**Disciplinary Action:**

A. The school administration will meet with the alleged harasser and their parents/guardians and inform them of the seriousness of the issue.

B. The school will demonstrate zero tolerance for harassment by taking the appropriate disciplinary action, which may include indefinite suspensions.

C. The school administration may recommend that the complainant pursue the matter through legal processes.

Carbonear Collegiate seeks to provide a safe, healthy and rewarding school environment. Harassment will not be tolerated and appropriate action will be taken.

**STUDENT EVALUATION**

**(Currently Under Review by Eastern School District)**

**1. Missed Unit Tests/Exams**

Students are expected to be in attendance to write all unit tests/exams. If a student, due to illness or other extenuating circumstances, is absent for an exam, the parent/guardian must contact the teacher/school and provide (within two school days of a student's return to school) a properly dated note to the administration of the school, to explain the reason for missed exams. **Failure to follow this process to validate an absence for a unit test/exam may result in a student being given a mark of zero for any missed unit tests/exams.**

When a unit text/exam is missed for legitimate reasons and the explanation process outlined above is followed, the teacher **may** decide to excuse the student from the text/exam, giving the student an "NR" (no rating). In such cases, the value of the text/exam will be **added proportionately to the other tests/exams for the year**. With the approval of administration, in extenuating circumstances, a student **may** be required/permitted to write a missed unit test/exam or a make-up test/exam.

For excursions, field trips, athletics, co-op work experience, etc., the student must contact the teacher of the class that s/he will miss, at **least three school days before the absence**, to discuss what tests/exams will be missed. When necessary, with the approval of administration, special arrangements may be made by the teacher.

## **2. Make-Up Examinations**

Any student who misses a mid-term, prepublic or final exam **may** be required to write a make-up exam at an alternate time, subject to conditions (a) and (b) as outlined below:

- (a) The reason for missing the examination must be one of a **temporary incapacity** to write the examination(s) due to such causes as illness, injury, hospitalization, incarceration, approved education travel, court appearances, or death in the immediate family during the examination period.
- (b) A **“Certificate of Medical Incapacity”** must be completed and submitted to the administration within two days of the scheduled time of the exam.

## **3. Student Mark Appeal Procedure**

The evaluation of student achievement is a process which takes place throughout a course, as well as in many cases by the use of a final comprehensive examination. Therefore, it is very important that as various components of the evaluation (assignment, quizzes, unit test, mid-year exams, projects, research papers, etc.) are corrected and returned to students, the teacher dialogues with individual students concerning their progress. If a difference of opinion arises during the year concerning a specific component of the evaluation and is not resolved through teacher/student conferencing, then it should be referred to the school administration.

The following student mark appeal procedure applies **only to Final Marks:**

- a) The first step in this process is for the student to meet with his/her teacher to request a review of the final mark.
- b) If the student is not satisfied after this meeting, s/he has the right to appeal to the Appeals Committee.
- c) The Appeals Committee will consist of:
  - \*Principal or Assistant Principal
  - \*Department Head or Representative of the subject appealed.
  - \*One (1) teacher from another department.
  - \*Guidance Counselor.

Members of the Appeals Committee will be chosen such that the members are not directly involved in the appealed mark.

- d) The appeals will be considered in terms of:
  - The validity and fairness of the mark in question in relation to other marks in the class.
  - Recorded information of the mark received from the teacher.
  - Pertinent notations and evaluation material which may be on file for this student with regard to the course in question.
  - Subject grading policy - i.e. evaluation scheme presented to student early in the year.
- e) All appeal requests must be submitted to the Principal **in writing**, stating the reasons for the appeal.
- f) Appeals for first semester one credit final marks must be made within two days after students have been given a written copy of their grades.
- g) In order to accommodate students who may be considering attending summer school and those who are applying to post-secondary institutions, the following procedures will apply for June Final Marks:
  - Students must be given a written copy of their final school grades on or before noon on the second last day of school.
  - Appeals must be made on or before noon on the last day of school.
- h) The Appeals Committee will meet immediately after the deadline of Appeals.
- i) The Appeals Committee may recommend a re-reading of the final exam.
  - The Appeals Committee will not adjust a student's final grade downward.
- j) The decision of the Appeals Committee shall be communicated in writing to the student, the parents and the subject teacher.

#### **4. Supplementary Examinations**

The following guidelines will apply to Supplementary Examinations:

- a. Supplementary examinations will be given in all courses in which a comprehensive examination covering the entire course was administered as part of the evaluation scheme.
- b. The supplementary examinations for first semester courses will be administered as part of the June examinations.
- c. The supplementary examinations for courses ending in June will be administered in August prior to school opening in the following school year.
- d. The supplementary examinations must be comprehensive examinations covering the entire course and will be worth 100%.
- e. A fee of \$25.00 per course will be charged to help schools offset the costs involved. Please note: **This fee is non-refundable.**

### SIGNING IN/OUT

Students who arrive at school late, regardless of the period of time, must report to the general office to sign in. A validating note from the parent/guardian outlining the reason for the lateness must be presented to the secretary at the time of signing in. If a student, for any reason, must leave the school before dismissal time, they must sign out at the main office. Students who know in advance that they must leave school early must bring a note of explanation/permission from their parent/guardian. If a note from the parent/guardian is not provided, the parent/guardian will be called before the student is permitted to sign out. Students returning to school, after signing out earlier in the day, must sign back in.

Students who leave school during the lunch break and know in advance they will be absent from the afternoon session must check out at the office when they leave. If the afternoon absence is unexpected a parent/guardian must call the school to confirm and validate the absence.

### FOOD & DRINK IN CLASSROOMS

Only water may be consumed in classrooms.

### CELL PHONES/ELECTRONIC DEVICES

The use of cell phones, portable CD players, MP 3 players etc., during class time, is strictly prohibited. These devices are to be turned off and not visible in class. This includes the time between periods 1 & 2 as well as the time between periods 3 & 4.

### DRESS CODE

All students are expected to be dressed in a manner which promotes a positive learning and working environment. Acceptable clothes are to be worn at all times. Tops and pants should meet such that flesh should not be inappropriately visible. Clothes promoting alcohol, sex or drugs may not be worn in school. **Should you have doubt about suitability, it is best not to wear the apparel in question.** In the interest of personal hygiene, "heavy" outdoor clothing shall not be worn in the classroom. Students are not permitted to wear caps and/or other forms of headgear in school. Exemptions for medical, religious or other reasons must be approved by administration. Requests for exemptions must be submitted in writing to the principal. Appropriate dress will be determined by the administration.

### **CO-CURRICULAR ACTIVITIES**

A student's involvement in co-curricular activities can often have a positive effect on academic achievement. We strongly encourage involvement in choir, band, travel, sports and other such involvement as these activities add to the variety of school life and motivate students to academic excellence. The following conditions will be considered:

1. Students whose commitment to learning or school expectations are in question will be required to enter into a "Student in Good Standing Contract".
2. Students who have an accumulation of 5 demerit points at years' end will not be eligible for student awards in June. Throughout the year students can have demerit points removed from their conduct file through the demerit policy and good conduct over periods of time..

### **INTERNET ACCEPTABLE USE POLICY**

Internet access is available to all students and staff of Carbonear Collegiate. The Internet is an electronic network connecting millions of computers worldwide. Through this connection it is possible to search for information on every possible topic and to communicate with people around the world through email. The purpose of the Internet connection at Carbonear Collegiate is to further educational goals and objectives.

With access to computers and people all over the world comes the availability of material that may be considered inappropriate in a school setting. Therefore, it is important that the following guidelines be understood by students before they are permitted to access the Internet.

1. Internet resources must be used with caution. The source of information should be considered credible before the information is used.
2. Materials found on the Internet cannot be used to infringe on copyright laws or to plagiarize. Always cite the source of the information by giving the name of the author, the name of the website, and the http address of the website.
3. When sending email, abide by accepted rules of Internet etiquette. These rules include being polite and avoiding vulgar language. Email is not private and may be accessed by people other than the person for whom it was intended. Students are forbidden from using the Internet at school to purchase goods or services. Do not give personal information such as your address, phone number, or credit card number. Do not subscribe to mail lists or news groups unless specific permission is given by your teacher. Use of, or downloading chat rooms such as MSN messenger and Facebook is strictly forbidden.
4. The Internet may not be used to view, download, or distribute pornographic, obscene, unethical, or otherwise threatening material.

Internet access at Carbonear Collegiate is a privilege, not a right. Based upon these guidelines, school administration will deem what is inappropriate use and take the necessary disciplinary action.

## PROM POLICY

The senior prom ceremony is a Carbonear Collegiate event held during the last week of school in June. Senior Prom is meant to celebrate seniors and their final year of high school. It also can be used as a motivator for improved student attendance, behaviour and achievement.

To be eligible to attend the Senior Prom ceremony in June, **ALL** of the following criteria must be met:

1. Students must be eligible to graduate during the current school year (must have completed a minimum of 22 credits by September of the graduation year).
2. Students cannot accumulate more than 15 unexcused absences up until April 30<sup>th</sup> of the current school year. A student who is frequently “absent unexcused” after this date will be dealt with/considered on an individual basis. **Students will have one week after their date of absence to provide a note detailing the reason for the absence.** After that it cannot be changed and will remain absent unexcused.
3. Students must act in accordance with Student Discipline/Code of Conduct throughout the year. Administration may revoke the privilege of attending prom based on a students’ Conduct.

Students and parents will be given warnings/notification both in writing and by telephone regarding a students’ eligibility. These will come at the beginning of the year, after November report and again after Term one.

Please note that **extenuating circumstances** on each of the above criteria can be considered by the administration and the prom appeals committee when making final decisions regarding student eligibility for attending Senior Prom.

**SCHOOL TIMETABLE**

| <b>DAY</b>     | <b>1</b>        | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> |
|----------------|-----------------|----------|----------|----------|----------|----------|----------|
| 8:20<br>8:26   | <b>HOMEROOM</b> |          |          |          |          |          |          |
| 8:28<br>9:24   |                 |          |          |          |          |          |          |
| 9:26<br>10:22  |                 |          |          |          |          |          |          |
| 10:22<br>10:37 | <b>RECESS</b>   |          |          |          |          |          |          |
| 10:40<br>11:36 |                 |          |          |          |          |          |          |
| 11:38<br>12:34 |                 |          |          |          |          |          |          |
| 12:34<br>1:18  | <b>LUNCH</b>    |          |          |          |          |          |          |
| 1:21<br>2:17   |                 |          |          |          |          |          |          |

### TIPS FOR SUCCESS

1. Be Well Organized: bring all needed materials to class and use your Student Agenda daily.
2. Get involved in clubs, student government, and sports; meet new people and be active school citizens.
3. Respect other people; teachers, other staff members and students.
4. Attend classes regularly and punctually; chronic absenteeism and tardiness may negatively affect your grades.
5. Use your time well during class period; schedule regular homework and study time and DO IT!
6. Make use of extra help sessions you can arrange with teachers or other students.
7. Respect school property and the property of others.
8. Be committed to making this the best year you have had, i.e. earning good grades and getting the most from your high school years.

### WHAT TO DO IF....

1. You are sent out of class:  
Report to the Office immediately. Remain in the Office until directed to do otherwise by the office staff. (**BRING BOOKS!**)
2. You have a spare or unscheduled class:  
If you are not in class, you are to be in the Library - not in the halls.
3. You forgot your Gym equipment:  
You must report to class for the entire period.
4. Your lock breaks or someone learns the combination: The office may exchange your lock if it is in good working order.
5. You are late for school:  
Report to the office and sign in and pick up a late slip. At an appropriate time in the period you may explain to your teacher why you were late for class. Being late may result in an office referral and demerit points.
6. You are not feeling well:  
Inform your class teacher or report to the Office if you are not feeling well. Spending time in the washroom or elsewhere is not an acceptable alternative to going to the office. It will be counted as a skip if you do not report to the office.
7. You have lost or found an article:  
If you have lost an article, report it to the Main Office. If you have found something that does not belong to you, bring it to the main office.
8. You are hurt:  
Notify your classroom teacher immediately. If you are hurt while not in class, report to the main office for assistance.
9. You see a problem in the school:  
If you see a window broken or any other type of damage done, you should report this immediately to the main office.
10. You change your address:  
It is important for emergency reasons that the school be notified immediately should there be a change in phone number or address.
11. You did not understand what was taught in class today:

Tell your teacher(s) and arrange for extra help after school. Fifteen minutes after school to correct today's problem will pay handsome dividends for your future.

REMEMBER....If you don't understand....ASK!

12. You must leave school during the school day:  
Sign out through the office. If you have a prearranged appointment, please bring a note from your parent/guardian

## CC ME!!!

### Lost But Not Alone!

Any new students to Carbonear Collegiate are sure to have a lot of questions. Even though the teachers and staff are very approachable, there are some questions that you would rather ask a friend.

I'm a CCme member, and I'm a very personable, welcoming, friendly person. I would love for you to come CC Me (see me), so I can answer your burning questions. No question is too small to be answered.

→ *Where's the bathroom?*

→ *I lost my locker combination!*

→ *What's that pizza like?*

For the first few days of school, I'll be wearing my brightly coloured tie-dye shirt, that's sure to stand out in a crowd.



Thomas Light