

# TITAN EXPECTATIONS



Central Elgin Collegiate Institute is a place where students, staff, and teachers feel safe, secure, and comfortable. The key to this community is respect for ourselves, for others, and for the building. We maintain this by living up to the expectations as outlined below.

Every person at CECI can expect the following:

- to be respected for who they are;
- to have their personal property respected by others;
- to not be physically, verbally, sexually, nor racially harassed;
- to feel comfortable in our school;
- to state an opinion without being insulted nor put down; and
- to teach, work, and learn in a positive, caring environment.

Every person at CECI is expected to do the following:

- to respect everyone;
- to respect the personal property of others;
- to not harass others physically, verbally, sexually, nor racially;
- to treat others kindly;
- to be positive and encouraging toward others; and
- to contribute to a positive learning environment for others.

Any form of bullying will not be tolerated. Students can report to an adult, a member of administration, or at [www.tvdsb.ca/centralelgin](http://www.tvdsb.ca/centralelgin) using the TVDSB Cares “Reporting Anonymously” Form found under “Students”. Harassment will be addressed seriously and on an individual basis.

Progressive discipline will be implemented in response to a breach of a component of our Titan Expectations and may include, but is not limited to, the following:

- a conversation with an administrator;
- the creation of an attendance contract;
- referral to the school team;
- communication with parent or guardian;
- restorative practice;
- suspension;
- consultation with police; and/or
- principal's investigation to expulsion.

## DAILY SCHEDULE

### Day One (Odd Numbered Days)

PERIOD 1: 8:25 - 9:40  
BREAK: 9:40 - 9:50  
PERIOD 2: 9:50 - 11:05  
LUNCH: 11:05 – 12:00  
PERIOD 3: 12:00 – 1:15  
BREAK: 1:15 – 1:25  
PERIOD 4: 1:25 – 2:40

### Day Two (Even Numbered Days)

PERIOD 1: 8:25 - 9:40  
BREAK: 9:40 - 9:50  
PERIOD 2: 9:50 - 11:05  
LUNCH: 11:05 – 12:00  
PERIOD 4: 12:00 – 1:15  
BREAK: 1:15 – 1:25  
PERIOD 3: 1:25 – 2:40

## ATTENDANCE

Regular attendance and punctuality are expectations of school and are important to student success. Acceptable reasons for absences may include illness, religious holidays, and medical appointments that cannot be scheduled outside of school time. Students may not be excused from class by parents nor teachers to sleep in, to do homework, to miss tests, to go to work, nor to attend a school sanctioned event for which they are not demitted by a staff supervisor. Families are asked to plan vacations to coincide with school holidays.

Notes explaining absences should be brought to the office immediately upon a student's return to school. The student's full name, date, and reason for absence should be included with parent or guardian signature on the note.

In situations where an absence is known in advance, parents and guardians should notify the school prior to the absence. This can be done by calling the SchoolMessenger attendance line 24 hours a day at 1-844-305-3756 or by using the App.

Students who arrive back to school earlier than expected after having been demitted by parent or guardian must check in at the office.

Students who need to be excused during the school day must bring a note to the office before their first class of the day. A telephone call received from parent or guardian is also acceptable. Teachers cannot permit a student Under the age of 18 to leave class early without verification of parent or guardian consent.

## LATES

Students who arrive to class late will be marked as such by the teacher in the attendance program. The teacher will follow up with the student regarding the reason for lateness in a fair and consistent manner. After five late arrivals, the teacher will contact the student's parent or guardian and inform administration about the concern. Following

this, a student who continues to be late for class will be referred to administration for follow up. If a student has been late to a class for more than 10 times, they will require a note from the principal or vice principal prior to re entry to the class.

## **BUS CANCELLATION**

If a student's bus is cancelled, the parent or guardian does not need to call the school to verify the absence. If a bussed student arrives at school by other means, the student should go to the office and sign in. Unless otherwise stated, the school is always open for any student who is able to get to school on inclement weather days. If a student normally walks to school, the school is open.

## **ILLNESS OR INJURY**

A student who becomes ill or is injured at school will notify a staff member who will contact the office to request a First Aid response or for an administrator, depending on the situation. The office staff will ensure a First Aider, administrator, or First Aid Team reports to the student's location for appropriate next steps. These will include communication with home and may result in transportation home or to hospital and/or the implementation of the concussion protocol. The concussion protocol can be accessed through the board's website or by contacting the school. Since a concussion can affect a student's ability to learn or to participate in activities, school staff will work with parents or guardians and medical professionals to assist any student who has suffered a concussion. If an injury occurs on a weekend or after school, parents or guardians are asked to immediately inform the school administration so that appropriate accommodations and support can be provided.

## **DRESS CODE**

TVDSB has recently created Guidelines for student dress. Please access this information here: [tvdsb.ca/en/students/guidelines-for-student-dress.aspx](http://tvdsb.ca/en/students/guidelines-for-student-dress.aspx)

CECI administration and staff will refer to these guidelines in the event of any question or concern.

## **STUDENT ACTIVITY FEE**

Students will be provided with all required texts, learning materials, and equipment necessary to meet curricular requirements without payment of a fee. Fees may be appropriate if supplementary or enhancement materials are offered beyond the core curriculum. Students are expected to come to school ready to participate actively in their learning. Students are expected to bring materials with them for their own personal notetaking. This may include a laptop, Chromebook, pens, pencils, paper and/or binder. Students are encouraged to purchase a student card by paying the student activity fee. The Student Card includes, but is not limited to, the benefit of participating in the extracurricular programs such as Student Council dances and activities, and Athletic activities. Students involved in teams, groups, and clubs will be made aware of any

additional fund-raising obligations or participation fees prior to making a commitment to participate. The Student Activity fee is \$20.00. Students playing on a school team are also required to pay an Athletic Fee. Coaches will communicate costs and use of fees as the opportunity arises. Fees can be paid online using School Cash Online.

## **EXTRACURRICULAR ACTIVITIES**

CECI is proud to offer many extracurricular activities for students. For information about eligibility, students should contact the Athletic Director. For information about teams, students should talk to the staff supervisor of the team or the teacher coach; listen for announcements; and/or watch the bulletin boards outside of the gym where team information is posted. For information about clubs, students should listen for announcements, talk to staff supervisors of the club, and/or watch for posters on student information bulletin boards.

## **STUDENT COUNCIL**

The Student Council is responsible for planning events and activities in the school. These may include dances, theme days, and assemblies. Student Council elections take place every year and offer an opportunity for CECI Titans to hone leadership skills while helping to make CECI a wonderful place to be.

## **DANCES**

- School dances are for CECI students and approved guests only. No other individuals will be admitted.
- Students wishing to bring a guest must complete the appropriate form. Guests must be accompanied by their sponsoring student. Guests must present photo identification.
- Students with unexplained absences from school on the day of the dance may not be admitted to the dance.
- Thursday night dances will have the doors open at 7:00 PM and close at 8:00 PM; Dances end at 10:00 PM.
- No backpacks, no bottled drinks, no gym bags or large bags will be allowed into the dance. No food or drink will be allowed in the gym.
- Anyone who leaves during the dance will not be re-admitted.
- Inappropriate dancing is not permitted and will result in being removed from the dance.
- Students attending CECI dances are subject to search by security personnel.
- A school suspension will ensue for any student who is found at a school dance under the influence or in the possession of either drugs or alcohol. Parents or guardians of any student suspected of being under the influence of drugs or alcohol will be contacted. The student will forfeit attendance at all school dances for one year including the semi-formal. Police may be notified.

## **LIBRARY LEARNING COMMONS**

The use of the library is essential for academic success and is often part of CECI courses. The use of computers is for academic activities. All materials borrowed from the library must be checked out. The loan period for books is three weeks. Students are responsible to reimburse the replacement cost of lost or damaged books. Failure to return material on time may result in a fine and/or loss of this library privilege.

## **CELL PHONES AND OTHER TECHNOLOGY**

Students are permitted to use cell phones, laptops, Chromebooks, iPads, and other devices for academic purposes in class as directed by their teacher. There is an expectation of privacy at school. No photo or video of another person will take place at school without their permission. Posting images to social media without permission is also prohibited. Phone calls must be made outside the school. If weather is inclement, students should seek direction from an administrator.

## **SCHOOL COMPUTER and INTERNET USE**

Students are expected to use the school's Internet access in support of educational goals. Students may not damage equipment; download, copy, or transmit any material which is in violation of any federal or provincial regulation (e.g., copyrighted material, threatening or obscene material, hateful, racist, or discriminatory material); breach security on local or remote sites including the use or attempted use of another user's account; unlawfully enter or attempt to enter into any network system; attempt to gain unauthorized access to view, alter, copy, share, or destroy data; or create and/or willfully transmit computer viruses or virus hoaxes. Inappropriate use of school technology by a student may result in denial of computer privileges and progressive discipline from administration and consultation with police as required.

## **TOBACCO and CANNABIS**

The Smoke-Free Ontario Act came into effect on October 17, 2018. The Act is intended to protect Ontarians from the harms of second-hand tobacco and cannabis smoke and vapor. It also keeps tobacco and e-cigarette products out of the hands of youth. The Act prohibits the smoking of cannabis and tobacco as well as vaping in the following places related to school:

- enclosed public places and workplaces, including workplace vehicles;
- on and within 20 metres of school property;
- on and within 20 metres of sporting and spectator areas; and
- motor vehicles while another person who is less than 16 years of age is present.

The Act also regulates the sale, supply, display, and promotion of tobacco or electronic cigarette vapor products. The sale or supply of tobacco or vapor products to anyone under the age of 19 is prohibited. Students, staff, and visitors are prohibited from smoking or vaping on school property and within 20 metres from any point of the perimeter of any school board property. This includes the smoking or holding of lighted tobacco or cannabis (marijuana) and includes a ban on the use of e-cigarettes and electronic smoking devices. Students and staff that have provided the school administration with legal medical documentation authorizing them to use medical cannabis will be able to do so on school board property, but only in a non-smoking or non-vaping form (e.g., capsules, edibles, and oils). Students, staff, and visitors are also prohibited from using shisha, smokeless tobacco, and or cannabis products (unless medically prescribed) and all related paraphernalia. This is in effect 24 hours a day, seven days a week, on school buses, and during any part of an official school trip including athletic team trips and school club excursions. Failure to comply with the act will result in a response from administration and may result in charges and fines issued by an officer of a provincial enforcement agency.

## **CAFETERIA**

The cafeteria servery is open at 8:00 AM and closes at noon. Students who use the cafeteria are expected to dispose of garbage properly and keep tables free of debris and graffiti. Inappropriate behavior in the cafeteria may result in a temporary loss of cafeteria privileges.

## **BAGS and BACKPACKS**

Backpacks and bags should be kept in lockers and not carried around the school. They are not permitted in the cafeteria service area. In addition, some subject areas prohibit backpacks in class period students should talk to their teachers about specific rules regarding backpacks and bags in their learning areas.

## **LOCKS and LOCKERS**

When assigned a locker, each student will use a lock to secure the locker. Dudley locks are available for purchase via School Cash Online. Lock combinations may be registered at the main office. Students must keep lock combinations private and should refrain from keeping valuables in their lockers. Sharing or using a locker other than the one assigned to the student is not permitted. CECI is not responsible for lost or stolen items. The interior and exterior of the locker is to be kept clean and free of graffiti and offensive material. Lockers are the property of CECI and as such may be examined at anytime by the principal, vice principal or designate.

## **PARKING**

Students parking on school property are expected to drive in a cautious and responsible way. Failure to do so may result in loss of parking lot privileges. CECI is not responsible for damages to cars in the school parking lot.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, and SCOOTERS**

As a leisure activity, these are not permitted anywhere on school property. But students may bicycle, skateboard, rollerblade or scooter to school and home. Bicycles should be securely locked to the bicycle stand in the parking lot. CECI is not responsible for stolen items. Students who cannot fit skateboards, rollerblades or scooters in their lockers should see administration in order to access a secure location for storage during the school day.

## **POSTERS, PAMPHLETS, and SURVEYS**

Prior permission from administration must be received before distributing or posting materials on school property. Posters are to be placed on student notice boards only. Similarly, prior approval from the principal is needed before any survey may be administered in the school.

## **ACADEMIC POLICIES**

The Assessment and Evaluation Policy and Procedure developed by the Thames Valley District School Board is found on the board's website at [www.tvdsb.ca](http://www.tvdsb.ca). These documents clearly describe the important roles that students, teachers, principals, parents, guardians, and superintendents play in ensuring fair, transparent, and equitable assessment and evaluation practices to meet the learning needs of all students. The board's homework guideline and parent brochure can be found on the board's website to assist teachers, students, parents, and guardians in the assignment and completion of homework.

Students will receive a course outline within the first two weeks of class. This document will outline the units to be studied and method of assessment and evaluation for the course.

## **ACADEMIC DISHONESTY**

Students are expected to submit work that is their own. Plagiarism is an act of theft known by many names: cheating, borrowing, stealing, or copying. Plagiarism is intentionally or unintentionally using another person's words or ideas and presenting these as one's own. Failure to credit sources used in work submitted through proper citation methods is dishonest, as is the misuse of an electronic or human translators. Students who plagiarize will be subject to progressive discipline.

## **AWARDS, BURSARIES, and SCHOLARSHIPS**

Honor awards for undergraduate students are granted according to the following criteria:

Students in grade 9, 10, or 11: An Honour Award is received for an average of 80% or higher in a minimum of eight courses from the current school year. There are also individual awards for those students who receive the highest mark in each course.

Students in grade 12: Most graduate awards are given to those students who are not returning to CECI or any other secondary school institution. These are awarded at commencement ceremonies. To be eligible for many of these awards, the graduate must be attending a post secondary school institution in the fall. Some students choose to continue their high school studies for another year. In many cases a graduate who returns to high school for a fifth year is not eligible for graduate awards in their fourth year. A fifth-year student will be eligible in their fifth year if it is their graduation year.

Award winners are determined at the discretion of the CECI school awards committee or the TVDSB scholarship committee.

Honour awards for graduate students are granted based on the average of the best six subjects.

For up-to-date information about awards, bursaries, and scholarships, Students should listen to morning announcements, see a guidance counselor, and refer to the CECI Guidance Department website found here:

<https://sites.google.com/gotvdsb.ca/ceciguideance/home>.

In addition, [www.studentawards.com](http://www.studentawards.com) is a useful site to research awards at the provincial, national, or international level.

For post-secondary information, [www.ontariocolleges.ca](http://www.ontariocolleges.ca) provides information about education possibilities at Ontario public colleges and is the centralized application service for Ontario's 28 public colleges and the more than 5000 programs they offer; [www.ontariouniversitiesinfo.ca](http://www.ontariouniversitiesinfo.ca) provides information about Ontario's universities and where they are located. By searching a universities website, students will find information they need to apply to desired programs including prerequisites, grade requirements, and more.

## **STUDENT ASSISTANCE**

For the most up to date list of resources for Student Mental Health, please access the "Community Resources for Reaching Out" area of the TVDSB web site ([www.tvdsb.ca](http://www.tvdsb.ca)). Click "Students and then choose or search "Mental Health and Well-Being. Students and caregivers may also reach out to school support staff, teachers, and administration for support and direction to community supports.



## **SCHOOL STAFF**

A current list of Staff Members at CECI with email addresses and some web sites can be accessed through our CECI web page here:

<https://centralelgin.tvdsb.ca/en/index.aspx>.

Simply hover a cursor over “Our School” and choose “Contact us.”

## **VISITORS**

Any person not a student or staff member of our school including former students, parents, and guardians is required to report to the front office upon arrival (The Trespass to Property Act, 1980). School buildings and property are open to the public only for specific events.

## **VIDEO SURVEILLANCE**

Pursuant to the municipal Freedom of Information and Protection of Privacy Act, section 28(2), videotape information is being collected to promote a safe and secure school environment for the school community. Use of this information is restricted to school and board administration and law enforcement personnel in the case of incidents under investigation. The video will be reviewed only by authorized personnel and will be maintained in a locked and secure area. Inquiries concerning this collection should be directed to the school principal or the Board's Freedom of Information Co-ordinator at the Thames Valley District School Board, 1250 Dundas St, London, Ontario, N6A 5L1 or at 519-452-2000.