



RULES AND EXPECTATIONS

The following rules and expectations are in place by the Canadian Ecology Centre and the Near North District School Board to ensure the health, safety and success of all students.

All students need to behave and conduct themselves as they would in their own school or home environment.

PARENTS AND STUDENTS SHOULD READ THE FOLLOWING TOGETHER.

IMPORTANT! Due to the intensive nature of the CEC credit courses, the CEC/NNDSB has very firm expectations on inappropriate and disruptive behavior, as well as personal and group safety issues. There is limited time available to deal with these situations and therefore, students who cannot follow or abide by the rules and expectations will be subject to disciplinary action under the discretion of the CEC General Manager, Director of Education, Credit Course Coordinator and/or Near North District School Board, Summer School Principal or School Board Superintendent.

1. Student Behaviour Policy

These policies are in place for any student behavior that is deemed inappropriate, disruptive, and/or fails to follow CEC credit course rules and expectations. Each situation requires discretionary judgment and CEC Management Staff will determine the level of discipline required (as per below). Each individual situation takes into account a variety of factors when a decision is made regarding student behavior and resulting consequences. Fair doesn't always mean equal and what's best for one student may be different for another.

These policies may and can also include **'guilty by association'**, meaning if students are aware of a behavior or situation that is inappropriate (and could cause harm) and/or is illegal, they should report it to a staff member immediately so as not to be implicated and possibly be dismissed from the program.

1st Strike – A phone call home to explain the incident and to create an action plan (contract) between student/teacher/parent to ensure that the behavior or any other incident does not reoccur leading to a 2nd strike.

2nd Strike + – The student may be dismissed from the program depending on this situation (at their own expense). Students will not be entitled to any reimbursement of money paid and may not receive any credit or partial credit for the participation in the program, without further consultation with the Near North District School Board.

OR

Zero Tolerance – This policy is in place for any student behavior that is illegal in nature (ie. Drugs, alcohol, stealing), intentionally puts themselves (the student) or others in danger, or is malicious in nature to site (including vandalism/graffiti), property and/or others. Students will be immediately **dismissed from the program**, at their own expense and will **not be entitled to any reimbursement of money paid** and will **not receive any credit or partial credit** for their participation in the program.

Substance Use and Abuse

Alcohol: Will not be brought or consumed anytime throughout the duration of the credit course.

Illegal Drugs: Will not be brought, used, bought or sold anytime throughout the duration of the credit course.

Medications: Prescription and non-prescription medications will be administered by the CEC and teaching staff only. Students are not permitted to give or sell personal medications to other students at any time.

Cannabis: Will not be brought, used, bought or sold anytime throughout the duration of the credit course. The CEC is a cannabis free site due to the educational nature of our facility.

Inappropriate and/or Disruptive Behavior

Students are expected to conduct themselves as they would in their own school and home environment. This includes but is not limited to threats to personal and/or others safety, vandalism, fighting, slander, hate crimes, bullying, weapons and overall, any disruptive/negative behavior.

Smoking and Vaping (or any other forms of nicotine/tobacco)

The CEC has a **no smoking and vaping policy** (this includes e-cigarettes, vaporizers, e-shishas, hookahs, nicotine pouches – such as zonnice, etc). Students who are smokers/vapers should plan (with parents) to manage and deal with any nicotine addictions prior to coming to their course.

Please reach out to us if your student needs additional support in managing their addiction or will be utilizing stop smoking aids.

2. Planning for Success with your student

It is highly recommended that you and your student discuss the intensity of the credit course they are about to endeavor. We suggest that parents start new transitions/routines and give tools to help your student succeed, prior to the start of the course. Some examples are:

- Tools and ways to **“Ask for Help”**. Self-advocacy is a big part of our philosophy at the CEC. As our time is limited, it is truly important for students to know how to ask for help academically, socially and emotionally. ***Making sure your student feels comfortable asking for help is very important.*** Some suggestions could be:
 - “I don’t understand the concept. Can you please teach me again?”
 - “I am feeling really tired, I’m having trouble focusing...can you help me to get back on track?”
 - “Can you please explain that game/lesson/activity again?”
 - “I don’t write well; can I explain the concept to you in a different way?”
 - “I’m frustrated and don’t know where to start...Can you break it down in steps for me?”
- If your student typically listens to music before bed (or uses technology), now is the time to begin new/other methods to help them be calm after a busy day (as technology; music/ipods/phones are not permitted in the residence). Other suggestions might be using earplugs, or eyepatches, meditation techniques, reading, puzzles, fan noises, etc. But...they will get tired!
- Consider bringing a noise machine (ie. Baby noise machine) or small fan if your student needs white-noise to fall asleep.

3. Residence Cabin Rules

Treat the cabin residences as if they were your home. Keep it clean, neat and organized (inside and outside).

- Bed placement must remain as is when you arrive – do not move the beds as they can scratch the floor causing damage that is costly to repair.
- Set-up a clothesline outside to hang up wet/damp clothes and towels.
- Report any damage or malfunctions to the residence (inside or outside) immediately.
The cost of repair or replacement to damaged residence and residence amenities are the responsibility of the individual at fault OR all occupants of the residence if no one at fault have been identified.
- You will be sharing this living space with up to three other people. Respect other’s privacy and belongings, as well as the need for sleep/rest.
- Students will be required to keep the inside of their cabin clean as well as the outside. Students should not be throwing food waste outside (even if it seems compostable as this attracts wildlife)
- Students will bring up their garbage and recycling daily (to prevent attracting critters). We will show students how to sort their recycling as the system is likely different than what you might experience in your hometown.
- **Students are NOT permitted to go inside any other cabin residence other than their own at any time or for any reason. (please read this line again!)**
- Students are **not permitted to leave their cabin residence once back to cabins for the night.** (unless they require a teacher or staff member for an urgent or emergency purpose). Lights-out time is at 10:30pm.
- Students are not permitted to leave their cabin residence early in the morning without approval by a teacher/staff. In the event of an emergency, we need to know that students are at their cabin residence prior to coming to breakfast (unless an arrangement for fitness or other has been made ahead of time – knowing time and location)
- Social areas are set-up around the site for “hanging out with friends” during the day. The **cabin area is a quiet area** to allow for students who may want to rest briefly between meals/classes and at the end of the night. Outside deck time at own personal cabins is permitted during the daytime only. Once students return to cabins at the end of the night, it is expected that they are inside the cabins preparing for bed and winding down.

Cabin Set-up Suggestions

- Store any snacks in a sealed storage container to avoid attracting critters (mice, ants, etc...) – Clean-up messes and put things back in the bins or you might be meeting some critters!
- Keep windows open at night and when students are occupying the cabin for any length of time...this promotes improved ventilation and brings cool night air for a more comfortable sleep.
- During the day, blinds and windows should be closed to keep sunlight from warming the cabin.
- A multi-tiered, plastic storage drawer can be helpful for storing clothing and personal items.
- A small fan that can be plugged-in nearby to your bed might help with “white noise” for sleeping as well as keeping you cool through the overnight for a more comfortable nights sleep.

***The cabins are beautiful wood cabins with natural wood walls, floors and furniture and should be treated with respect. Please:**

- Take off shoes at the door when entering the cabin to keep the floors clean and reduce floor scratches. Use the outside shoe racks to limit dirt/sand tracking into the cabins
- Do not kick the outer doors or screen doors.
- Do not spray sunscreen/bug spray on the screen or outer doors – this does not keep the bugs away and only damages the screens.
- Do not write/draw, carve, or alter the wood in cabins in any way. Damages can be very costly to repair, and students are responsible for any damage incurred during their stay. We can give you things to doodle on!
- Use appropriate recycling bins and garbage bins.
- Turn off the cabin lights when leaving the cabin.

4. Technology Policy

The CEC is not responsible for any lost, stolen or damaged electronic equipment brought to the CEC.

If you do choose to send your son/daughter with electronic items, here is a detailed list of what is permitted (this will be stored in your student's classroom) and what is not permitted. Computers are not required to be brought as we do have class sets of iPad's for classroom use when needed.

Permitted Electronic items (available in class times as permitted by the teacher):

- Laptops/Tablets - these will be kept in the classroom and are not permitted in the residences at any time or for any use other than classroom related work. Students may be able to use their personal laptops for checking email, upon the discretion of their teachers and during scheduled tech-time.
- Cell Phones, E-books, Tablets and Digital Music players (ie. I-pods, MP3 players, etc). All technology must be turned in during check-in. **These will be available at the discretion of the teacher.** CEC phones are available for use if needed.
- Digital Cameras Only (no phone or WiFi capability) – students will be able to keep these with them. Teachers may allow students to use their phone cameras during certain activities.

*Often teachers and staff will be taking photos throughout the day...**photos will be shared to both our Canadian Ecology Centre and Canadian Ecology Centre – Credit Course Facebook Page** and can be shared with students as well.

*If students are found to have brought technology into their cabin residence...these will be confiscated and returned at the end of the session. Best to use it when/where it is permitted so you have continued access to it throughout the session. 😊

Not-permitted Electronic items (leave at home):

If any of these items are found they will be confiscated and returned to the student at the end of the credit course.

- On-line/web surfing devices
- Gaming systems (Gameboy, etc...).
- Large stereos, electronic guitars, etc... - Things that make big noise!

5. General Classroom and Program Expectations

Time Management:

Be on time for meals and classes! (**PLEASE get a watch!** Even a cheap Dollar Store one will do!). Come prepared for class and activities. There is little time to be going back and forth to student residences during the day, other than designated times between meals. You won't have your phone to act as a watch!

Respect:

A simple thing...but sometimes the hardest to keep and earn. Practice empathy, tolerance and acceptance; of different personalities, view points and personal space. **Most of all...respect yourself!** Learn to realize when it's time to have fun and when it's time to focus on work...and when you need help getting back on track.

Eat well and stay hydrated, sleep well and keep a positive attitude:

A healthy mind, body and spirit will make your credit course experience much more enjoyable...and may help to avoid unnecessary management of symptoms that could have been potentially avoided by just taking care of you! If your needs are not being met, please speak to a teacher and/or staff member right away so that we can help you. We can't help what we don't know!

Clothing:

As the CEC is a place of business as well as a school, it is expected that students, teachers and staff dress appropriately during the course. You will be asked to change into more appropriate attire if necessary. We will be outside A LOT and clothing that is "functional" for being physically active outdoors and sun/bug safe is most appropriate!

- No inappropriate messages/pictures on clothing.
- School appropriate attire.
- **Closed toed footwear (shoes) are required for all outdoor activities including free time and travel between indoor/outdoor spaces.** (Sandals and slippers may be worn for indoor work only).

A full copy of the NND SB school dress policy can be accessed via their website.

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NND SB Standards for Student Dress:

- Must be worn in such a way that clothing does not expose or make visible genitals, nipples or buttocks.
- Must be worn in such a way that undergarments (bras, underwear, nipple coverings, etc.) are not substituted as outer clothing.
- Must not include clothing or accessories that display, denote, suggest, or reference: images, logos or language that portray ethnic prejudice, racism, sexism, vulgarity, gang related markings, obscenities, profanity, hate speech, alcohol, drugs or related paraphernalia, other illegal conduct or activities, and/or pornography.
- Must not compromise health and safety standards.

Meals:

Students are expected to attend ALL meals.

Our caterers are excellent and work hard to provide healthy meals for everyone. It's important to get enough nutrition and calories in for the day to keep our minds and bodies functioning properly.

Students will remain at all meals for a minimum of 30 min which allows enough time for everyone to sit down to eat, chat with one another, receive important announcements and help with meal time clean-up.

Everyone will be assigned "Hopper Duties" to help with cleaning up after a meal for their class. Usually, students are required to do this 1-2 times during their stay depending on the size of their class.