

# North West Central School 2023-2024 Parent & Student Handbook



North West Central School  
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**Our Vision:** Strive for excellence and independence in a positive and supportive environment to promote lifelong learning.

**Our Mission:** Our mission is to empower students to reach their full potential and to foster lifelong learning in a safe and caring environment.



# SUN WEST SCHOOL DIVISION 2023-2024 SCHOOL YEAR CALENDAR

LEGEND	
<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Student First/Last Day	
<span style="background-color: lightgreen; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No School	
<span style="background-color: lightblue; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Stat Holidays	
<span style="background-color: purple; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> PD	
<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> In Lieu	
Instructional/Operational Days: 181.5 / 197.0	
Student Days:	
Semester 1 - 91.0	Semester 2 - 90.5

AUGUST <sup>0</sup> <sub>6</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER <sup>18</sup> <sub>18</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER <sup>19</sup> <sub>21</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER <sup>20</sup> <sub>21</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER <sup>15</sup> <sub>16</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY <sup>19</sup> <sub>20</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Semester 2 Starts February 1		

FEBRUARY <sup>16</sup> <sub>16</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH <sup>19</sup> <sub>20</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL <sup>16</sup> <sub>17</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY <sup>22</sup> <sub>22</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE <sup>17.5</sup> <sub>20</sub>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## Table of Contents

2023-2024 School Calendar	1.0
School Staff	2.0
NWCS Code of Conduct	3.0
Lines of Communication	4.0
Reporting to Parents	5.0
Bell Times	6.0
Telephone	7.0
Cell Phones	8.0
Textbooks	9.0
Physical Education Uniform	10.0
Indoor Shoe Policy	11.0
Lockers & Locks	12.0
Bicycles	13.0
Lost & Found	14.0
Accident/Illness	15.0
Students not feeling well	16.0
Graduation Ceremony Requirements	17.0
Supervised Homework Room	18.0
Noon Lunch	19.0
Billets for Bus Students	20.0
Student Arrival Time	21.0
Student Leadership Council	22.0
Extra-Curricular Activities	23.0
General School Fees	24.0
Bullying and Harassment	25.0
Tobacco Use and Swearing	26.0
Alcohol & Drugs	27.0
Peanut, Nuts, and Peanut Butter Allergies	28.0
Energy Drinks	29.0
Scents	30.0
Student Dress Expectations	31.0
Behaviour of Students While Being Transported	32.0
Exams and Assignments	33.0
Attendance	34.0
Policy for Class Options	35.0
Sign in/out Procedures	36.0
Lates	37.0
Parents Driving Students to Events	38.0
Student Vehicles	39.0
Storm Policy	40.0
Elementary Playground	41.0
Requirements for High School Graduation	42.0
NWCS Website	43.0
Student Violence Threat Risk Assessment Fair Notice	44.0
Pizza Sales	45.0

## 2.0 NWCS Staff

Staff Member	Position
Thomson, Cindy	Principal, math, history, and chemistry
McDonald, Trish	Vice Principal and student support
Bacon, Cheryl	EA
Bell, Barb	Librarian
Bulgis, Bryce	Middle years and high school ELA, PAA 10
Burton, Roselle	EA
Buttar, Cheyenne	Intern with Shelby Simpson and Helena Olson
Chester, Nicole	Caretaker
Darroch, Taylor	Grade 3
Davis, Leah Anne	Math and PE
Dipple, McKenna	Intern with Taylor Darroch
Elliott, Kaidree	Grade 4
Jenn, Brenda	EA
Laternus, Niki	EA
McDonald, Courtney	Mental Health and Addictions 10 and student support
McIntosh, Barb	EA
McLeod, Fran	Caretaker
Mitzel, Dana	Elementary PE and high school science
Mullen, Michelle	EA
Murphy, Madison	Grade 2
Olson, Helena	Grade 6/7 and Math 8
Ross, Amanda	Careers Ed.
Roth, Amber	Grade 5, PAA
Seibold, Jodi	Administrative Assistant
Shipman, Carrissa	EA
Silvester, Christina	EA
Simpson, Shelby	Grade 6/7, PeBL, and PAA
Swan, Erin A.	Kindergarten and PeBL
Swan, L. Erin	Counsellor
Switzer, Miranda	EA
Switzer, Natasha	EA
Turk, Dana	EA
Zerr, Alanna	Grade 1

### **Bus Drivers**

Veronica Bartok	306-460-4755
Berni Olson	306-430-1205
Jolene Richards	306-831-0114
Bob Smith	306-460-6567
Ryan Webber	306-460-9477
Jennifer McDonald	306-314-0427

### 3.0 NWCS Code of Conduct

RESPECT: self, others, property	RESPONSIBILITY
<p><b>SOUNDS LIKE</b></p> <ul style="list-style-type: none"> <li>• Use respectful language: verbal and body language</li> <li>• Be polite</li> <li>• Be friendly</li> <li>• Keep conversations at an acceptable level</li> <li>• Participate in class</li> <li>• Listen the first time so directions don't need to be repeated</li> </ul> <p><b>LOOKS LIKE</b></p> <ul style="list-style-type: none"> <li>• Dress modestly, follow school rules regarding acceptable dress code</li> <li>• Act with honour</li> <li>• Wait for your turn to be acknowledged</li> <li>• Respect the property and equipment of others and the school</li> <li>• Respect the space of others in the classroom, halls, and outdoor spaces including the parking lot and playground</li> <li>• Listen</li> <li>• Try your hardest</li> <li>• Everyone should feel safe</li> <li>• Clean up after yourself: garbage, recycle</li> <li>• Have confidence</li> <li>• Respect yourself: take care of your body, mind and spirit</li> <li>• Show empathy, try to understand how others feel and what his or her life is like</li> <li>• Follow the rules without being asked or reminded</li> <li>• Choose behaviours that allow ALL to learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Be punctual- on time</li> <li>• Attend class regularly</li> <li>• Be prepared- bring materials</li> <li>• Follow directions</li> <li>• Use class time appropriately</li> <li>• Be on task</li> <li>• Be organized and neat</li> <li>• Set a positive example</li> <li>• Self monitor</li> <li>• Meet deadlines</li> <li>• Complete assigned work</li> <li>• Do homework</li> <li>• If absent, find out what you missed and catch up on missed assignments</li> <li>• Ask for help/ ask questions</li> <li>• Have a positive attitude</li> <li>• Leave cell phones in sleeves in classrooms at the beginning of class.</li> <li>• Use devices when appropriate</li> <li>• Admit to mistakes</li> <li>• Be safe and fair</li> <li>• Be honest</li> <li>• Pay attention to posters, announcements and whiteboard messages</li> <li>• Take care of your property</li> <li>• Help others when they need it</li> <li>• Follow through with what you have been asked to do</li> <li>• Try new things</li> </ul>

### 4.0 Lines of Communication

If you have questions or concerns, please contact your child's teacher. Both parents and teachers want what is best for students, and often a meeting can help resolve problems and keep the lines of communication open. However, if you still have concerns, please contact school administration to discuss further.

## 5.0 Reporting to Parents

Good communication between teachers and parents is in the best interest of our students. Parents must be aware of their child's behaviour and performance in school, and it is our goal to keep you informed. Below are the initiatives taken at NWCS to keep parents informed about school activities and programs as well as individual student performance and behaviour.

- **Edsby:** The Parent Portal will be updated on or before the 15<sup>th</sup> and the 31<sup>st</sup> of every month. Elementary will be updated as the end of each month. Parents can see the updated assessments and attendance on this website. Progress reports are available on the MSS account. If you need support accessing Edsby, please contact Jodi.
- **Report Cards:** Grade 1-9 will have 3 report cards, while the High School level will have 4. Kindergarten will have 2 report cards.
- **Parent/Teacher Interviews** are on November 7 and 8 from 4:00 to 7:00 and March 13 and 14 from 4:00 to 7:00. Parents will be sent a link to sign up to meet with their child's teachers.
- **Final Exams** will be written for grades 8-12 students on January 25, 26, 29, and 30 and on June 20, 21, 24, 25, and 26.
- **Edsby and/or SeeSaw:** In grades K-5, teachers will send regular messages to parents via Edsby and/or SeeSaw.

**Thursday notes go out every Thursday via email. If there are items you would like to put in the Thursday note, please send them to [jodi.seibold@sunwestsd.ca](mailto:jodi.seibold@sunwestsd.ca) by Wednesday at 12:00 pm.**

## 6.0 High School Bell Times

Period 1	8:53 to 9:53
Period 2	9:57 to 10:53
Period 3	10:57 to 11:53
Noon	11:53 to 12:35
Period 4	12:35 to 1:25
Period 5	1:29 to 2:14
In Motion	2:14 to 2:31
Period 6	2:31 to 3:20

## 7.0 Telephone

**If parents need to contact students during class time, a message will be taken at the office, and the student will be called to the office at break, recess, noon, or the end of the day.** A phone is available outside the main office for students. Students may use the phone with the permission of a staff member. Play arrangements should be made prior to school time.

## 8.0 Cell Phones

NWCS monitors the use of cell phones and expects that students will use them responsibly. Please **DO NOT** call/text your child during class time, as it is disruptive to your child's learning and their classmates. Students will put their phones away **OR** leave them in their lockers. If students use their cell phone for non-school related purposes during class time, it will be taken for the period and/or the remainder of the day and the student will be able to pick it up at the office at 3:20. Elementary students are to keep their cell phones in their backpacks during the school day.

## 9.0 Textbooks

Textbooks are provided free of charge for each student. However, if textbooks are damaged or lost, students will be responsible for the cost of a new textbook.

## 10.0 Physical Education Uniform

Grade 4 and up are **required to change** into appropriate gym clothing, which includes a clean pair of **NON-MARKING running shoes** (no skateboard shoes) and clothes that are separate from their regular school clothes. Although there is no set uniform, students are expected to wear appropriate clothing with no holes. Students are asked to take their gym clothes home and wash them on a regular basis. Elementary students will put their gym clothes in a bag to take into the change room with them and then to the gym and leave on the stage if requested by their teachers. Each year, the school provides opportunities for students to purchase school clothing. Our website has the link. Students should have deodorant, shampoo, and soap at school if they shower after class. Showering should be quick so students are not late for their next class.

## **11.0 Indoor Shoe Policy**

**High school and elementary students are expected to have a separate pair of shoes to wear indoors during weather conditions that require students to remove their shoes.** Their gym shoes can be used for this purpose. Students are asked to leave their outside shoes off until they are clean and dry.

## **12.0 Lockers and Locks**

Lockers and locks are provided for students. Grades 6-12 students are expected to keep their lockers neat and clean at all times and free from stickers. Lockers will be cleaned out before long weekends and holidays. Problems with lockers or locks should be reported to the office. **All grade 6-12 students are encouraged to keep their lockers locked with school locks to prevent theft.**

## **13.0 Bicycles**

We ask that bicycles be parked in the bike rack located at the school. It is a good idea to have your bicycle serial # recorded at home.

## **14.0 Lost and Found**

If items are left in classrooms and hallways, they will be returned to students if they are labelled. Non-labelled items will be kept for a short period of time then either donated or thrown out. **Please label ALL YOUR CHILD's items, so if they are lost, they can be returned.**

## **15.0 Accidents/Illness**

If a student is injured or becomes ill, parents will be notified. If the office is unable to contact the parents, the student will be taken to the hospital if necessary. All injuries and illnesses during school time must be reported to the office before the student signs out. It is **critical** that a contact person and number be supplied in case of emergencies and that an Incident Report form be filled out and sent to the office via email. The Sun West School Division has accident insurance for students engaged in authorized school functions. Parents may also purchase optional student accident insurance (available in September).



## **16.0 Students Not Feeling Well**

If students are not feeling well in the morning, they should stay at home to stop the spread of germs. If students are not feeling well at school, they should talk with their teacher first. Parents will be contacted, and a plan will be made for their child.

## **17.0 Graduation Ceremony Requirements**

Graduation at NWCS is recognized as a significant academic accomplishment. To participate in our graduation ceremonies, a student must meet the minimum requirements set out by the Saskatchewan Ministry of Education. To be eligible to take part in NWCS's graduation ceremonies, a student must be registered in the required classes and have a minimum of 40% in these classes on the third term report card. If marks are low, students will be monitored closely to ensure that they end up with the required credits to graduate. Students who have completed ELA A30, ELA B30, History 30, a 20- or 30-level science and a 20- or 30-level math and TWO other 30-level courses but do not have 24 credits may apply for an Adult 12 when they turn 19 years of age.

## **18.0 Supervised Homework Room**

When students are assigned to the Homework Room, they are required to be in the room from 11:53 to 12:35. The Homework Room is for students who have not completed their homework on time. NWCS follows the practice of mandatory completion of assignments for all classes. If nothing is completed on an assignment in class or at home, the student will be put in homework room and the teacher will mark what the student gets completed. If students miss homework room the first time, parents will be contacted by the teacher of the missing assignment. If students miss a second time, they will complete their assignment in the office in the afternoon and parents will be notified by email.

## **19.0 Noon Lunch**

All students who remain at school during the noon hour are required to stay in the designated areas. Kindergarten-Grade 5 students may not leave the school grounds without a parent note and teacher permission for each occasion. Parents of students in Grade 6-9 will complete a Permission Click form if they want to allow their child to go downtown at noon. The gym will be supervised for grades 6-12 students during the lunch break from 12:05 to 12:35. A schedule indicating which grades can be in the gym each day will be posted outside of the gym doors.

## 20.0 Billets for Bus Students

Students travelling to school by bus are asked to provide the name, address, and phone number of a billet **in Plenty** so they have somewhere to stay in the event of extreme weather. In extreme cases, the school can billet as well. Please update this information on the yearly registration form.

## 21.0 Student Arrival Time

Kindergarten to Grade 5 students are expected to go outside prior to school, leaving their backpack outside in the designated areas. **Please do not send your child to school prior to 8:40 as supervision does not start until 8:40 in the morning.**

## 22.0 Student Leadership Council (SLC)

The SLC is elected each year at NWCS to organize and direct student activities. General aims of the SLC are:

- To form an organization to unite and initiate all activities within the school that is for entertainment, physical development, and education.
- To arrange for and finance entertainment, sports activities, and education projects.
- To promote harmonious relations within the school and outside with the public.
- To promote school spirit.

School Colours: The colours are identified as blue & white with a wildcat logo.

## 23.0 Extra-Curricular

Following is a list of extra-curricular activities in which students may be involved with outside of school hours. Other activities may be added if opportunity arises. The majority of the following are for High School students; however, there are opportunities for students in Kindergarten to Grade 5 to take part in specific activities. At all sporting events, fan behaviour should be appropriate and demonstrate respect for athletes.

### Elementary

Cross Country, Craft Club, and Kids in the Kitchen, Pass Punt Kick

### High School

Volleyball	Badminton	SLC	Track & Field
Curling	Football (9-12)	Cross Country	Golf
Pass Punt Kick		Yearbook	

**If students are absent from school, they will not take part in extra-curricular activities after school that day. If students are absent on Friday, they will not take part in extra-curricular activities on Saturday. If students are absent for appointments, parents should contact the office prior to the absence, and the above policies would not be in effect.**

## 24.0 General School Fees

Following is a list of fees to be paid on behalf of each Grade 1-12 students. Please pay these fees ASAP by e-transfer, cash, cheque, or credit card (through Permission Click). Kindergarten students do not pay school fees.

Extra-curricular/SLC fees	Grade 1-9	\$10.00/student
	Grade 10-12	\$20.00/student
		\$50.00/family

PAA (Industrial Arts and Home Economics): Students may be charged for materials used for various projects.

## 25.0 Bullying and Harassment

Bullying behaviour is done on purpose, is an imbalance of power, and is hurtful and repetitive. There are three kinds of bullying: physical, verbal, and indirect. NWCS staff will deal with incidents that they observe or are made aware of. We want all students to feel that NWCS is a welcome and caring environment. When conflict or problems arise, teachers will work with students to find a solution that works for everyone.

Physical	Verbal	Indirect
<ul style="list-style-type: none"> <li>-Punching</li> <li>-Kicking</li> <li>-Hitting</li> <li>-Spitting</li> <li>-Tripping</li> <li>-Pinching</li> <li>-Slapping</li> <li>-Head-butting</li> <li>-Pushing</li> <li>-Shoving</li> <li>-Headlocks</li> <li>-Breaking bones</li> <li>-Bloody nose/black eyes</li> <li>-Choking</li> <li>-Throwing snowballs</li> <li>-Drowning</li> <li>-Swirlies</li> <li>-Violence against friends and family</li> <li>-Pulling hair</li> <li>-Biting</li> <li>-Locking in a closed space</li> <li>-Pulling someone away from what they are doing</li> <li>-Wedgies</li> <li>-Noogies</li> <li>-Pranks</li> <li>-Dirty Tricks</li> <li>-Scaring others</li> </ul>	<ul style="list-style-type: none"> <li>-Swearing</li> <li>-Saying mean things</li> <li>-Uttering threats</li> <li>-Calling names</li> <li>-Taunting</li> <li>-Mocking</li> <li>-Extortion (taking someone's money)</li> <li>-Prank or intimidating phone calls</li> <li>-Coercion (forcing someone to do something)</li> </ul>	

- Classroom teachers continually work with their students on topics such as empathy and respect for one another.
- Our code of conduct was created with input from all students and is posted in classrooms, hallways, and busses. It clearly outlines how respect and responsibility look in our school.
- The school, in conjunction with the SCC, has guest speakers in to talk to students.
- Staff regularly have discussions with students who are not following the Code of Conduct.
- Staff make phone calls to parents whose students have not followed the Code of Conduct.
- Students serve In School Suspensions or Out of School suspensions for inappropriate behaviour.
- Staff meet with parents and students to promote positive behaviour.
- Students are consistently told that if there is a disagreement between them and another student that they cannot resolve, they need to ask an adult for help.

- Staff work to help students develop coping strategies when they are feeling frustrated or discouraged.
- Counselling is available on a regular basis in our school.
- Staff members are trained in Non-Violent Crisis Intervention and Collaborative Problem Solving.

While we realize that all the above strategies are not always successful with all students, staff at NWCS are doing our best to promote positive interactions and positive behaviours, and we appreciate your support. If you have concerns, it is imperative that you contact your child's teacher as soon as issues arise.

## **26.0 Tobacco Use and Swearing**

The facility and grounds of NWCS are tobacco- and vape-free. Students will serve an In School or Out of School Suspension for violation of this rule.

Students should use respectful, appropriate language at school. If caught swearing, students may serve a noon hour in the office. If it occurs a second time in a month, students will spend an afternoon in the office.

## **27.0 Alcohol and Drugs**

The school environment must be alcohol- and drug-free to provide the best opportunities for student growth and development. NWCS prioritizes student physical and mental health and recognizes that drug abuse and chemical dependency interfere with a student's well-being and ability to perform. As part of alcohol and drug abuse education, the following strategies will be used:

- Promoting prevention strategies
- Providing educational opportunities and materials
- Taking appropriate actions in response to alcohol and drug related incidents
- Facilitating consultation and rehabilitation by referral to appropriate agencies

### **The Zero Tolerance Rule:**

NWCS has zero tolerance for illegal/legal drugs and alcohol during school hours and at extra-curricular and school-related functions. There is no amount of alcohol or illegal/legal drugs that a person may consume or possess that would be acceptable. If students choose not to follow this rule, there will be an automatic suspension.

## **28.0 Peanut, Nuts, and Peanut Butter Allergies**

NWCS is a nut-aware facility, as we have several students within our school who have serious allergies to peanuts and/or other nuts. To prevent any serious harm to these students, food that contains or "may contain" any type of nut cannot be brought to school. Look for the peanut-free symbol. There will be consequences for students who knowingly defy this policy.

## **29.0 Energy Drinks**

Students are encouraged to refrain from consuming “energy” drinks at NWCS, which contain high levels of caffeine. Health Canada warns that these drinks can cause a short-term boost in energy; high intakes can also increase blood pressure and cause your heart to beat faster. Instead, we encourage healthy food, drinks, and snacks. A proper balanced diet combined with exercise and a good night sleep will give everyone the energy they need to perform all day!

## **30.0 Scents**

Fragrances are found in a wide range of products including perfumes, colognes, aftershaves, deodorants, soap, shampoos, hairsprays, body sprays, make-up, and powders. Exposure to perfumes and other scented products can trigger health reactions in individuals with asthma, allergies, migraines, and sensitivities to chemicals. We ask that students, staff, and visitors consider the sensitivity of others and help contribute to a scent-reduced environment.

## **31.0 Student Dress Expectations**

Students are expected to conform to certain dress standards acceptable to standards of today’s workforce and society. We request that you use the following guidelines:

- Clothes should be selected with good taste and judgment in mind.
- Any type of clothing that displays alcoholic, pornographic or slang expressions or message is unacceptable.
- Undergarments should not be visible.
- Hats can only be worn after purchasing a hat card.

## **32.0 Behaviour of students while being transported**

When students are transported to and from school for extra-curricular activities, special care is taken to ensure the safety of all involved. It is crucial that students exhibit appropriate behaviour. Students are responsible to the school during all times of transportation. The rules and guidelines set out by Division Policy, School Policy, and the Education Act will be applied and used for reference for all activities.

## **33.0 Exams and Assignments (Grades 6-12)**

Students' final standing in courses will be determined by classroom work, assignments, and exams. In addition to more frequent chapter tests teachers give during the year, there will be major comprehensive exams (finals for grades 10-12 students) in late January and June. Grade 8/9 students will write a midterm or a final chapter exam. These results comprise a significant portion of the final standing. Please see dates for these exams on the calendar at the beginning of this handbook.

### **Exam Rewrites**

If a student is unhappy with his/her mark, he/she should talk to the teacher outside of class time to set up a plan for a rewrite. Teachers may require students to spend time reviewing material with them prior to a rewrite. The teachers will let the parents know about the plan that has been arranged.

### **Assignments**

NWCS follows the practice of mandatory completion of assignments for all classes. If nothing is completed on an assignment in class or at home, then the student will be put in homework room and give the teacher what he/she gets completed.

### **Missed Tests/Exams**

**Students should try to avoid missing tests. If they do miss a test, students and/or parents should talk to the teacher immediately after they return to school.**

### **Cheating:**

Students caught cheating on exams or assignments are considered to be a major infraction of NWCS policy. The teacher **will** contact the parents/guardians of that student outlining the event to them. Administration, in consultation with the teacher, will decide on the appropriate measures to be taken with the student and will report this decision to the student and parents as soon as possible.

## **34.0 Attendance**

**Please notify the school before 9:00 am if your child is going to be absent or late from school for illness or other reasons.**

Attendance is very important to student success. Attendance of all classes is compulsory. Responsibility for attendance rests with the students and parents. The school expects regular attendance and keeps accurate records of a student's attendance.

## **35.0 Policy for Class Options**

Administrators will meet with all Grade 9-11 students and their parents in the spring to finalize class selections for the fall. If parents give permission to drop a class, this must be completed by the end of September for semester 1 and by the end of February for semester 2. Once a student has started a class, all attempts must be made to complete that class. Students must be at the September 30 point on their course outline by September 30, or they will be removed from the course.

## **36.0 Sign in/out procedure**

**If students must leave school early or arrive late, they are expected to sign in/out by talking to Jodi at the office.** This ensures that the office is aware of student whereabouts at all times. If you are picking up your child during school hours, please meet them at the main door and sign them out with Jodi.

## **37.0 Lates**

Students are expected to be on time for classes. If lates become an issue, there will be consequences including noon hours in the office and/or in school suspensions. If students in grades 10-12 are late, they will come in the main doors, get a late slip from Jodi, and go directly to class.

## **38.0 Parents Driving students to Events**

Sun West School Division requires that parents have 2 million liability insurance on their vehicles to transport students and a criminal record check. All drivers must complete the Driver Authorization Application annually, which is included in the Permission Click forms sent out in the Thursday note.



## 39.0 Student Vehicles

Students are to refrain from driving their vehicles during school hours, 9:00 a.m. to 11:53 a.m. and 12:35 p.m. to 3:20 p.m. unless students are going home early. **After school, if students leave before the busses, they MUST drive responsibly. If not, students will lose this privilege.** There are no plug-ins for student vehicles in the winter months. Students will park in student parking, located by the gym doors or across the street. Students are not permitted to park in staff parking spaces or behind staff vehicles.

## 40.0 Storm Policy

In the event of blizzards and severe wind chill, the following policy will apply:

- Buses will not run if the temperature is –40 Degrees Celsius or colder with the wind chill factor. Bus drivers make this decision and communicate to parents.
- Buses will not run if there are hazardous driving conditions.
- NWCS will be open. Teachers will be at the school. Students who are present will do prepared assignments or review their work.
- If a winter storm develops during the school day and road conditions are treacherous, students who arrive on a bus will return on the same bus unless their parents pick them up at the school. If buses do not run, students will be lodged with their designated billets.
- Students without a billet in town will stay at the school with staff.
- Students who drove to school may only return home after their parents confirm with the office that they have their permission to do so. They can only take siblings with them.

## 41.0 Elementary Playground Rules

- Safety and respect are our main concerns on the playground.
- In consultation with other schools, we have decided to try keeping “technology” (Nintendo DS, iPods, cell phones, etc.) off the playground. The basic reason for this is two-fold: We think it is important that recess is a time for all students to be outside and to be physically active, and as well, we have found that often the root issue of some conflict on the playground is technological devices that belong to specific students.
- Students will be expected to leave their backpacks in their designated areas and go directly to the playground upon arriving at school. This is to ensure that all students are being supervised by the outside supervisor before school. **Teachers begin supervising the playground at 8:40 am.**
- All students are expected to go outside for recess and remain outside until the bell has rung.
- Students are to use equipment safely and for intended use. Whatever equipment students use should be placed back as they found it before they began playing with it. Snowballs, unfortunately, are not something that we are able to play with on the playground.
- Playground boundaries must be respected, as they are the areas that are supervised.

- Teachers communicate regarding all issues on the playground. We strive to be consistent in our language and in implementing the guidelines that have been outlined.
- Throughout our changing seasons, students need to dress appropriately for the weather. Students should know that items like mittens and hats need to be worn with jackets zipped up! There are extra supplies at the school should students forget theirs, but please make every effort to ensure that your child is dressed for the weather.
- Indoor recesses will occur if the temperature with windchill is below –25 Degrees Celsius or if there is inclement weather.

#### Recess Schedule

	K-2	3-5
Morning Recess	10:30 to 10:45	10:50 to 11:05
Noon Lunch	11:53 to 12:15	12:15 to 12:35
Noon Recess	12:15 to 12:35	11:53 to 12:15
Afternoon Recess	1:55-2:10	2:15 to 2:30

## 42.0 Requirements for High School Graduation

Grade 10	Grade 11	Grade 12
<b>Minimum 8 credits</b>	<b>Minimum 16 credits</b>	<b>Minimum 24 credits (five of which must be at the 30-level)</b>
<b>Compulsory courses are:</b> <b>ELA A10, ELA B10,</b> <b>History 10, Science 10,</b> <b>Math 10</b>  <b>3 electives at level 10 or higher</b>	<b>Compulsory courses are:</b> <b>ELA 20, Math 20</b>  <b>6 additional elective credits at level 20 or 30</b>	<b>Compulsory courses are:</b> <b>ELA A30, ELA B30,</b> <b>History 30, a science 20 or 30, a social science 20 or 30,</b> <b>2 credits in PAA at the 10-, 20- or 30-level, Wellness 10,</b> <b>Physical Education 20 or 30</b>


While we strive for all students to earn a regular grade 12 graduation with 24 credits as listed above, we realize that for some students this is not possible. Students who are 19 years old and have passed their ELA A30, ELA B30, History 30, a 20- or 30-level math, a 20- or 30-level science, and two other 30-level courses are eligible for an Adult 12. Taking this may impact post-secondary choices.

## 43.0 NWCS Website/Facebook/Instagram

North West Central School's website can be found at <http://www.sunwestsd.ca/north-west-central> . It highlights our students and their activities and contains useful information such as the Student/Parent Handbook, the current school calendar, copies of the Thursday Note, class supply lists, and information about our SCC. Please take some time to explore our website. If parents have pictures that they would like to be added to the website or suggestions for the website, please let the office know. You can also see pictures of NWCS students and happenings on Facebook and Instagram, which are run by volunteers.

## 44.0 Student Violence Threat Risk Assessment Fair Notice



	<b>Student Violence Threat Risk Assessment</b> <b>FAIR NOTICE</b> <i>Sun West School Division is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers and others feel safe. Schools cannot ignore any threat of violence.</i>	
	<p><b>What is a threat?</b></p> <ul style="list-style-type: none"><li>• An expression of intent to do harm or act out violently against someone or something</li><li>• May be verbal, written, drawn, posted on the Internet, or made by gesture</li></ul> <p><b>Duty to Report</b></p> <p>To keep school communities safe and caring, staff, parents/guardians/caregivers, students and community members must report all threat related behaviors to the school principal.</p> <p><b>What is the purpose of a Student Violence Threat Risk Assessment?</b></p> <ul style="list-style-type: none"><li>• To ensure and promote the emotional and physical safety of students, staff, parents, the student making the threat, and others</li><li>• To ensure a full understanding of the context of the threat</li><li>• To understand the factors that contribute to the threat maker's behavior</li><li>• To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker</li><li>• To promote the emotional and physical safety of all</li></ul>	<p><b>What behaviors warrant a Student Violence Threat Risk Assessment to be initiated?</b></p> <p>A Student Violence Threat Risk Assessment will be initiated for behaviors including, but not limited to:</p> <ul style="list-style-type: none"><li>• Serious violence or violence with intent to harm or kill</li><li>• Verbal/written threats to harm or kill (clear, direct, and plausible)</li><li>• Online threats to harm or kill others</li><li>• Possession of weapons (including replicas)</li><li>• Bomb threats (making and/or detonating explosive devices)</li><li>• Fire starting</li><li>• Sexual intimidation or assault</li><li>• Gang related intimidation and violence</li></ul> <p><b>What Parents and Students Need to Know?</b></p> <ul style="list-style-type: none"><li>• Any threat must be reported to the school principal</li><li>• Investigation may involve the student services counsellor, the police of jurisdiction, or other community agencies</li><li>• Investigation may involve locker or personal property searches</li><li>• Interviews will be held with the threat maker and other students or adults who may have information about the threat</li><li>• Parents of students who are directly involved will be notified</li><li>• Threatening behavior may result in disciplinary action</li><li>• An intervention plan may be developed for the student making the threat and a support plan developed for any individuals targeted by threats.</li></ul>
<p><i>The information in this brochure reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.</i></p> <p>The complete West Central Community Threat Risk Assessment and Support Protocol may be found on the Sun West School Division's website at <a href="http://www.sunwestsd.ca">www.sunwestsd.ca</a>.</p>		



## 45.0 Pizza Sales

**PLENTY HOTEL**  
**PIZZA DELIVERY DAYS AT NWCS**

1 SLICE AND  
A JUICE BOX  
AND A TREAT  
**7.00**

EXTRA  
SLICE  
**3.50**

AVAILABLE  
BY  
PRE-ORDER  
CHEESE  
OR  
PEPPERONI

Sept 22	Feb 16
Oct 20	March 22
Nov 17	April 26
Dec 22	May 31
Jan 26	June 21

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presented by Student Leadership Council every month

Sept 27

**DELIVERED**

Feb 8

October 30

@ Lunch

March 28

by pre-order

April 16

November 30

December 15

**\$11**  
**8" individual**  
**pizza and drink**

May 10

Jan 11

June 18



**Cheese**



**Pepperoni**



**Hawaiian**

**Regular, Gluten Free and**  
**Dairy Free options available**