

**NORQUAY SCHOOL
BOX 430
Norquay, Saskatchewan
Telephone: 594-2286 Fax:
594-2360
Principal: Mrs. Audrey Seversen**



THIS STUDENT PLANNER BELONGS TO:

NAME _____

Dear Parents and Students,

School is a period of time in one's life when a person develops in many ways. This growth pattern, of which schooling contributes a great part to, cannot be separated from the family and community who all interact and support each other. Basic academic knowledge, methods of thinking, behaviour patterns, peer development, tolerance and understanding of various ethnic and cultural groups are some of the many facets encountered in a student's school years.

The acceptance and appreciation of the many different individuals who interact in school, lead students to visualize, set and strive for goals, individually and as part of a team. Although the processes and rates of development are difficult to understand at times, the end result is a student with commitment to proceed into the world and assume the responsibilities that society passes on from one generation to the next.

In accordance with the school and division motto of "Students Come First" our school's specific aims are:

1. Providing students with the academic credentials to qualify for the various universities, colleges and technical schools.
2. Exposing students to as many experiences as possible which reflect the demands and expectations of the labour force into which they will become skilled and active members of.
3. Preparing students for a society which has many various extracurricular activities in the fields of sports, fine arts and culture.

We appreciate the efforts, commitments and dedication by the Division and School Community Council members to ensure a program of quality education. With the many constraints to be handled, they seek to provide the best staffing, physical facilities and equipment necessary to deliver an education program.

With the continuing support and co-operation of boards, parents, community members, staff and students, our program will continue to be modern, efficient and challenging.

The Good Spirit School Division (GSSD)

The Norquay School is a part of the Good Spirit School Division. The following Norquay School policies reflect the direction taken in the GSSD Administrative Manual. Where applicable the division policy will be referred to directly.

CODE OF CONDUCT (Administrative Procedure #350)

Background

Division schools operate with good discipline in order to:

- * Develop students' knowledge, attitudes, and skills that will assist them in conducting themselves according to appropriate standards of behavior,
- * Provide classroom conditions which will contribute to effective teaching and learning, and protect the health and safety needs of the school, and,
- * Help students to become the best that they can be.

The Division encourages the cooperative efforts of students, parents, teachers, administrators and School Community Councils in providing well-disciplined and educationally productive environments in our schools.

Procedures

1. Students are to:

- Be diligent in pursuing their studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone involved in providing education programs and services;
- Comply with the rules of the school;
- Account to their teachers for their conduct;
- Respect the rights of others;
- Respect and care for personal and public property; and
- Be polite and display good manners.

2. Parents will help students meet the Code of Conduct when they:

- Send children to school rested, clean, fed, and ready to learn
- Ensure that the child attends school regularly
- Are aware of the child's work, progress and problems - by talking to the child about school, by looking at the child's work and progress reports, and by participating in school programs and activities when possible
- Maintain continuing contact with the child's teacher and principal about the progress of the child's education
- Reinforce at home the importance of acquiring the knowledge, skills, and values needed to function effectively in society
- Take part in school programs that enable parents to participate in making educational decisions
- Respond to communications from the child's school
- Hold the child responsible for the work, attendance and behavior expected for the child's education
- Treat school personnel with courtesy and respect.

3. Teachers and/or staff will help students meet the Code of Conduct when they:

- Create and maintain a safe, caring atmosphere within the classroom and the school
- Create an environment which helps students learn to accept themselves and others by becoming competent, fulfilled and independent persons
- Prepare diligently and search constantly for ways to set students up for success, to be winners not only by the quantity of knowledge they absorb but also by their desire to learn
- Create and maintain cooperative relationships between the school and the family
- Inform parents through conferences and report cards, about the academic and social progress of their children
- Provide professional advice to parents with regard to the educational needs and recommended programs for their children;
- Maintain their professionalism by keeping up with current educational thought, continuously searching for ideas, materials and experiences to use in helping students
- Treat students and parents with courtesy and respect.

Expectations for Student Behavior in the School

Students are encouraged to show pride in and respect for themselves and the school. In an effort to ensure this:

- a) Muddy and wet footwear are to be removed at the school entrances or cleaned appropriately.
- b) Students are responsible for keeping their own materials and materials loaned by the school (library books, texts, etc.) in good condition. Students who are careless with school materials may have to pay for any damage or loss.
- c) Students should keep their personal belongings and valuables in their desks, lockers or book bags or an area designated for their storage.
- d) Norquay School students are expected to exercise good taste and to take pride in their personal appearance. For example: T-shirts with inappropriate slogans or advertisements are not acceptable.
- e) All students should have the necessary school materials requested on their supply list. Appropriate materials and gym wear should be kept at school throughout the year.
- f) Students are not to loiter in the entrance ways, hallways, or bathrooms.
- g) Co-operation is very important and students are expected to respond cooperatively to adults and fellow students. The cooperation will ensure that the proper etiquette is followed in the classroom, gym, library, and our hallways.
- h) Behavior which will endanger the safety of anyone in our school is not permitted.

Discipline

A school has a very dynamic environment where tolerance levels vary with the individual, the class, the teacher and the learning situations. Despite the many variations, the standard of conduct must reflect the goals and rules of the school. In addition teachers spend a great deal of time developing self-confidence, independence, and responsibility in students. One must remember that every student has the right to receive an education, if a student chooses to remove this right of others, discipline will occur.

Students that choose to behave contrary to the standards set by individual teachers will be subject to the consequences of their choice of action. When a student makes an incorrect choice in action, they will be treated in a fair and consistent way. They will be asked to make a choice as to which type of behavior they wish to pursue and will be reminded of the consequences that each choice may result in. Life consists of choices, and with choices in life comes consequences. Norquay School believes in helping students make the right choices so that consequences in their lives are continually as positive as possible.

To deal with "minor" problems loss of privileges may be imposed. Loss of privileges are designed to give the student a chance to reflect upon his/her choice of action, and encourage an attitude of personal improvement. Students who continually make the incorrect choices will meet with the Principal and may be subjected to in-school, out of school suspensions, or loss of privileges. The privileges may include the following: extracurricular activities, or participation in school events. Parents will often be notified and the problem(s) will be discussed. Some examples of actions that will be dealt with are as follows:

- a) Improper language
- b) Defiance (insubordination)
- c) Throwing things
- d) Inappropriate behavior
- e) Being late for class
- f) Non constructive work habits
- g) Disruptive behavior
- h) Minor verbal or physical confrontations

One must remember that every student has a right to receive an education. If a student chooses to remove this right from others, discipline will occur.

To Deal with "major" problems, school discipline is outlined in the Education Act and Good Spirit School Division policy as outlined below.

Suspension:

One to Three Days

Reason for the suspensions:

1. Overt opposition to authority
2. Serious misconduct

Suspension: One to Ten Days

Reason for the suspensions:

1. Persistent display of overt opposition to authority
2. Refusal to conform to the rules of the school
3. Habitual neglect of his/her duties
4. Willful destruction of school property
5. Use of profane or improper language
6. Been irregular in attendance at school
7. Gross misconduct of any other type than described above.

Suspension: Ten days to One Year

Where a student Discipline Committee is satisfied, based on the investigation, that the student has acted in a manner to warrant suspension for a period greater than Ten Days, the committee may suspend the student from all or any of the schools in the Division for a period not greater than one year.

***Remember students have the power to make appropriate choices.**

Attendance of Students (Administrative Procedure #340)

Background

Students are required to attend school in accordance with the Education Act and the administrative procedures set forth by the Good Spirit School Division.

There is a very high correlation between regular attendance and academic success. Good attendance gives rise to good responsible habits which are carried forth from public schooling into further post-secondary education and the labour force.

Absence

Absence means missing any part of the school day.

Parents/Guardians are expected to contact the school to provide a reason for the student's absence.

Contact may be made by

1. Edsby
2. Telephone
3. Email/note

Attendance Policy

- If you know that your child will be absent, you must let the school know ahead of time. You can enter their absence into Edsby or phone the school office. If your child is ill, please contact the school at your earliest convenience (preferably in the morning). If the school does not receive notice, the student will be assigned an "unexcused" absence.
- After the first reporting period, parents will receive correspondence in regards to their child's attendance if he/she has more than 10% unexcused absences.
- For students that are deemed at risk according to Administrative Procedure 340, further action may be required. For credit classes (Grade 10/11/12) poor attendance may result in the student being removed from the class.

Sign-Out Book

When a student is leaving the school for any reason which is not school related he/she is expected to sign out at the office. The student should still have permission in the form of a note or a phone call from the parent/guardian.

Excusable Absences

If a parent/guardian has informed the school of the absence in Edsby or by a note or a phone call prior to or on the day of the absence, the absence will be considered excusable.

Inexcusable Absences

If the school does not receive a notification or a phone call, the absence will be considered inexcusable.

Notes: Non-attendance of school and school activities without validation may result in action, which may include, but is not limited to, suspension, removal of other school privileges, removal from the course.

It is the responsibility of the student and parent(s) to inform the office as to why the student was absent from school. If the office does not receive a reason for the absence, the absence will be considered inexcusable.

Students are responsible for making up work missed within a reasonable time. If the absence has been prolonged due to illness the student should contact individual teachers to make appropriate arrangements for catching up.

Evaluation

The process of evaluation is continuous. Evaluation is practiced through the use of the following data recording and evaluation instruments.

1. observations and checklists
2. anecdotal records
3. rating scales/rubrics
4. quizzes and tests
5. written assignments
6. presentations
7. homework
8. performance assessments.

Both the process and the final product are often evaluated. Norquay School will be using both formative and summative assessment to properly assess and assist your child.

Examinations and Assignments

Grades 10 – 12 students write exams at the end of the year

We request that you schedule holidays and social activities around these exam weeks. It is extremely important that students be available to write at scheduled times.

Students receive at least two days' notice for end of unit examinations. They are required to be in attendance to write exams at the assigned time.

If a student is going to miss an exam, test, or presentation for any reason the teacher must be notified in advance. If for emergency purposes this is not possible, the teacher must be notified at your earliest convenience.

Failure to notify the school in advance may result in the student receiving a mark of zero for the exam.

Students are responsible for approaching a teacher immediately upon returning to school to make arrangements to write the exam.

Students missing a final exam must provide the school with documentation stating the reasons for the absence.

A student who hands in an assignment that is late can lose marks for that assignment.

In the Classroom

- Be on time, in desks and ready to work at a time deemed appropriate by the teacher
- Be Prepared:
 - students should have all materials necessary for classes (notebooks, texts, pens, and pencils)
 - notebooks should be organized, complete and up to date
- Complete assignments to the best of the student's ability
- Respect other's rights to physical and psychological safety
- Work hard and produce good quality work
- Listen carefully to teachers and classmates

Lockers

The school will supply each student in as many grades as we can with a locker. Students must provide their own lock. The school advises all students to use a lock and ensure that their locker is locked at all times. Students leaving lockers open must take responsibility for lost articles.

Students are responsible for keeping lockers clean and tidy and locked. Any operating problems should be reported to the office. Students that choose to leave lockers unlocked, do so at their own risk. Students will be subject to discipline if they have any offensive or illegal materials or pictures in their locker. A reminder, that lockers are considered public, not private property and are subject to random searches by school authorities.

Cell Phones and Electronic Devices in Schools **(Administrative Procedure #358)**

Background

Inappropriate use of smart phones can result in discipline. The camera on their smart phones and other electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment and the teaching and learning process.

Procedure:

Norquay School understands that there are times when parents/guardians desire their child to carry a cell phone because of travel reasons. Ensure that your child turns off his/her cell phone and keeps it safely stored, when he/she arrives at school.

If a student is seen using a cell phone, or if the cell phone goes off during school hours, a school staff member may confiscate it and turn it into central office. The student can then pick his/her phone up at the end of the day.

Technology is very much a common feature of life today. We understand that many, if not all students have their own mobile device and use the with regularity. While there may be some situations where students will be allowed to utilize their cell phones during class time, unless explicitly directed, student cell phone use in class is not permitted.

If a student continues to disregard the school cell phone policy, further discipline will be taken to try and correct the errant behaviour.

The Program

The function of the school is to educate the students of the surrounding area using the best available personnel and resources provided.

The process of education and learning is most advantageous to students who make a concerted effort to succeed. Regular attendance, hard work, and positive attitude are characteristics which are indicative of the individual's performances.

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The program at Norquay School is based on curriculum guides as produced by The Ministry of Education.

Textbooks

The Good Spirit School Division supplies, without cost, the required text and workbooks to all students. The care of such is the student's responsibility. If a book is lost or damaged, a student may be required to pay a fee to the school.

Student Support Program

Norquay School is committed to meeting the educational needs of all of our students. A variety of programming options beyond the regular program are available to students with exceptional needs. Our Learning Resource Team, headed by our Student Support Teachers, work collaboratively with parents, administration, staff, and consultants from within our Division and beyond. We provide individual students the supports and services that they require to foster their full potential and empower them to become contributing and valued members of society.

Computer Program

The computers in the Resource Center and Computer Lab, and classrooms are connected to the internet and can be used for research.

GSSD Acceptable Technology Use (Administrative Procedure #140)

The following principles shall guide students, staff, and other users' access to electronic information resources:

- Access is a privilege, not a right. Access entails responsibility.

- All users are responsible for good behaviour on school computer networks and the appropriate use of resources.
- Where appropriate and where technology permits, a network account with a user name and private password for the students will be established. Each student or class with network access shall be assigned storage space on the corresponding file servers (which may be treated like school lockers).
- Using another person's password, trespassing in another person's folder, work or files is unacceptable.
- Users may not expect that files stored on school system resources will always be private.
- Disciplinary action related to student access to electronic resources will be determined at the school level in accordance with school rules and school system policy and procedures.
- Violations of the school and/or school system acceptable use policies and procedures may result in loss of access to electronic resources.
- Additional sanctions for inappropriate behaviour and communication shall be governed by the appropriate law enforcement agencies.
- Student language over the Internet shall be appropriate and in keeping with school and school system policy and procedures.

All users for each school and school system site will submit a properly signed acceptable use agreement for the use of electronic resources based on the principles outlined above.

Physical Education

Students are not allowed in the gym without supervision. For safety reasons, during supervised gym time, gym shoes must be worn and jewelry must be removed. Sports equipment is very expensive and should be looked after and used very carefully. Any equipment taken from the gym or classrooms must be returned at the end of the play period.

Gymnasium Floor

In June 2017 we received a brand new hardwood floor for our gymnasium. No outdoor footwear will be used while participating in any event on the hardwood floor. Proper footwear must also be worn. When spectating it is expected that clean footwear only be worn. If your footwear is dirty or inappropriate you must remove it before entering the gymnasium.

Learning Resource Center

Students may use the library during non-instructional time provided they behave appropriately. Students are expected to be responsible in using and returning Learning Resource Center materials.

Intramural Program

Feel good; you're a winner by participating in our great intramural programs. It's your choice. Norquay School provides intramural programs at both the elementary and high school level.

The Norquay School will also have various activity days throughout the year.

Skating

The rink is intended for student use as a part of the physical education program. To ensure student safety, no hard pucks, pointed or broken hockey sticks, or horseplay is allowed. Students need to wear helmets while skating. During school hours skating is permitted only when a teacher is supervising.

Telephone

The school phone is a business phone. Many calls come into the school each day, and it is very difficult to keep up with the number of calls. Messages are usually taken and it means taking time to find the student and give the message. We would ask that parents try to limit the number of calls to your child as much as possible. Please make every effort to communicate daily plans with your child before he/she leaves for school in the morning.

Arrival/Departure

School Time schedule

8:30 a.m.	Doors Open
8:55 a.m. - 9:57 a.m.	Period 1
9:57 a.m. - 10:12 a.m.	Break/Recess
10:12 a.m. - 11:14 a.m.	Period 2
11:14 a.m. - 12:16 p.m.	Period 3
12:16 p.m. - 12:56 p.m.	Lunch
12:56 p.m. - 1:58 p.m.	Period 4
1:58 p.m. - 2:13 p.m.	Break/Recess
2:13 p.m. - 3:15 p.m.	Period 5

- Students should try to arrive no earlier than 8:30 a.m. or they may come and find the school is locked.
- Students will be dismissed at 3:15 p.m. unless a teacher or a special activity requires them to be dismissed earlier or to stay later.
- Grade One to Six Bus students and town students who eat lunch in school must have a written note from a parent/guardian giving them permission to leave the school grounds during noon hour. Other arrangements have to be made with the principal's office.

Please Note

- 1) The kindergarten A class meets on odd numbered days of the six day cycle. The kindergarten B class meets on even days.
- 2) Students are asked not to arrive at the school before 8:30 a.m., as there is no supervision provided before this time.
- 3) Unless involved in extracurricular activities students should not be on school premises after 4:00 p.m. Outside doors are locked at 4:00 p.m.

Supervision

Playground supervision

Supervision is provided during the following time periods.

8:40 – 9:00 a.m. Before School

9:57 – 10:12 a.m. Morning Recess

12:16 – 12:56 p.m. Lunch

1:58 – 2:13 p.m. Afternoon Recess

3:15- 3:25 p.m. Bus Supervision

Recess and Noon Hour

Students are expected to play co-operatively and safely, while respecting the rights of others.

Students are expected to play in their designated areas during recess and noon hour breaks.

Students should dress appropriately for outside play. If it is necessary for the child to stay inside at recess and noon hour the parents/guardians should send a note to the homeroom teacher.

After school supervision is provided only until the buses leave, and for those who are involved in teacher directed activities.

Guidelines for Parents/Guardians

- a) Town parents/guardians should insist that their child report home immediately at lunch time (if they eat noon lunches at home) and after school.
- b) Discourage children from using the school phone to ask if they can go and play at a friend's place. Visits to a friend's home should be arranged in advance with both parents. Please communicate with your child the night before or the morning of school.

- c) If a child arrives at your home after school insist that he/she call his/her parents/guardians.
- d) Make sure that you have an arrangement with at least two of your neighbours so that your child knows where he/she is to go if he/she should ever arrive at home and find the house locked.

Leaving School Grounds

Students are expected to be on school property during the entire school day with the exception of lunch hour. Students needing to leave the school grounds during scheduled class time must report to the office to sign out. Upon their return to school students are asked to sign in at the office.

Study Periods and Study Hall

Senior students who do not have a scheduled class should use their "spare periods" for study purposes, completing assignments or library reading. Students with spare classes will be assigned to a designated classroom. It will be the responsibility of the student to attend to his/her assigned classroom.

Students may be requested to attend study hall to complete work not completed as a result of needing extra help, being late, attendance and/or behavior.

Homework

Work which is not completed in class should be completed at home. It is intended for homework to be a logical extension of the classroom learning experience. Parent/guardians are encouraged to be actively involved in their children's learning activities.

Transportation

Buses – The drivers are in charge of buses and students must follow their direction. Proper classroom conduct is expected when riding on the bus, and any violation of this will be reported to the principal. Parents are responsible for seeing that their children are adequately clothed during cold weather.

These rules are also in effect for students traveling by bus for any school programs, educational or sports trips.

Bicycles – Students traveling to school by bicycle should place them in the bicycle racks where they are to be left during school hours. Bicycles are not to be ridden on the sidewalk or school grounds.

Vehicles – Students who bring vehicles to school are required to park them in areas that are not restricted parking. We do have a student parking lot in which students that drive to school are expected to park in. **Note: If students are continually loitering in the parking lot they may be asked to leave. Since the parking lot is considered private property, students can lose their privilege to park their vehicle in the Norquay School parking lot.**

Student Vehicles

Any student motor vehicle (cars, trucks, and motorcycles) must have proper licensing and insurance.

Student drivers must have a proper driver's license. All students are expected to drive motor vehicles appropriately (speed limit). Careless or irresponsible driving at any time, especially near the school, may be reported to the police.

Drugs and Alcohol

The school environment shall be drug and alcohol free.

Tobacco

The Good Spirit School Division is a tobacco free environment.

Medication

The procedure for administration of medications is outlined in the Good Spirit School Division Administrative Procedures Manual. Unless the proper forms have been signed, the staff of Norquay School is not permitted to administer medication to students.

Lunch at School

Students who bring lunch to school should eat in the designated areas.

School Equipment Use

Special requests may be made to the School Office.

Student Belongings and Valuables

All articles of outer clothing and footwear should be clearly marked with the owner's name. Students are asked not to bring large amounts of money or valuable items to school. If bringing a large sum of money it should be turned into the main office or homeroom teacher for safekeeping.

Money, watches, jewelry, etc. should be left in the gymnasium office and not the dressing rooms during Phys. Ed classes.

Dress

Good grooming, cleanliness and appropriate dress are expected of each student.

Inappropriate sayings, gestures, inferences, references to alcohol and drugs are not permitted on school clothing. Students in violation will be asked to change to school provided clothing for the remainder of the school day. After this initial incident, parents will be contacted to provide appropriate clothing. We are a public institution with dress standards.

Hats and head wear are to be removed upon entering the school and placed in lockers for instructional time. Hats and headwear may be worn outside the school only.

Fire Alarm/Emergencies

When the Fire Alarm rings:

1. Leave at once; walk quickly but don't run; move as quickly as possible.
2. Every room has a card by the door which indicates the exit by which you should leave.
3. Leave in pairs and do not wait for anyone.
4. No books should be taken.

5. Upon reaching the school grounds, students must remain orderly with the teacher in charge.
6. The teacher will check the attendance book.
7. The all clear or bell will summon students back to their classrooms.

Any student who deliberately sets off the fire alarm and disrupts classes or examinations will face an immediate 3-day suspension and may be reported to the RCMP.

In the event of a need to evacuate the students from the school and surrounding yard, staff will usher the students to the Covenant Church for safety reasons.

Sports Trips

Many extracurricular activities require transportation of students to games from Norquay by School funded vehicles and/or individual private vehicles. During an excursion away from school, the coach/supervisor of the team or group of students will release students from his/her supervision only to a parent or a person that has been approved by the parent or guardian of the student. Expectations of student's behavior and conduct on a group trip are the same as any supervised classes in school. Participation in inter-school competition is strongly recommended, encouraged and supported at Norquay School.

Sports Teams/Fees

Playing on a Norquay School sports team is a privilege and not a right. It is expected that students keep up with their classes and attend school on a regular basis if they want to participate on our school teams. At any time the coach feels that there is reason to remove a player from his/her team, the coach will consult with the principal and a decision will be made.

Fees will be collected for each sport that is offered at Norquay School. These fees go to pay for registration of teams, transportation, officiating, and other costs that are incurred throughout the season.

Team fees will not be refunded if the following happens:

- i) A player quits part way through the season
- ii) A player is removed from the team for inappropriate behavior.

Remember that coaches are volunteers and without them you have no team.

Playing on a sports team is a privilege and not a right.

Norquay School has a proud tradition of Sportsmanship; it is up to you to maintain this tradition.

Special Recognition

Honour Awards – All grade 10-12 students who achieve an average of 80% or above are eligible to be on the honour roll.

Student Representative Council (SRC)

The Norquay School Representative Council organizes and participates in school and community projects. Students are encouraged to take part if they meet the minimum criteria. The criteria set out by Norquay School is that in order to be eligible to serve on the SRC a student must have passed all of his/her classes from the previous year. He/she must also have an overall average of 60%. A pattern of irregular attendance, in the previous year, may also make a student ineligible.

Our SRC elections will take place in the fall of each school year.

Sports—in the past years Norquay teams have distinguished themselves in areas such as curling, track and field, volleyball, basketball, badminton, and cross country at the district & provincial levels. Norquay School is proud to offer intramural flag football, floor hockey, and dodge ball leagues. As the interest, cooperation, personal ability and good student representation of this school continues, our teams shall participate in local, district and provincial competitions.

S.A.D.D. – For the past several years students have formed a “Students Against Drinking and Driving” chapter in Norquay School. This is a very worthwhile program and students are encouraged to participate in an executive or membership role. The purpose of the SADD program is to organize students from across the country to combat the number one killer of their age group – death due to drinking and driving. SADD educates students concerning the problem of drinking and driving, and helps each student become aware of the alcohol problem as it exists on the local, provincial and national levels. Consider joining this group for both knowledge and fun.

Drama – Norquay School offers an opportunity for students to join our drama clubs. We have both junior and senior drama clubs. It gives students a chance to express themselves in a creative and constructive way. It teaches them many important skills that will serve them well after they have completed their school years. Every year the Norquay School Drama Club participates at the Regional Drama Festival.



