

Neilburg Composite School Student Handbook



Respect: The core belief underlying the following information is that of respect: respect for the school, respect for all NCS staff, respect for other students and, perhaps most importantly, respect for yourself.

Staff & Support Staff

Principal - Lisa Perkins

Admin Assistant - Kara McGarry

Library Technician - Sara Goodfellow, Azure Zajonz

Educational Assistants - Nicole Ryall, Kevin Wilson, Tamie Moir, Kayleigh Burk

Wellness Coordinator - Tiffany Smith

Caretakers - Monique Whyte

Bus Drivers - Amy Herbert, Azure Zajonz, Amanda Robinson,

Teachers

Elementary	Middle Years	High School
K/1 - Hannah Rhinehart	Pam Downie	Elizabeth Shideler-Jacquest
2/3 - Brande Erickson	Emily Walso	Shayla Ross
4/5 – Draidyn Gibb	Braxton Snell	Lance Weisner
6 – Brooke Cardiff		Crystal Whiting
		Braxton Snell
K-12 Phys Ed- Braxton Snell		
SSST- Lesley Briggs		
Classroom Complexity Teacher – Candice Steveson		

Northwest School Division Offices

MEADOW LAKE OFFICE

525 5th Street West, Meadow Lake, SK S9X 1B4

General Inquiries: office@nwsd.ca

Ph: [\(306\) 236 - 5614](tel:(306)236-5614)

SOUTH OFFICE

Box 456, Marshall, SK S0M 1R0

Ph: [\(306\) 387 - 1200](tel:(306)387-1200)

TURTLEFORD OFFICE

Box 280, Turtleford, SK S0M 2Y0

Ph: [\(306\) 845 - 2150](tel:(306)845-2150)

School Hours of Operation

- **Period 1** 8:55 - 9:55
- **Morning Recess** 10:20 - 10:30
- **Period 2** 10:00 - 11:00
- **Period 3** 11:05 - 12:05
- **Elementary Lunch** 12:05 - 12:55
- **High School Lunch** 12:05 - 1:00
- **Period 4** 1:00 - 2:05
- **Afternoon Recess** 2:05 - 2:15
- **Period 5** 2:10 - 3:15

Student Services

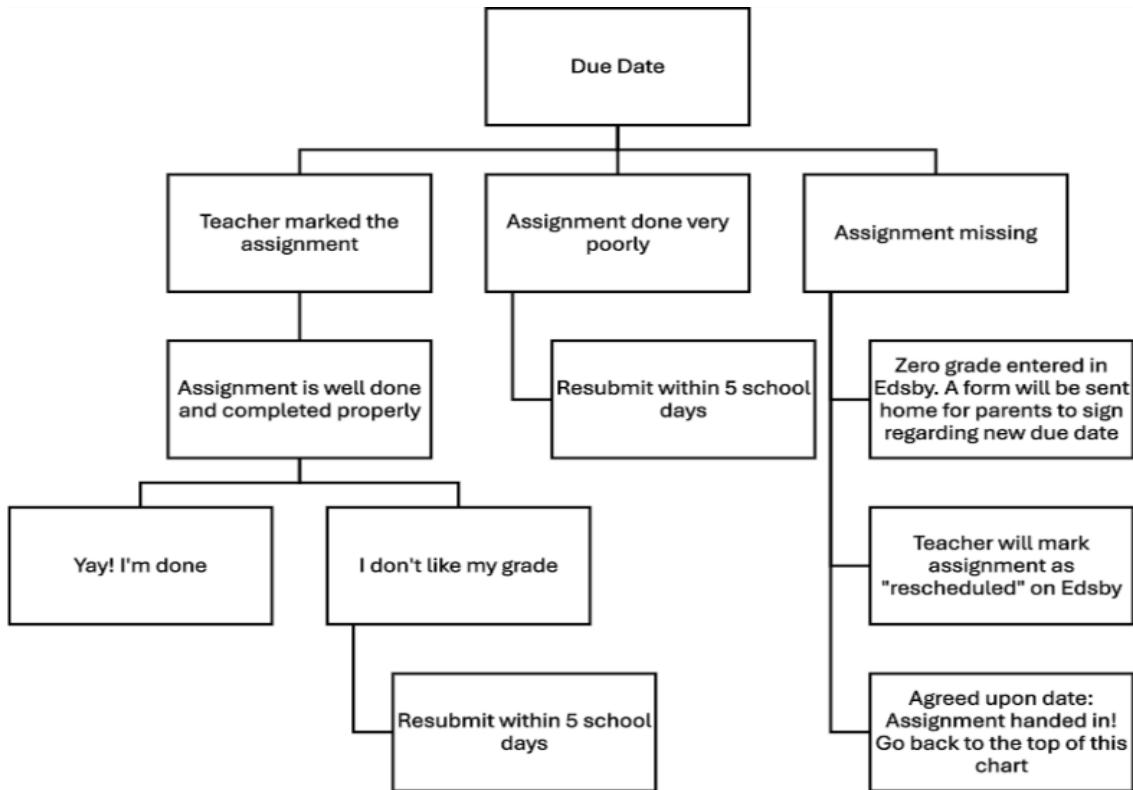
1. NCS runs a booth service for both elementary and secondary students. This service provides many food options for both meals and snacks. Food selection may change from time to time as is warranted by demand and the season.
2. The school has a snack cart for elementary and vending machine for high school, with both drinks and snacks available. Recycling barrels are placed in appropriate locations for empty containers. We encourage students to drink water throughout the day. Students are allowed to bring water to class, but not other drinks.
3. NCS has a well-stocked library/resource center that is open during school hours. No food or drink is allowed in the library.
4. NCS has a computer lab that is now a DLC Campus that is available to online students. Individual use is allowed only with the permission of a teacher. We also have many netbooks available for student use in the library. Students must sign out netbooks before using them.
5. NCS spirit wear is available for sale during the year at <http://neilburgcompositeschool.entripyshops.com/>
6. Mrs. Perkins and Mrs. Briggs are available to assist students with high school registration and course load concerns, as well as career guidance and post-secondary information.
7. Private music lessons are offered during school hours in Neilburg. Students are responsible for all the work they miss while they are taking the lessons.

Course Offerings

1. Neilburg Composite School offers a well-rounded program at the elementary level, with courses individualized as necessary to meet the needs of the students.
2. The skills developed at the elementary level are maintained, reinforced and enhanced at the secondary level through course offerings such as:
 - a. Core Math, English, Social Studies and Sciences
 - b. Practical and Applied Arts courses such as Robotics and Home Economics.
 - c. Visual Arts
 - d. Alternate or modified courses when required
 - e. Correspondence courses when courses are not offered through NCS programming
 - f. Driver Education for Grade 10 students
 - g. Other courses may be offered as the expertise of teachers and interests of students are taken into consideration.

Evaluation and Assessment Policy

1. All students are eligible to resubmit evidence of their learning on significant summative assessments within **5 school days**, provided they adhere to the designated relearning procedures as laid out by the teacher.
2. Plan will outline:
 - A timeline for resubmission
 - Procedures for the student to demonstrate relearning before being granted permission to resubmit evidence, which may include:
 - Completion of additional tasks related to the learning outcome
 - Attendance at a tutorial or supplementary session such as study hall
3. Assessment contract will be sent home with students, for parents to sign.



Academic Concerns

1. Research has shown that homework is an important part of the learning process. Homework will not be assigned indiscriminately, but any homework assignment must be completed.
2. Grade 11 or 12 students wishing to withdraw from a particular class must obtain a Student Withdrawal form from the guidance counselor. The student should discuss his/her intention with the principal prior to dropping the class to ensure that all credit requirements are covered. Withdrawal from a class must be done early enough in the first or third term for a suitable replacement course to be arranged, if necessary. The student must continue attending the class until his or her parent, subject teacher, guidance counselor and principal have all signed the withdrawal form.
3. The first point of contact for academic concern is the teacher of the subject. However, if the issue cannot be resolved through discussion with the teacher, the principal and other school officials will make every effort to assist in resolving these difficulties or concerns.

Honor Roll

1. All students who attain an average of 80% or higher will be included on the honor roll.
 - a. Grade 10, 11 and 12 – calculate the average of the English, Social Science, Math and Science marks.
 - b. Grade 7, 8 and 9 – calculate the average of English, Social Studies, Math, and Science marks.
2. Students who achieve 90% overall (at the end of the year) will receive a high honor roll certificate.

Graduation

1. In order to participate in Graduation ceremonies, a student must:
 - a. Be eligible to complete Department of Education requirements for Grade 12 or achieve a school-leaving certificate in a special program. The full 24 courses must be in place with an appropriate pass standing.
 - b. Show that this appropriate pass standing is likely to occur at the end of June by maintaining passing grades when the February report card is issued. The decision to allow a student to graduate based on academic standing will be made within one week of this report card being issued.
 - c. Maintain good standing in relation to general school policy. Good standing is dependent on good attendance, as well as no major infractions of school rules and policies (as determined by the principal).
2. With the cooperation of NCS staff, students will have a major role in decisions regarding such things as guest speaker, valedictorian, decorations, fundraising, and many other aspects of this major event in our school. Parents of graduates will be invited to participate in many of these decisions and will be a regular part of our circle of communication regarding graduation.
3. Graduation activities will follow a budget, and all bank accounts and funds will be managed (and accounted for) through the school. Surplus funds raised will be donated back to the school or to an appropriate charity.
4. Since graduation is a school activity, all school-sponsored graduation activities will be chemical free. Students and parents who wish to organize and fund “after-grad” activities that do not meet this standard must do so outside school time and off school property.
5. Date of graduation will be chosen by the grad committee and approved by the principal.

Technology

1. Laptop computers are allowed in class at the discretion of the teacher; however, they must always be open to scrutiny by the teacher to ensure appropriate use.
2. Access to the internet is an individual privilege, not a right.
 - **All students and their parent/guardian must sign an internet user's agreement before being allowed to use the internet at school.**
 - Students will require their teacher's permission each time they use school computers, print to a school printer or use the internet.
 - Any student who violates these guidelines will have his or her access removed for such a period of time as is deemed appropriate by the school administration.

Personal Devices Policy

- Personal technology includes cell phones, smart watches, and gaming systems.
- In grades K-6, personal technology must be stored, at the student's risk, in their locker. We suggest that all personal technology be left at home, as it is not to be used during the school day.
- In grades 7-12, personal technology is to be stored out of view and on silent mode during instructional time in all classes within Neilburg Composite School.
- Students in grades 7-12 are free to use their devices during breaks, lunch, and after school activities.
- Teachers of students in Grade 9 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the principal.
- Exemptions approved by the principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. Supporting documentation MUST accompany the medical or educational exemption.
- Neilburg Composite Central School IS NOT responsible for students' personal electronic devices that are lost, damaged or stolen.

- Students found accessing their device during class time without teacher permission will be asked to turn their phone in to the teacher. These phones will be submitted to the office and can be picked up at the end of the day.
- If students refuse to cooperate with the cell phone policy, they will be sent to the office. Chronic issues with this policy will result in escalating consequences. These consequences may include, but are not limited to, the student being required to leave their phone at the office during the school day.

Student Behaviour

General School Expectations

- **Be kind, Be respectful, Be safe & Hands OFF!**
- **Show respect for yourself, others and property!**
- Accept responsibility for your actions and take necessary steps to correct inappropriate behavior.
- Be honest.
- Come to school on time and be ready to learn.
- Work in partnership with the school to achieve your goals and strive to do your best.

1. Students are expected to be in class on time. If students must miss time from school, parents should call the school or write in the agenda/communication books (elementary) and give the reason for the absence. If a student has an unexcused absence the parents are notified if possible.
2. All students should behave in a manner which displays this respect at all times.
3. Bus students should dress appropriately for the weather. For safety reasons, bus drivers may refuse to take a student who is not dressed adequately for the weather.
4. **Smoking, vaping, drugs, alcohol and weapons are strictly forbidden on school property.**
5. Consequences for inappropriate behaviour will vary, depending on the behaviour. They may include, but are not limited to, speaking to the teacher, principal or other students, telephone calls to the parents, detentions, suspensions, appropriate “odd jobs” in keeping with the nature of the behaviour in question, presentations to other students, etc.

Attendance

- a. The staff at Neilburg Composite School believes that a systematic, school-wide approach to helping students learn is important to academic success. We also believe that regular attendance is vital to student success. In addition, Section 158(1) of the Education Act 1995 states that “every pupil shall attend school regularly and shall promptly provide the principal with any information that may be required... with respect to any period of absence from school.” Therefore, unexcused absences and sporadic attendance will not be tolerated.
- b. Students are expected to attend school regularly and punctually.
- c. If you must miss a day because of illness or other valid reasons, your parents or guardian will call the school and give an explanation for your absence.
- d. Students who have attendance issues will be monitored by the administrator.

Study periods (11-12 ONLY)

Students that have study periods (spares) in grades 11/ 12 should use this valuable time to keep up with courses and are reminded that they are assigned to the library. All school expectations still apply during this time.

Students that leave campus during study periods are expected to arrive back to class on time. No loitering or hanging out in hallways.

Extra-curricular

NCS offers a wide variety of extra-curricular options that are determined by the availability of staff and volunteers. Coaches will make decisions on how the team will be run. This will be communicated with the students and parents early in the season. Permission forms will be sent home and must be returned before team travel.

Code of Conduct for Students:

1. I understand that it is a privilege to participate and an honour to represent my school and community.
2. I will play by the rules and participate for the love of the game or activity.
3. I will respect all officials, coaches, advisors, team members, facilities and spectators.
4. I will remember that winning isn't everything. Having fun, improving my skills, making friends and doing my best are also important.
5. I will respectfully acknowledge all great plays/performances by my team and opponents.
6. I will commit to my team and do my best to attend all practices, games and performances.
7. I will accept both victory and defeat with good sportsmanship.
8. I understand that participation in a school activity has an inherent responsibility for me to be a role model and to promote the activity.
9. I will abide by all school rules when involved in extracurricular activities.
10. I understand that involvement in extracurricular programs is not to interfere with academic performance. I am a student first athlete second.

Reminder: Students cannot transport themselves or others to extra-curricular events.

School Dress Code

To create a respectful and productive learning environment, all students are expected to adhere to the following dress code guidelines:

- Appropriate Attire
 - Clothing should be suitable for a school setting, promoting a positive and respectful environment.
 - Footwear should be safe and appropriate for school activities.
- Prohibited Clothing
 - Clothing with offensive language, symbols, or imagery, including profanity or implied profanity, is not allowed.
 - Attire promoting or referencing alcohol, drugs, or illegal substances is strictly prohibited.
 - Clothing that disrupts the educational environment or is deemed inappropriate by school staff is not allowed.

Failure to adhere to this dress code will result in a request to change attire or other disciplinary actions.

Lockers

The school provides a lock and locker to each student to secure belongings. If a student has a personal lock, they may use it but must give the code to the librarian. It is the student's responsibility to secure their belongings by locking their locker.

Parking Lot

- Priority parking is for staff and visitors.
- Students who are driving will park in the parking lot behind the gym as well as beside the rink. If students are not respectful of the parking lot, privileges will be removed.

Lunch Routines

A 20-minute lunch period provided with all students eating in their homerooms (elementary). Junior and High School students have been assigned lunchrooms in which they are expected to clean up before being dismissed.

Elementary students are expected to go out for recess. Therefore, it is important that students dress for the weather. Students should wear appropriate footwear for weather conditions. During inclement weather, (below -30 C, extreme wind chill, heavy rain) students will be permitted to remain indoors.

Students who stay for lunch are not allowed to leave the school grounds during lunch hour. To be permitted to leave the school grounds, a student must present his/her classroom teacher AND office with a written note from his/her parents indicating they have permission to leave.

- A “one time” permission to leave @ noon slip must be completed for 7-9 students to leave at lunch. (List will be posted in the office)
- 10-12 have off campus privileges and are allowed to leave without permission slips

Allergen Awareness

NCS is an allergen aware school (peanuts, eggs, shellfish, scents). Please avoid bringing these items to school.

Assemblies

NCS will continue to hold Celebration Assemblies once a month. The Celebration Assembly is to recognize students who show respect and resiliency, academic and extra-curricular achievement.