



**Stratford Northwestern  
Secondary School**

**7-12 Campus**

**Student Planner**

**2016 - 2017**



## **STRATFORD NORTHWESTERN SECONDARY SCHOOL**

428 Forman Avenue, Stratford, ON N5A 6R7

Telephone: 519-271-9740

### **STUDENT HANDBOOK**

**Martin Ritsma**  
**Principal**

**Jason Burt**  
**Kim Crawford**  
**Matthew Robinson**  
**Vice-Principals**

### **PRINCIPAL'S MESSAGE**

*Welcome to or welcome back to 'Huskie Territory'. I am so proud to extend this welcome to you as Principal of Stratford Northwestern. To those students joining this amazing family and school community, I can remember the same curiosity and apprehension that you will have when I began as a student at Northwestern in 1972. I can assure you that Northwestern will quickly become your new home and that there are so many staff and students willing to support you and get you started.*

*This is a great school! A school where your future careers, goals and dreams all can begin to develop. Our staff does an amazing job preparing students for apprenticeships, college, university and the world of work. In addition, beyond the classroom we offer the highest quality programs in drama, music and athletics. Remember that whatever you want to be it can all start here!*

*Don't regret your time spent at Northwestern! Get involved in all the daily activities in 'Huskie Territory'. There are so many clubs, organizations and teams to join. Take advantage of these opportunities; they will broaden your horizons, shape your character, and create lifelong memories.*

*Have a great year! Be proud to wear your garnet and grey!*

*Proud to be a Huskie!*

*Martin Ritsma*  
*Principal*

**This planner belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Student No.: \_\_\_\_\_

**DAILY SCHEDULE – GRADES 9 TO 12**

The formal day for the Grade 9 to 12 Campus begins at 8:50 a.m. and ends at 3:00 p.m.

1	8:50 a.m. – 10:15 a.m.
Travel	10:15 a.m. -- 10:20 a.m.
2	10:20 a.m. -- 11:35 a.m.
3 (Lunch)	11:35 a.m. -- 12:25 p.m.
4	12:25 p.m. -- 1:40 p.m.
Travel	1:40 p.m. -- 1:45 p.m.
5	1:45 p.m. -- 3:00 p.m.

**DAILY SCHEDULE – GRADES 7 AND 8**

The formal day for the Grade 7/8 Campus begins at 8:50 a.m. and ends at 2:50 p.m.

1	8:50 a.m. - 9:40 a.m.
2	9:40 a.m. - 10:30 a.m.
3	10:30 a.m. - 11:20 a.m.
Lunch	11:20 a.m. - 12:20 p.m.
4	12:20 p.m. - 1:10 p.m.
5	1:10 p.m. - 2:00 p.m.
6	2:00 p.m. - 2:50 p.m.

## RULES OF BEHAVIOUR

Stratford Northwestern is a community, and everyone at this school contributes to this community. Do your part by following these guidelines.

- Show respect for everyone who is part of our school, as well as for the building and equipment. This includes speaking politely and using appropriate (no profane) language. **If any staff member asks a student's name and/or asks a student to report to the office, the student must comply or face immediate disciplinary consequences.**
- All activities in the school are supported by the student activity fee. It is expected that everyone will pay his/her yearly fees for participation in school events, school teams, and clubs. It also gives you photo ID for use in the community for student discounts.
- Protect your personal belongings and the equipment that the school has loaned to you. You are responsible for the replacement or repair of any loaned material, if it is lost or damaged. Keep all valuables in your assigned locker, and keep a lock on your locker. All students are required to tell the office their combination. The office will not release this information to anyone without your permission. It is important that you not tell anyone else your lock combination. Never bring large sums of money or valuable equipment to school. Remember, too, that your assigned locker is the property of the school and is being loaned to you. The principal and vice-principals have the right to access your locker at any time.
- Classroom Responsibilities: You play a major role in creating a vibrant learning atmosphere. It is your responsibility to:
  - a) arrive on time to class;
  - b) have your homework completed on time;
  - c) bring all essential materials with you to class;
  - d) co-operate with the teacher;
  - e) catch up on all missed work--whether due to illness, field trips or participation in school activities;
  - f) see your teacher to arrange for extra help, if you encounter difficulties at any time;
  - g) be respectful of others, their belongings and their right to an education.

## ISSUES OF ACCOUNTABILITY and ATTENDANCE

**Note: *The following rules and regulations relate to all students--from grades 9 to 12, inclusive.***

The following guidelines will assist us in knowing where you are and ensuring your safety. These are the same guidelines that are followed in the workplace, after all, you would not leave work without telling your employer where you were going, or persistently arrive late for work and expect to keep your job.

## WHAT TO DO . . .

### 1. IF YOU ARE ABSENT

Have your parent/guardian call the school (519-271-9740) to explain why you are away. Our answering machine is in operation before and after regular hours for your convenience when calling in to report absences. If no one calls, bring a note from your parents to show to the attendance secretary upon your return to school. If a phone call or note is not received, the student will be identified as truant.

### 2. IF YOU ARE LATE TO SCHOOL

**“Sleeping in” and “missing the bus” are not considered valid excuses for persistent lates and will be counted as truancy. If you have a valid reason for being late, please bring a note from your parent or guardian and give it to the attendance secretary, upon your arrival where you will be given a blue admit slip. If you do not have a valid reason {note}, please report directly to class where your teacher will report your late arrival.**

### 3. IF YOU ARE LATE TO CLASS

Students late to classes throughout the day will be handled by the subject teacher. Lateness interrupts the class for everyone. Be considerate of others and develop good employability skills by being on time. Detentions may be assigned for extreme and/or persistent lates. A suspension may result if detentions are not served.

### 4. IF YOU HAVE TO LEAVE SCHOOL

(e.g., a dentist appointment) Bring a note signed by your parent/guardian that explains where you are going and what time you need to be dismissed. Give this note to the attendance secretary when you arrive in the morning and you will be given an excuse slip to excuse you from class at the correct time. All students must sign out at the office before leaving and sign back in upon return to the school.

### 5. IF YOU FEEL SICK

Do NOT sit in the cafeteria or washroom. Ask to go to the **office**. Do not leave the school. If necessary, we will ask your parents to pick you up.

### 6. IF YOU HAVE PERSONAL PROBLEMS BOTHERING YOU

Do not miss classes to work through your problems unless you have permission from your teacher or the office. If your problems persist, remember you can speak to your guidance counsellor, a teacher, or we can help arrange for a counsellor from an outside agency to talk to you. If this is because of perceived bullying, please go to the Northwestern website and report it. Be sure to talk to someone. It will help.

## **7. ATTENDANCE FOR THOSE 18 YEARS OF AGE AND OVER**

You are able to write your own notes only for reasons of illness or for unavoidable appointments. You may be asked to provide a doctor's note to explain persistent lates or absences. Attendance will be monitored regularly. If attendance issues come to the attention of a vice-principal, an interview with school administration will be held. Removal from classes and/or the school roll may result.

## **8. Parents are not to excuse their children from class to remain at school to watch extra-curricular events during regular school time.**

### **ASSESSMENT AND EVALUATION**

The Avon Maitland District School Board's Assessment, Evaluation and Reporting Principles and Procedures align with the Ministry of Education's Growing Success 2010 Assessment and Evaluation document and outline the following student responsibilities and consequences. We; therefore, value the highest standards of academic conduct. Research for essays, projects and assignments is an important part of learning. Our students need to learn proper procedures for citing the work of others through proactive teaching by well-prepared teachers. A variety of research methods which are appropriate to the subject, grade and course type must be taught to help students avoid plagiarism, which is a form of fraud. Teachers are strongly encouraged to work with their students to ensure that the work which is submitted is honest and reflects their best efforts and learning.

When it is clear that a student has not been academically honest, teachers, department heads and school administration must view the results as a serious matter, with progressively severe consequences, including parental/guardian involvement. In a very small number of severe cases, an academic disciplinary hearing will be convened.

Grades 1-12: Completing tests/exams/projects/assignments in their own work.

An Academic Disciplinary Team will determine the consequences for cheating and plagiarizing. Consequences for academic dishonesty are not limited to, but may include one or a number of the following:

- discussion with the teacher and/or principal about the importance of academic honesty;
- reduction in the student's development of the learning skills and work habits (e.g., from Good to Satisfactory);
- resubmit the assignment;
- complete an alternative assignment;
- retake the test;
- receive a mark penalty on the assignment;

- loss of credit (requires consultation with Regional Superintendent).

A variety of methods, which are appropriate to the subject, grade and course type will be taught to help students avoid plagiarism/cheating. These lessons will also outline how plagiarism/cheating are detected.

Providing evidence of their learning within established timelines.

Grades 7 to 12: The consequences for students, who submit an assignment late or do not complete assignments for evaluation, can include:

- a mark deduction up to 10% on the assignment;
- receiving an I (insufficient evidence to evaluate/score) and/or
- learning skills reduction (e.g. from Good to Satisfactory).

## **SCHOOL POLICIES AND PROCEDURES**

**ACCIDENT INSURANCE** - Forms will be distributed at the beginning of the year. We encourage all students to purchase this insurance as Board insurance does not cover student accidents, including injuries obtained while playing sports or while participating in physical education and field trip activities.

**ANNOUNCEMENTS** - Announcements of general school interest are made over the P.A. system daily. Announcements to be made on behalf of a school team, club or organization must be written out on announcement forms and signed by the appropriate staff advisor or coach. These forms are available in the Main Office and should be turned in to the secretary by 8:30 a.m.

**ASSEMBLIES** – Assemblies are a regularly-scheduled part of the curriculum, and are designed to be educational as well as entertaining. Attendance is mandatory. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. Books should be left in the classroom.

**CAFETERIA** - It is to the advantage of the students to keep the cafeteria clean. All garbage must be placed in the proper disposal units and chairs pushed in when leaving the table. Inappropriate behaviour in the cafeteria may result in students being denied the use of cafeteria facilities and/or cafeteria clean-up duties being assigned.

**CHANGE OF ADDRESS** - If your last name, street address or phone number changes during the school year, please notify the Office immediately. Also please inform the office if you change parental address and please inform us of any parent work number changes.

**COMPUTER FACILITIES FOR STUDENTS** - All students have access to the computer network facilities at Stratford Northwestern. Students must read and follow the "Computer Use – Code of Conduct for Students (Appendix B)" AP140. In particular, the following rules apply:

- a) Students are not to access another student's account.
- b) Students are not to run any unauthorized games or programs.
- c) Students must comply with all posted rules.

Failure to comply with the computer policy will result in immediate suspension of computer usage.

**COURSE CHANGES** - Students must speak to a counsellor and complete a Course Change Form before changing or dropping a course. **STUDENTS MUST ATTEND THE ORIGINALLY SCHEDULED CLASS UNTIL THEY ARE NOTIFIED THAT THE CHANGE HAS BEEN APPROVED AND A NEW TIMETABLE IS PROVIDED.**

**DANCES** – The attendance at a school dance is a privilege. Staff and administration have the right to deny entry of a student into a dance.

**DETENTIONS** – At Northwestern, detentions could take one or more of the following forms:

- 1) during lunch or after school, at the discretion of administration
- 2) other work assigned by a school administrator.

Refusal to comply with any of the above may result in suspension from school and school activities.

**DISMISSAL FROM CLASS** - If you are asked by the teacher to leave the classroom you are to:

- go directly to the office;
- inform office personnel of your situation;
- complete the blue sheet sent by your teacher (Behaviour Improvement Form);
- work on assigned work until a vice-principal or the principal is able to see you

**STAY IN THE OFFICE UNTIL YOU ARE SEEN BY AN ADMINISTRATOR. FAILURE TO DO SO WILL RESULT IN DETENTIONS AND/OR SUSPENSIONS.**

**DRESS CODE** - Clothing that presents a health and safety concern (i.e. shops, labs, kitchen, etc.) is prohibited. Wearing clothing promoting alcohol, drugs, weapons and/or other inappropriate behaviour is unacceptable. Footwear is essential at all times. Students violating the dress code will be instructed to change into more suitable dress. Teachers with concerns



about a student's dress will direct the student to the office where he/she will be spoken to by an administrator. The admittance of backpacks and bags are at the sole discretion of the classroom teacher; nonetheless, backpacks and bags are required to be left in the student's locker when visiting the library, computer labs, and any area where they are explicitly banned.

**DRUGS & ALCOHOL** - According to the Provincial School Board Code of Conduct, students cannot possess, use, distribute or be under the influence of illicit drugs while on school property, or while at a recognized school function which is supervised by a staff member. Any violation of this rule will result in the parents of the student(s) involved being called, the police being called, suspension from school and, possibly, expulsion.

**ELECTRONIC DEVICES** – Students are required to follow the policies and etiquette guidelines set by their classroom teachers with respect to the use of electronic devices. Teachers will post their expectations in their classroom, course syllabus and/or website. Students who fail to follow classroom policies will be sent to the office where they will be seen by an administrator for being persistently resistant to making behaviour changes.

**EMERGENCY DRILLS: FIRE/TORNADO** - An emergency will be signaled by the fire bell. Occasional routine drills will be held in preparation for an emergency as required by law. Fire instructions are posted in each classroom. Any tampering with the fire equipment is considered a serious offence and the police will be involved. **HOLD AND SECURE** - "Hold and secure" shall be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g. bank robbery near school). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved. **LOCKDOWN** - The term "lockdown" shall only be used when there is a major incident, which also includes a medical emergency, or threat of violence within the school or in relation to the school. A lockdown signifies a heightened level of safety measures that are implemented in response to an individual or individuals in a school or on school property who pose an imminent threat to the life and safety of students and/or staff. If there is a medical emergency, the administration may only LOCKDOWN a specific area of the school.

**EXAMINATIONS** - All students must be present to write exams at scheduled times. Students shall receive accommodations when necessary. A student who is absent from an examination during the formal examination session due to illness must notify the school before the exam and present a doctor's certificate within two days of the exam.

**EXTRA-CURRICULAR ACTIVITIES** - Students are responsible for any classroom work missed (tests, homework, assignments, etc.) because of involvement in extra-curricular activities. It is the student's responsibility to notify his/her teacher **prior** to missing a class for an extra-curricular activity. Skipping class(es) on the day of a scheduled extra-curricular game may result in a student being prohibited from attending and playing in the game. Students must pay the student fee each year in order to take part in extracurricular activities.

**FIELD TRIPS** - Written parental consent must be obtained for all students under 18 years of age who are involved in school-authorized activities requiring them to leave school property. Students 18 years of age and older are allowed to drive their own vehicles on field trips. They are not allowed to transport other students.

**HALLS** - Quiet, traffic-free halls are essential to the learning environment at Stratford Northwestern. Students not in a scheduled class are expected to stay out of the halls, and must be in the cafeteria or the library. Students who eat lunch in the halls are asked to keep their area clean.

**HARASSMENT AND BULLYING** Stratford Northwestern Secondary School is a community, and everyone at this school contributes to this community. Harassment and bullying are strictly prohibited. Failure to comply with this rule may result in suspension and police involvement. See the "Ontario Code of Conduct" and AMDSB Administrative Procedure #351 for details. All interactions with the Police and CAS will follow the Police/School Board Protocol.

**LOST AND FOUND** - The school cannot assume responsibility for lost articles. Students should have their names on books and gym equipment. Bicycles should be securely locked to the bike racks on campus.. All "lost and found" articles should be brought to the Main Office.

**LUNCH ROUTINES** – At the beginning of the school year (for our 7/8 Campus), you will be asked to indicate if students have permission to eat off property during the school year. If they are to remain at school, they have three locations in which to eat: The 7/8 Campus Lunch/Quiet Room, The Screaming Avocado or the Cafeteria. The Screaming Avocado will officially open for business in early September. Both the Avocado and the Cafeteria will be closed during all secondary exam times. Students bringing a bag lunch will eat in the Cafeteria. 9-12 Campus students have an "Open Lunch" policy and may eat in any location, with the exception of the 7/8 Campus Lunch/Quiet Room/Hallway.

**PARKING** - Parking is enforced under the City of Stratford By-law 125-84. Students are to use the designated student parking lot located across Oakdale Avenue at the corner of Forman Avenue (beside the ball diamonds). Cars parked in posted "No Parking Areas" will be ticketed and subject to tow at the owner's expense. Parking privileges may be revoked if students disregard parking procedures and safety. Students are not allowed in the parking lot during the school day, which includes not being allowed to sit in parked vehicles in the parking lot.

**PERSONAL SAFETY** – Students should not bring valuables to school. **Under no circumstances should valuables be left unattended in Physical Education change rooms or classrooms. It is not school's practice to lock Physical Education change rooms during the school day.** Assigned lockers are secure as long as students do not share their combinations with others, but we still do not recommend having valuables such as money, jewelry or unnecessary electronic devices at school.

**PHYSICAL EDUCATION** – Students are expected to come prepared to participate in physical education classes. They should have a pair of running shoes and wear their school gym uniform. If there is a valid reason for not participating you must bring a note from your parent/guardian. Again, do not leave valuable items in the change room as the school is not responsible for any thefts that may occur.

**POSITIVE LEARNING PLAN (7/8 Campus)** - We, at Stratford Northwestern, are committed to creating safe and healthy learning environments. Adolescent students are at various stages of learning acceptable behaviours, and as a result, they are supported with positive interventions to develop positive citizenship qualities. In addition, students demonstrating positive citizenship skills are rewarded through a school-wide Positive Learning Plan. More details about this plan are distributed with the September newsletter.

**PROGRESSIVE DISCIPLINE – PROMOTING POSITIVE STUDENT BEHAVIOUR** - Students are at various stages of learning acceptable behaviour. In some circumstances the use of progressive discipline, appropriate to the individual and related to the circumstances may be required.

Progressive Discipline may include interventions and consequences such as:

- warnings;
- notification of parents/guardians;
- time-outs;
- restricted privileges;
- withdrawal from classes;
- restorative practices including; restitution or community service;
- detentions;
- conflict mediation and resolution;
- peer mentoring; and
- referral to counselling and/or consultation.

Principals and teachers take into account the particular student and circumstances, the nature and severity of the behaviour, and the impact of the inappropriate behaviour on the school climate when considering the appropriate progressive discipline. The goal of progressive discipline is to promote positive student behaviour. If the inappropriate behaviour continues or warrants the consequence, progressive discipline includes suspension and/or expulsion. The board and/or school must consider all mitigating or other factors required by the Education Act when considering progressive discipline including suspension and/or expulsion.

**More information may be found at <http://yourschools.ca/school-board/code-of-conduct/>**

**SAFETY** – Students are to stay away from the SERC pond at all times, including winter when it might happen to be frozen. Both Oakdale and Forman Avenues are busy roads and students do not have the right of way over vehicles.

**SECURITY CAMERAS** - For the security and safety of all students and staff, video cameras have been installed at Stratford Northwestern. The school is under 24-hour camera surveillance.

**SMOKING - NO SMOKING OR VAPING ON SCHOOL PROPERTY.**

The use of any tobacco products (for example cigarettes and chewing tobacco) are not allowed on school property. You cannot smoke or hold lighted tobacco inside the building of any public or private school, or on any outdoor property used by the school. This includes SERC, playgrounds and sports fields. Using e-cigarettes and/or vaping on school grounds are also prohibited. The [\*Smoke-Free Ontario Act\*](#) is a law that bans anyone (including visitors) from smoking or holding lit tobacco on school property, 24 hours a day. This also includes smoking in your car on school property. Click on the hyperlink above to see the “fine” opportunities for smoking in restricted areas.

The Avon Maitland District School Board further supports the *Smoke-Free Ontario Act* through Administrative Procedure No. 150, which restricts the use and supply of tobacco on board property. A tobacco offence will be reported to the Tobacco Enforcement Officer at the Perth District Health Unit and legal action may be pursued. A fine ranging from \$120.00 to \$5000.00 may be issued to anyone not complying with the *Smoke-Free Ontario Act*. In addition, the Principal or designate may administer at any point disciplinary measures that are deemed to be appropriate up to and including suspension if the Board Procedure is not followed. The Avon Maitland District School Board recognizes that smoking has proven to be a health hazard. The trustees, administrators and staff of the Board, as well as students, are encouraged to take strong leadership and ensure that adverse health effects from both direct and second-hand smoke are minimized wherever possible and that students are discouraged from adopting an addictive smoking habit. All students are reminded to be good neighbours and not to gather or litter on private property around the school or on the road.

**SNOWBALLS** - The throwing of snow or other potentially harmful material is strictly prohibited. Failure to comply with this rule may result in suspension.

**STORM DAYS** - During severe weather, the secondary school buses may not be able to run but elementary classes will go on as usual. The city buses are rarely ever not running. Please listen to CJCS 1240 AM or check [www.ourschoolbuses.ca](http://www.ourschoolbuses.ca) for details on bus cancellations. It is highly unlikely that the school will be closed. On a storm day, i.e. a day in which the school buses are not running, scheduled classes will run as usual. As always, it is your decision as a parent to decide if you feel it is safe to send your student to school. However, parents with students on our 7/8 Campus, we ask that you please contact the office should you decide to keep your child at home on these days. ALL students living within the City of Stratford are expected to attend classes on such days.

**STUDENT CODE OF CONDUCT** - All students, parents and guardians, teachers and staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. This is the Code of Conduct for the Avon Maitland District School Board. The code defines the standards of behaviour and progressive discipline consequences outlined in The Provincial Code of Conduct, legislated by the provincial government.

The standards of behaviour apply not only to students, but to all members of the school community. The school community includes parents/guardians, volunteers, support workers, school staff, and all those who contribute to the school environment. The standards apply on school property, school buses, at school-authorized events and activities; and include any activity that will have a negative impact on the climate of the school.

The Avon Maitland District School Board's Character Education program, *Cultivating Character*, is based on 10 attributes selected by our school communities. *Cultivating Character* is the foundation for a positive school environment in all our schools.

### **Cultivating Character**

Fairness - Treating everyone in a just and accepting manner

Honesty - Being trustworthy, sincere and truthful

Empathy - Understanding how someone else feels

Respect - Valuing self, others and our world

Courage - Facing the challenge

Integrity - Doing what is right and honourable

Optimism - Choosing to be positive

Compassion - Showing care and consideration

Perseverance - Staying purposeful and committed

Responsibility - Being reliable and accountable

[www.cultivatingcharacter.ca](http://www.cultivatingcharacter.ca)

## **ROLES and RESPONSIBILITIES**

### **Students**

Students are to be treated with respect and dignity. In return, student behaviour must demonstrate respect for self, others and the responsibilities of citizenship.

#### **Students are responsible citizens when they:**

- come to school prepared, on time and ready to learn;
- show respect for themselves, others and property;
- demonstrate consideration and ensure the safety of others;
- follow established rules and take responsibility for their own actions; and

- comply with the school's dress code as established by individual School Councils.

### **Staff**

Teachers and school staff, under the leadership of school administration, are expected to adhere to the highest standard of respectful and responsible behaviour.

#### **As role models, staffs uphold these high standards when they:**

- demonstrate and model respect;
- help students unlock their full potential and promote self-esteem;
- empower students to be positive leaders in their classrooms, school and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- report and respond to any inappropriate and/or disrespectful behaviour that causes a negative impact on the school climate; and
- prepare students for the full responsibilities of citizenship.

### **Parents/Guardians**

Parents/Guardians have a responsibility to support the school community.

#### **Parents/Guardians fulfill this responsibility when they:**

- communicate regularly with teachers and promptly report to the school children's absence or late arrival;
- promote good hygiene and appropriate clothing choices;
- ensure that children attend school regularly, on time and prepared;
- encourage and assist children to follow the Code of Conduct and school expectations; and
- work in partnership with school staff regarding student concerns and disciplinary issues.

### **Principals**

All principals and vice principals must comply with the requirements of the Education Act and its Regulations.

#### **Principals, as school leaders, have a duty to manage the operations of the school. They provide leadership by:**

- demonstrating care and commitment to student success and a safe teaching, learning and working environment;
- holding everyone accountable for behaviour and actions;
- empowering students to be positive leaders in their classrooms, school and community;
- communicating regularly and meaningfully with school communities; and
- assisting staff in addressing individual student needs.

## **Community Partners**

Police and community agencies work in partnership with the board to actively promote, support and recognize appropriate and positive student behavior. The police respond and investigate incidents at the school in accordance with the police-school board protocol. Where inappropriate behaviour occurs, disciplinary measures will be both corrective and supportive.

- Community partners play an essential role in safe schools.
- Community resource agencies, such as the Perth District Health Unit, Choices for Change and the Huron-Perth Centre, deliver prevention and intervention programs.

**STUDENT IDENTIFICATION CARDS** - Once they have paid their student fees, students will receive an identification card shortly after the beginning of the school year. A picture taken in September will appear on the card. It is necessary to present a current Student Card at school functions to indicate your support of current school activities.

## **SUSPENSION -**

The denial of a student's privilege to attend school and school activities for one (1) to twenty (20) days.

Infractions for which a suspension **must** be considered:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or restricted drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism against any school property or to property located on the school premises;
- Bullying, including cyber-bullying;
- Any act considered by the principal to be injurious to the moral tone of the school;
- Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community;
- Any act considered by the principal to be contrary to Code of Conduct.

## **Long Term Suspensions**

- Where a student is suspended for six (6) or more days, the student will be assigned an alternative program (Alternative Suspension Program, ASP). A Student Action Plan (SAP) will be developed for every pupil who agrees to participate in an Alternative Suspension Program.
- A student suspended for six (6) - ten (10) days will be provided with a SAP including academic supports. Students suspended for eleven (11) or more school days will be provided with academic and non-academic supports where appropriate and available.

## **Expulsion**

The full-time withdrawal of a student's right to attend a particular school and/or all schools in the Avon Maitland District School Board.

Information regarding progressive discipline, suspension and expulsion processes and programs can be obtained from the school principal or by accessing Administrative Procedures 352 *Promoting Positive Student Behaviour*, 352 *Student Suspension*, and 354 *Student Expulsion* on the board website.

***Teachers will provide work either electronically or to the office to be picked up by the parent/guardian. Any tests missed during the suspension period must be written as soon as possible upon the student's return.***

**TEXTBOOKS** – Textbooks/uniforms/equipment on loan to students are expensive and require particular care. Students are responsible for loss or damage. Students will not be able to write exams or receive final marks until all textbooks are returned and library fines are paid.

**TRANSPORTATION** - Students are considered to be on school property when on a school or city bus. Therefore, school regulations apply to all student passengers on buses. Drivers have the same authority as classroom teachers in enforcing discipline. Students must respect that authority. Bus discipline problems will be reported to the office and to parents. Upon recommendation of the principal and/or the transportation department, further transportation for the pupil may be refused. City of Stratford students are prohibited from riding school buses without permission from the bus company. The school cannot legally grant permission for non-bused students to ride school buses before or after school. For students who need to have a bus change for one day or longer, please pick up a "Request for Transportation to/from an Alternate Residence" form from the main office. This form must be submitted one week prior to that change.

In a situation when a student moves, address changes must be reported to the Board three days before bus pickup is required.

**VANDALISM** - Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or equipment or who break windows will be required to pay for the damage done or to replace the item. Students are requested to report any acts of vandalism that occur on school property to the main office.

**VISITORS** - All visitors to the school MUST report to the office and speak with an administrator. Students may NOT invite visitors to the school without the explicit permission of



the principal. Anyone who is NOT a student of Stratford Northwestern, or an employee of the Avon Maitland District School Board must report to an administrator or be considered a trespasser and liable to prosecution.

**VISITING ST. MICHAEL** - Stratford Northwestern S.S. students may **not** visit St. Michael Catholic Secondary School without prior permission from the administrators of both Stratford Northwestern S.S. and St. Michael C.S.S. To do so is considered trespassing, and the police may be called. This same policy applies to visiting any other school campus.

### **STUDENT SERVICES DEPARTMENT**

**Services** - The counsellors offer the following services to help secondary students: individual counselling about courses, careers and personal matters; group presentations about careers and future education; interest tests to help students understand themselves; printed information about jobs, colleges, universities and other opportunities; assistance with applications to college and university; records of accumulated credits (transcripts); information about scholarships and financial aid for future education; referrals to community agencies; assistance with timetable concerns; information on special programs.

Students should complete an interview request form in the Student Services Office if they would like to see their counsellor. Appointment forms will be given out in homeroom the following morning. If an interview is needed right away, the student should speak to the Student Services secretary or a counsellor.

**Ontario Student Record (OSR)** – A student or his/her parent/guardian has the right of access to his/her OSR. Access to OSRs must be arranged through the Principal by completing a “Request for Access to An Ontario Student Record” form.

### **THE ONTARIO STUDENT RECORD (OSR) FACT SHEET**

#### **WHAT IS THE ONTARIO STUDENT RECORD (OSR)?**

The OSR is the ongoing, confidential record of a student’s educational progress. The collection of this information is authorized by the Education Act. The Freedom of Information Act and Protection of Privacy Act protect its contents.

An OSR is established for each student who enrolls in an elementary or secondary school that is operated by a public or separate school board in Ontario.

#### **WHERE IS THE OSR KEPT?**

A student OSR is securely housed at the student’s school. If a student transfers to another school in Ontario, the OSR folder and all its contents are transferred to the new school.

### **WHAT DOES THE OSR CONTAIN?**

An OSR consists of the OSR folder, various supporting documents and other information.

On the OSR folder itself, the following information is entered: biographical data, school attended, name(s) of student's parent(s) or guardian(s), information on any special health conditions and other information that is considered relevant for improving the instruction of the student. Photographs may also be attached.

The following material is filed in the OSR folder:

- Report cards
- The Ontario Student Transcript, which is the cumulative record of a student's successful completion of secondary school courses
- A Documentation file, if required, which might include such material as verification of a custody or a change-of-name order; assessment reports; placement decisions; suspension letters etc.
- The record of the student's accumulated instruction in French as a second language, if applicable
- Additional information considered relevant for improving the instruction of the student

### **WHO HAS ACCESS TO AN OSR?**

The information in an OSR is available only to supervisory officers, the principal and the teachers of the school for the purpose of improving the instruction of the student. Written permission is requested for any outside agency/personnel to access the OSR.

All students, and the parents/guardians of students under 18 years of age, have the right to examine the OSR and to receive a copy of its contents, if they so desire. Contact the Principal for details of the procedure to be followed.

### **WHAT IF THERE IS AN ERROR OR CHANGE REQUIRED?**

If the parent/guardian or adult student feels the information contained in the student's OSR is inaccurately recorded or inappropriate, the parent/guardian or adult student may request in writing that the principal correct the alleged inaccuracy or remove the information from the record. If the principal complies with the request, the information will be corrected or removed from the file. If the principal does not comply, the matter may be referred to the appropriate supervisory officer with a request in writing from the adult student or student's parent/guardian.

### **WANT TO KNOW MORE?**

More information can be obtained from the Ontario Ministry of Education web site:  
[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

## **SERC LIBRARY POLICY**

Registered students at Stratford Northwestern Secondary School are eligible to borrow materials.

- a) A valid Library/Student Card is required to sign out material.
- b) You are responsible for material signed-out on your card. Do NOT sign out material for other students.
- c) A maximum of four books, three on the same topic, may be borrowed at any one time.
- d) Students may reserve material and will be notified when the item is available. Items reserved will be held for a maximum of 3 days.
- e) Library privileges will be suspended until all overdue materials are returned and fines paid.
- f) Wireless access is available for students wishing to bring their own technology.
- g) Fines are ten cents per day per overdue book, fifty cents per item for overnight loans, reference material and video material and one dollar per lost date-due slip.
- h) Seminar rooms are available for students to sign out with the permission of the Librarians. Seminar rooms will only be used for class work.
- i) No bags or backpacks are allowed in the Library. Do not leave book bags unattended outside the Library entrance.
- j) No food, beverages, or gum are permitted in the library.

## **STUDENTS' COUNCIL**

Stratford Northwestern Students' Council is determined to represent **all** students so that our community is cohesive and our school spirit remains strong. Our school is known throughout the Avon Maitland School Board for its superior student leadership and the many activities we provide that foster that leadership. We welcome your input and look forward to representing you and your interests. Grade representatives may be elected in September for each grade. Please contact us with your concerns, views and opinions.

## **STRATFORD NORTHWESTERN ATHLETICS**

We invite all Stratford Northwestern students to participate in our athletics program. Whether you participate as an athlete, a fan, a manager or take on some other role with our teams, we encourage your commitment. The following points are meant to clarify **some** of the rules and regulations that govern student athletes and their eligibility on school teams:

Any student who is registered as a full-time student in a school, has a current student card, and has paid the appropriate sport fees, may be granted the privilege of taking part in any activities offered by that school subject to the following definitions, conditions and clarifications:

- a) The Huron Perth Athletic Association will follow the OFSAA by-laws for academic eligibility. A student must be registered in a minimum of three full day credit courses per semester if he/she has less than 22 credits. Once a student has earned 22 credits he/she must be registered in 2 full school credits per semester.
- b) All students are expected to be in attendance on the day of competitions or practices. If students are absent, they cannot participate.
- c) It is expected that student-athletes will maintain regular attendance in all their classes and maintain an acceptable academic standing.
- d) Expulsion or suspension from school renders a student ineligible for all practice or play until he/she has been reinstated. A student athlete may also be ineligible during the investigation period.
- e) Students taking courses simultaneously at more than one school must compete for the school holding the registration and OSR.
- f) A student is eligible for a maximum of 5 consecutive years from the date of entry into grade 9.
- g) Students who transfer from one school to another are deemed ineligible for one year from the date of transfer. Students may apply for eligibility as outlined on the OFSAA Transfer Policy and procedural process. Students remain ineligible unless they are deemed eligible by the Huron-Perth Transfer Committee.

### **INTRAMURALS**

Our Intramural Program at Northwestern is planned and supervised by our Physical Education Staff. We offer lunchtime intramurals and recreational activities as well as morning recreation and after school “free time” gym use. We invite each and every member of the student body along with staff members to participate either on a regular basis, or whenever possible. Our motto is “FUN and GAMES” and the program will emphasize activities for everyone. The emphasis of our intramurals is on low skill, low threat, relaxing recreational activities and participation for FUN, FITNESS and FRIENDLY SOCIALIZATION.

***“DON’T VEGETATE, PARTICIPATE!”***

**SCHOOL YEAR**

Activity	Date
School Opening Day (Students)	September 6, 2016
School Photos	September 15, 2016
Terry Fox National School Run	T.B.A.
P.A Day	September 23, 2016
Early Bird Reports	October 3 - 7, 2016
Thanksgiving Day	October 10, 2016
Parent's Night (5:00 - 7:00 pm)	October 19, 2016
OSSLT	October 20, 2016
Photo Retake Day	October 25, 2016 afternoon
P.A. Day	November 4, 2016
Semester 1 - First Report	November 7 - 18, 2016
Commencement	November 18, 2016
AIDS Awareness Day	T.B.A.
P.A. Day	December 2, 2016
Last class day before Christmas	December 23, 2016
First class day after Christmas	January 9, 2017
Semester 1 Exams	January 26 - February 1, 2017
P.A. Day	February 2, 2017
Grad Photos	T.B.A.
Semester 2 - Begins	February 3, 2017
Semester 1 – Final Report	February, 6 - 10, 2017
Family Day	February 20, 2017
Early-Bird Reports	March 6 - 10, 2017
March Break	March 13 - 17, 2017
Parent's Night (5:00 - 7:00 pm)	March 22, 2017
OSSLT	March 30, 2017
Good Friday	April 14, 2017
Easter Monday	April 17, 2017
Semester 2 – First Report	April 24 - 28, 2017
P.A. Day	May 8, 2017
Victoria Day	May 22, 2017
P. A. Day	June 9, 2017
Secondary Exam Dates	June 23 - 29, 2017
Final Report	June 29, 2017
P. A. Day	June 30, 2017