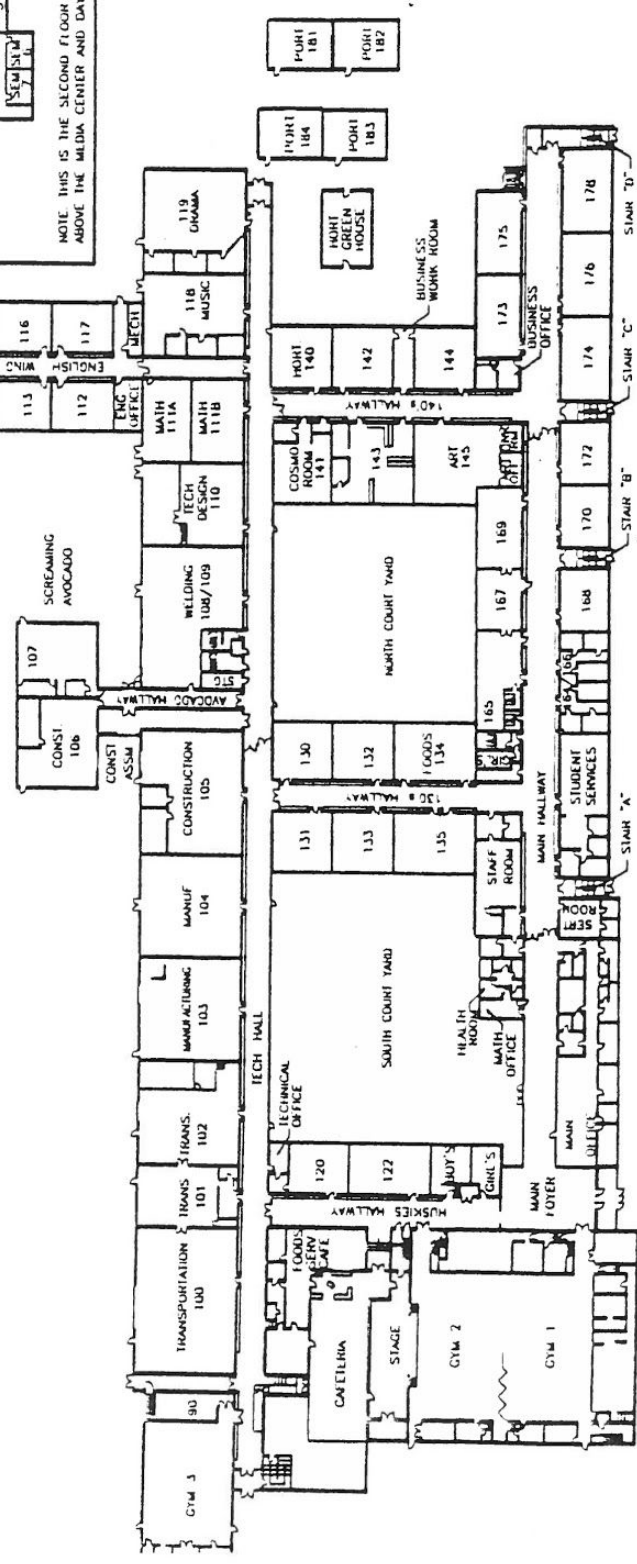
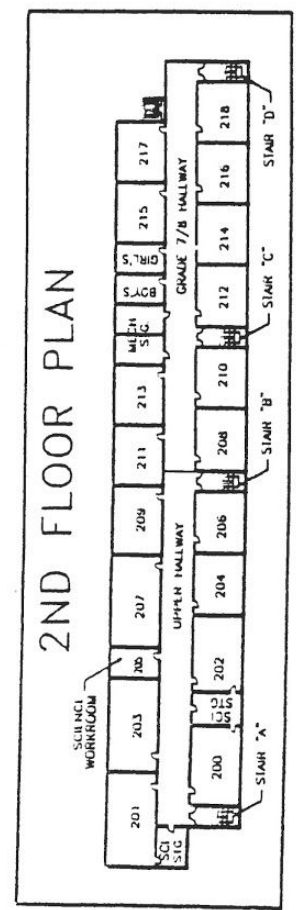
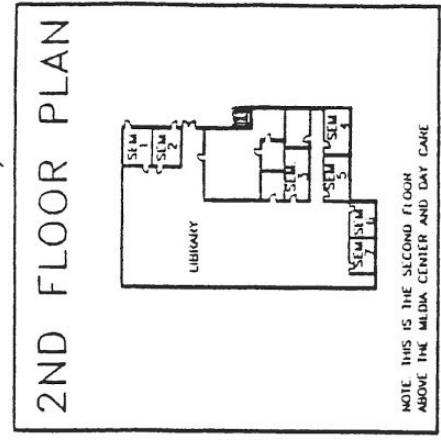




7-12 Campus

Student Handbook

TO ST MICHAEL SECONDARY SCHOOL



1ST FLOOR PLAN



STRATFORD NORTHWESTERN SCHOOL

428 Forman Avenue, Stratford, ON N5A 6R7

Telephone: 519-271-9740

STUDENT HANDBOOK

Emma Watts
Principal

John Herbert
Shannon Hughes
Derek Laidlaw
Vice-Principals

PRINCIPAL'S MESSAGE

Welcome to the Home of the Huskies! I am the proud principal of Stratford Northwestern and I am so pleased to be part of this caring and supportive school community.

This is a great school! The first thing you notice when you tour this building is the warm welcome from staff and students, and the incredible programming opportunities this facility offers. We are a place that you can call home and our Huskie family is here to support you in reaching your goals.

I encourage you to get involved in your school experience. This is a place for learning, investigation and reflection so be curious; ask questions. Join the clubs and teams that interest you and push yourself to try something new. We offer the highest quality programmes in the arts, athletics and academics and we will hold you to high standards that demand your commitment and responsibility.

I look forward to the many exciting challenges and opportunities that await us this coming year. Join me in making this our best year yet!

Emma Watts
Principal

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DAILY SCHEDULE – GRADES 7 AND 8

Period	Start	End
1	8:45AM	9:35AM
2	9:35AM	10:25AM
Recess	10:25AM	10:45AM
Nutrition Break	10:45AM	11:05AM
3	11:05AM	11:55AM
4	11:55AM	12:45PM
Recess	12:45PM	1:05PM
Nutrition Break	1:05PM	1:25PM
5	1:25PM	2:15PM
6	2:15PM	3:05PM

DAILY SCHEDULE – GRADES 9 TO 12

Period	Start	End
1	8:50AM	10:15AM
Travel	10:15AM	10:20AM
2	10:20AM	11:35AM
3 (Lunch)	11:35AM	12:25PM
4	12:25PM	1:40PM
Travel	1:40PM	1:45PM
5	1:45PM	3:00PM

CODE OF CONDUCT

Dear Student:

You are a unique individual. You and your education are very important to us. We encourage you to be energetic, enthusiastic and committed to learning.

To create the conditions for your success, our school must have a safe, positive, orderly and nurturing school and online environment. We share the responsibility to promote respect, civility, and responsible citizenship, and to treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, and physical or intellectual ability.

We will assist you in solving problems and protect your right to learn. While recognizing the wide range of ages and stages of maturity and development of the students in our school, expectations will be clearly communicated, and if required, discipline will be progressive, fair and consistent.

We look forward to helping make your school experience positive and rewarding.

There is a Code of Conduct for all schools in the Avon Maitland District School Board. Included in this Code are the standards of behaviour and mandatory consequences outlined in the Provincial Code of Conduct, legislated by the provincial government.

The AMDSB's Code of Conduct can be found online.

ROLES AND RESPONSIBILITIES

All students are to be treated with respect and dignity. Students must demonstrate respect for self and others in our school and online communities. Students are expected to demonstrate responsible global and digital citizenship.

- Students are responsible citizens when they:
- come to school prepared, on time and ready to learn;
- show respect for themselves, for others, and for those in authority, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, physical or intellectual ability;
- include all students in their school activities;
- refrain from bringing any object to school that may compromise the safety of others;
- follow established rules and take responsibility for their own actions; and,
- comply with the school's dress code and Code of Conduct.

EXPECTATIONS OF BEHAVIOUR

Stratford Northwestern is a community. Everyone at this school contributes to this community. Do your part by following these expectations.

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 (not 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 and/or repair of any loaned material, if it is lost, stolen, 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. 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.

Classroom Responsibilities: You play a major role in creating a vibrant learning atmosphere. It is your responsibility to:

- A. arrive on time for 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 it is due to illness, field trips or participation in school activities;
- F. see your teacher arrange for extra help if you encounter difficulties at any time; and
- G. be respectful of others, their belongings, and their right to an education.

ATTENDANCE PROCEDURES

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.

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, please 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 and may be assigned an immediate consequence.

2. IF YOU ARE LATE TO SCHOOL

“Sleeping in” and/or “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, please report directly to class where your teacher will report your late arrival. Excessive late arrivals (3 or more) will result in immediate detentions.

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. A detention will be assigned on the third late without a valid reason, and every subsequent late. 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 in upon return to the school. The office is ultimately responsible to ensure correct attendance reporting and proper supervision of students.

5. IF YOU FEEL SICK

Do NOT sit in the cafeteria, outside, or washroom. Ask to go to the office. Do not leave the school. If necessary, we will ask your parents to pick you up. The office is ultimately responsible to ensure correct attendance reporting and proper supervision of students.

6. 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, which is a Ministry requirement.

7. PARENTS SIGNING STUDENTS OUT

Parents/guardians may not excuse their children from class and/or a field trip to remain at the school in the cafeteria, library or watch extracurricular events at school during the school day unsupervised without the explicit permission from the administration. The office is ultimately responsible to ensure correct attendance reporting and proper supervision of students.

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 of cheating and/or plagiarism. 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

Online forms will be available on the website throughout the year. We encourage all students to purchase this insurance as Board insurance does not cover student accidents, including injuries sustained 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. Our Students' Council plays a role in selecting the activities. Attendance is mandatory. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. Books and electronic devices (unless otherwise noted) should be left in the classroom.

BACKPACKS AND BAGS

Backpacks and bags are required to be left in the student's locker when students are to be in class, visiting the library, computer labs, and any area where they are explicitly banned to improve our loss prevention.

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 the denial of the use of cafeteria facilities and/or the assigning of cafeteria clean-up duties.

CHANGE OF ADDRESS/PHONE NUMBER

If your 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/or any parent(s) work number changes.

COMPUTER FACILITIES

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.
- D. Students may not bring in backpacks, bags, food or drink into the computer labs without explicit permission from the administration.

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

COOPERATIVE EDUCATION AND COPE

Cooperative Education is a program that gives grade 11 and 12 students an opportunity to develop their interpersonal and job readiness skills. Students increase their knowledge on specific careers related to courses they are currently taking or previously completed. A combination of in-school theory and practical, hands-on experience in the community allows students the opportunity to adequately prepare for the workforce. Cooperative education programs are available in all of the school’s subject areas. Any decision regarding police checks, medical tests and immunization is the responsibility of the student and parent.

Cooperative education courses can be selected in either a 2-credit or 4-credit package, depending upon the individual student’s timetable and the type of placement and experience desired. Interested students must complete an application form and be interviewed for suitability to the program and placement selection.

The Ontario Youth Apprenticeship Program (OYAP) is for students planning a career in a skilled trade. Students enrolled in Cooperative Education and placed in apprentice-eligible work placements will participate in OYAP.

COPE is an alternative program for students working towards a secondary school diploma off-site at the Youth Centre on Downie or the Conestoga site at the Stratford Hospital. COPE students also work

in cooperative education placements. These students must be recommended to the program by a school administrator and should be at least 16 years of age.

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.** Students who do not attend a class that is on their timetable will be considered truant, which may have disciplinary consequences.

DANCES

The attendance at a school dance is a privilege. The administration has the right to deny entry of a student into a dance. Guests (i.e., not Northwestern students) must be approved by administration before the event.

DETENTIONS

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

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

Detentions involving attendance are assigned for students who exceed 4 lates to a class, skip a class, or are truant from school. Each class is 75 minutes in length. Detentions are 20 minutes in length. Each late to a class, after four, is the equivalent of one detention. Each class that is skipped is the equivalent of four detentions. Detentions are designed to give students a required opportunity to make up the time and instruction missed in class. Detentions may be used to meet with the teacher during lunch. Refusal to comply with any of the above may result in suspension from school and school activities. Suspensions do not replace detentions.

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;
- power down your cellular device/iPad;
- complete the Behaviour Improvement Form; and
- work on assigned work until a vice-principal or principal is able to see you.

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

DRESS CODE

The importance of dress code for professionalism cannot be overstated. Personal expression should be balanced with mindfulness of the school's rules. To be a true professional is to respect our rules for attire as much as we respect your freedom of expression. To maintain a professional learning atmosphere, the following clothing may not be worn to school:

- Clothing that presents a health and/or safety hazard (eg. Our shops, labs, kitchen, etc. have required protective attire.)
- Clothing that promotes alcohol, drugs, weapons, profane language and/or other inappropriate behaviours
- Clothing regardless of the intent, which shows inappropriate body parts for a professional learning environment

Footwear is essential at all times. Students violating the dress code will be instructed to change into a more suitable dress, which respects both the students' freedom of expression and the school's dress code.

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.

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. Students who are prescribed medical marijuana, or any controlled substance, should meet with the school principal before bring any drugs to school.

ELECTRONIC DEVICES

The use of electronic devices, without the explicit permission of the teacher, will not be permitted. Students who violate this policy shall receive the following consequences:

1. Students will be asked to secure their electronic device into their locker.
2. Students will be asked to temporarily give the teacher their electronic device until the end of the period.
3. Students will be sent to the office and asked to temporarily give the administration their electronic device until the end of the school day.

EMERGENCY EXERCISES

Fire/Weather - An emergency will be signalled by the fire bell. 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 the 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. If there is a medical emergency, the administration may only lockdown a specific area of the school. During a lockdown, students and staff will stay quiet, in a classroom, until the lockdown is over. Electronic devices should be placed on silent as vibrations can be heard by an intruder.

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 may be required to present a doctor's certificate.

EXTRACURRICULAR ACTIVITIES

Students are responsible for any classroom work missed (eg. tests, homework, assignments, etc.) because of involvement in extracurricular activities. It is the student's responsibility to notify his/her teacher **prior** to missing a class for an extracurricular activity. Skipping class(es) on the day of a scheduled extracurricular game shall result in a student being prohibited from attending and playing in the game. Students must pay the student activity fee each year in order to take part in extracurricular activities. Students who do not pay the activity fee and/or owe for previous athletic/extracurricular fees are ineligible to represent Northwestern in any facet. Students requiring financial report should either speak to their guidance counselor or appropriate administrator.

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 their lunch in the halls are asked to keep their area clean.

HARASSMENT AND BULLYING

Stratford Northwestern School is a community, and everyone at this school contributes to this community. Harassment and bullying are strictly prohibited. Please remember you can speak to your guidance counsellor, a teacher, or we can help arrange for a counsellor from an outside agency. If this is because of perceived bullying, please go to the Northwestern website or use the QR code and report it. Be sure to talk to a caring adult. It will help.



Harassment/bullying may result in suspension and police involvement. See the "Ontario Code of Conduct" and AMDSB Administrative Procedure #351 for more details.

LOST AND FOUND

The school cannot assume responsibility for lost articles. Students should write their names on everything they own or have been issued to by the school. 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 students, parent(s)/guardian(s) 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 be allowed to eat in the Cafeteria. Students in Grades 9-12 have an “Open Lunch” policy and may eat in any location, with the exception of the 7&8 Lunch/Quiet Room/Hallway.

PARKING

Parking is enforced under the City of Stratford By-laws. Students are to use the designated student parking lot located across Oakdale Avenue at the corner of Forman Avenue (beside the ball diamonds). All students wishing to park on campus must register. 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 during lunch.

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, please do not leave valuable items in the change room as the school is not responsible for any thefts that may occur.

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.

SMOKE-FREE ONTARIO (SFO) ACT OF 2017 (to be passed during the school year)

The Smoke-Free Ontario Strategy reflects the government’s commitment to reducing the burden of tobacco and vapour products in Ontario and moves the province one step closer to ending the epidemic of tobacco-related disease. The strategy continues to build on Ontario’s momentum and enables Ontarians to live smoke- and vapour-free. The Smoke-Free Ontario Strategy is poised for success because of its ability to address both tobacco and vapour products in a coordinated way as well as its flexibility in addressing new products. Ontario will continue to leverage local and national partnerships to take on a complex and ever-changing issue with determination and confidence.

The SFO Act expands upon the prohibitions on use found in the Earlier Acts. It states that no person shall smoke or hold lighted tobacco, smoke or hold lighted medical cannabis, use an electronic cigarette or consume a prescribed product or substance in a prescribed manner, in a prohibited place (subject to exceptions).

“Prohibited places” remain substantially the same and include, among other things, enclosed public spaces (as defined), enclosed workplaces (as defined), schools (within the meaning of the *Education Act*), indoor common areas of university or college residences and other prescribed places.

The SFO Act has updated its policy on smoking/vaping on school property.

The following are prescribed areas for the purposes of paragraph 10 of subsection 12 (2) of the Act:

1. Public areas within **20 metres** of any point on the perimeter of a school described in paragraph 3 of that subsection.
2. Public areas within **20 metres** of any point on the perimeter of the grounds of a private school described in paragraph 4 of that subsection.
3. The outdoor grounds of a community recreational facility and public areas within **20 metres** of any point on the perimeter of the grounds.

The SFO Act prohibits a person from doing the following in a motor vehicle:

- smoking tobacco or having lighted tobacco where another person less than 16 years old is present
- using an electronic cigarette or having an activated electronic cigarette where another person who is less than 16 years old is present
- smoking medical cannabis, having lighted medical cannabis, using an electronic cigarette containing medical cannabis or having an activated electronic cigarette containing medical cannabis
- consuming a prescribed product or substance, in a prescribed manner, or having a prescribed product or substance.

Because of the SFO Act of 2017, Northwestern no longer has a Smokers’ Pit. Students who violate the SFO Act are subject to fines from the Tobacco Enforcement Officer and suspension from school.

STORM DAYS

During severe weather, the school buses may not be able to run but classes will go on as usual. The city buses are rarely ever not running. Please listen to CJCS 1240 AM or check ourschoolbuses.ca for details on bus cancellations. It is highly unlikely that the school will be closed. The school will run classes and programming will be provided. The office is ultimately responsible to ensure correct attendance reporting and proper supervision of students. **Stratford Northwestern will NEVER be open for “Study Purposes Only.”** Attendance will be taken. As always, it is the decision of a parent to decide if it is safe to send your student to school. Every parent/guardian needs to contact the office if the student will not be attending school, even due to weather. **ALL students living within the City of Stratford are expected to attend classes on such days.**

STUDENT IDENTIFICATION CARDS

The purchase of student identification cards provides an operational budget to Students' Council, which in turn help off set the cost of athletics, dances, social events, etc. Once activity fees are paid, 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 identification card at school functions to indicate your support of current school activities. Furthermore, a student must also present their student identification card (or receipt) to be eligible to participate in extracurricula activities.

TEXTBOOKS/IPADS

Textbooks, team uniforms, and iPads are examples of items the school may loan to students, which are expensive and require particular care. Students are responsible for loss or damage.

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 the recommendation of the principal and/or the transportation department, further transportation for the pupil may be refused. Students residing in the city of Stratford are prohibited from riding school buses without the explicit 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.

VISITORS

All visitors to the school **MUST** report to the office and speak with an administrator. If approved, he guest will sign in and receive a visitor's pass, which has to be displayed. 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 AND OTHER SCHOOL CAMPUSES DURING THE SCHOOL DAY

Students of Stratford Northwestern may not visit St. Michael Catholic Secondary School without **prior** explicit permission from the administrators of St. Michael C.S.S. When arriving on their campus, please make sure that you go to the main office first and sign in as a guest. Refusing to sign in to receive

explicit permission is considered trespassing. At this point, you may be asked to leave and/or the police may be called. This same policy applies when visiting any other school campus during the school day.

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.

LIBRARY POLICY

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

1. A valid Library/Student Card is required to sign out material.
2. You are responsible for material signed-out on your card. Do NOT sign out material for other students.
3. A maximum of four books, three on the same topic, may be borrowed at any one time.
4. Students may reserve material and will be notified when the item is available. Items reserved will be held for a maximum of 3 days.
5. Library privileges will be suspended until all overdue materials are returned and fines paid.
6. Wireless access is available for students wishing to bring their own technology.
7. 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.
8. Seminar rooms are available for students to sign out with the permission of the Librarians. Seminar rooms will only be used for class work.
9. No bags or backpacks are allowed in the Library. Do not leave book bags unattended outside the Library entrance.
10. 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 with 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.

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 student in a school, has a current student card, and has paid the appropriate sporting fees, may be granted the privilege of taking part in any activities offered by that school subject to the following definitions, conditions and clarifications:

1. 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 s/he has less than 22 credits. Once a student has earned 22 credits he/she must be registered in a minimum of 2 full school credits per semester.
2. All students are expected to be in attendance on the day of competitions or practices. If students are truant (i.e. an unlawful absence), they cannot participate.
3. It is expected that student-athletes maintain regular attendance in all their classes and maintain acceptable academic standing.
4. Expulsion or suspension from school renders a student ineligible for all practice or play until s/he has been reinstated. A student-athlete may also be ineligible during the investigation period.
5. Students taking courses simultaneously at more than one school must compete for the school holding the registration and OSR.
6. A student is eligible for a maximum of 5 consecutive years from the date of entry into Grade 9.
7. 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 Staff. We regularly offer lunchtime intramurals and recreational activities. 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 CALENDAR

(subject to change)

Activity	Date
School Opening Day (Students)	September 4, 2018
School Photos	September 13, 2018
Meet the Teacher (Gr 7 -8)	September 26, 2018
Terry Fox National School Run	September 27, 2018
P.A Day	September 28, 2018
Thanksgiving Day	October 8, 2018
Parent's Night Grade 9 - 12 (5:00 - 7:30 p.m.)	October 17, 2018
Progress Report Grade 7 - 8	October 29, 2018
Parent/Teacher Interviews Grade 7 - 8	November 1, 2018 (Evening)
Parent/Teacher Interviews Grade 7 - 8	November 2, 2018 (Morning)
P.A. Day	November 2, 2018
Photo Retake Day	November 5, 2018
Semester 1 - First Report	November 15, 2018
P.A. Day	December 7, 2018
Commencement	December 7, 2018
Last class day before Christmas	December 21, 2018
First class day after Christmas	January 7, 2019
1st Semester EQAO	January 21 - 25, 2019
Semester 1 Exam Dates	January 25 – January 31, 2019
P.A. Day	February 1, 2019
Semester 2 - Begins	February 4, 2019
Semester 1 – Final Report	February 7, 2019
Family Day	February 18, 2019
First Report Card Grade 7 - 8	February 19, 2019
Grad Photos (Grade 12s)	February 25 – March 1, 2019
Grad Photos (Grade 8s)	March 4 – 5, 2019
Term 1 Report Cards Grade 7 - 8	March 6, 2019
March Break	March 11 – March 15, 2019
OSSLT	March 27, 2019
Parent's Night Grade 9 - 12 (5:00 - 7:00 p.m.)	March 27, 2019
P.A. Day	April 5, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019
P. A. Day	June 7, 2019
2nd Semester EQAO	June 10 - 18, 2019
Semester 2 Exam Dates	June 21 – June 27, 2019
Final Report Grade 7 - 8	June 25, 2019
P. A. Day	June 28, 2019
Final Report Grade 9 - 12	July 8, 2019

