

Norwell's School Policies

NORWELL ATHLETIC POLICY

Athletics are an integral part of school life. Varsity athletes representing Norwell have certain responsibilities and obligations that must be met.

A. ELIGIBILITY GUIDELINES:

Norwell athletes must follow OFSAA guidelines as defined below:

- * Students with less than 22 credits **MUST** be enrolled in 3 or more courses **EACH SEMESTER.**
- * Students with 22 or more credits **MUST** be enrolled in 2 or more courses **EACH SEMESTER.**
- * Students with 30 credits who have obtained them at Norwell are eligible. If they were not obtained at Norwell, then the student is ineligible for athletics.
- * **TO MAINTAIN ELIGIBILITY, STUDENTS MUST PASS 2 COURSES PER SEMESTER.**
- * Any student who was not a student at Norwell in the previous year (EXCEPT GRADE 9's) must see the Phys. Ed. Department before participating in varsity athletics.
- * Students are eligible for 5 consecutive calendar years from their date of entry into Grade 9.

B. AGE CATEGORIES

Midget - 14 years of age or less as of January 01, 2005

Junior - 15 years of age or less as of January 01, 2005

Senior - 16 years of age and over as of January 01, 2005

Students are eligible for only their Grade 9 year at the midget level.

Students are automatically Senior competitors beginning in their Grade 11 year.

C. ATHLETE'S CODE OF CONDUCT

Participation in athletics is a privilege awarded by the principal to those students who are in **regular attendance** and who are **participating and contributing** in a positive manner in their courses. Skipping of classes will not be tolerated.

1st incidence of skipping = 1 game/contest/meet suspension

2nd incidence of skipping = exclusion from further participation

If attendance in general appears poor, the student athlete may be removed from the team. **ATTENDANCE IS MANDATORY ON GAME DAYS UP TO DEPARTURE.**

When student athletes know they will be absent from a class, it is their responsibility to find out the assignments for that day and have them prepared for the next day. They are to let their teachers know in advance that they will be absent.

Good conduct and responsible behaviour are expected of all Norwell athletes both in the sport and in all school-related activities.

Smoking is a health risk. The athlete is not permitted to smoke from the time the bus leaves until the bus returns.

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE FAMILIAR WITH ALL GUIDELINES REGARDING ELIGIBILITY AND THE ATHLETE'S CODE OF CONDUCT.

D. ATHLETIC DISCIPLINARY COMMITTEE

Any student who is involved in an incident while at a competition or while in school may be subject to attend an athletic disciplinary committee meeting before further competition.

The student will be notified to attend a meeting to explain their actions.

A decision will be made by the committee regarding the student-athlete's eligibility for athletics at Norwell.

OFSAA CODE OF BEHAVIOUR FOR SPECTATORS

- * cheer in a positive manner
- * respect officials= decisions
- * do not interfere with the competition
- * keep off the playing area
- * be courteous and respectful

Failure to comply with the Code of Behaviour may lead to ejection of the student, group of students or entire spectator audience; and will certainly lead to school consequences with respect to our school Code of Conduct.

EVALUATION POLICY

Marks are based on a combination of assessments in the categories of knowledge/understanding, communication, application and thinking/inquiry. Each department has its own evaluation policy which determines the weight given to each of these components. Marks should reflect the most consistent level of achievement with special consideration to the most recent evidence of achievement of curriculum expectations. Students will be given numerous and varied opportunities to demonstrate curriculum expectations which may include: tests, presentations, reports, portfolios, reviews, journals, research, reflection, creation of products, conferencing, summative work, etc. At the beginning of each course the teacher will outline the course expectations and evaluation policy for that course.

Due Date and Late Work

All assignments are to be completed on or before the teacher-designated due date in order to be evaluated. When a major assessment is not completed, the student will lose lunch/class/spare privileges, be assigned to the in-school study hall and will not resume privileges until the assignment is completed satisfactorily and submitted to the teacher. When a minor assignment is not completed on time then the teacher will remind the student, send home letters to parents, expect >on demand= writing, or offer alternate assignments, etc. Late assignments may also be assessed an academic penalty of up to 10% of the final grade.

Extension

To receive an extension on an assignment, a student must submit a completed Request for Extension form, including a parent or guardian signature, no later than one (1) day before the due date. The request may or may not be granted by the teacher. The extension date will be no more than five (5) days after the original due date. If an extension is granted, no academic penalty will apply if the assignment is submitted within the revised time frame.

Skipped Test

The normal expectation for any student who misses a testing situation will be that the student will be provided the opportunity to write the test on their first day of return to that class. If a student purposefully chooses to be absent from a testing situation through truancy, the teacher may enter a mark of zero for this item and will not be required to provide an opportunity for the student to write this assessment. The teacher may then choose to assess the missed expectations through the final summative evaluation in the course.

Summative Assignments and Exams

Each course will hold final summative evaluations including the possibility of culminating activities over a series of days, or as a final written or practical examination. Examination periods are at the end of January and the end of June. The exact dates are listed earlier in this agenda planner. All exams are to be written on the date and time on the exam schedule. A student with a serious medical problem must provide a doctor=s note and speak with the Vice-Principal. Other extenuating circumstances are also to be referred to the Vice-Principal. Vacations and employment are not legitimate reasons for missing an examination. Culminating activities are considered as equivalent to a final examination, and as such, attendance and task completion in these areas is also mandatory. Medical excusal is also necessary for any absences from culminating tasks, otherwise academic consequences will apply.

POLICY ON ACADEMIC INTEGRITY

It is the policy of N.D.S.S. that students do not plagiarize. Those who do are subject to progressive discipline according to the following policy. Students are taught what plagiarism is. This instruction begins in the junior level in our feeder schools, and continues in all of our courses where research is required beginning in grade nine.

Junior students (grade 9 and 10) are to be trained to understand the concept of plagiarism and academic dishonesty and are to be taught to reference properly. They will be held to a lesser standard of expectations.

Senior students (grade 11 and 12) are expected to be knowledgeable about the concept of plagiarism and academic dishonesty. They must be reminded of the teacher=s/department=s/school=s expectations and will be held fully accountable.

Definition:

Plagiarism is the act of taking, using and passing off another person=s ideas, thoughts, writings, inventions etc. without acknowledging the source. These sources can include any of the following: essays, newspaper articles, literary journals and compositions, art work, Internet sites, software, television programs, live plays or other oral presentations, recorded music, images, translations and movies etc..

- It is:
- dishonest
 - unfair to honest students
 - preventing your own skill development
 - devaluing the diploma or degree
 - stealing Aintellectual property
 - destroying trust

Procedures and Penalties

First Offence

- * zero as a place holder for a mark
- * the student will be required to complete the project again under supervision in the in-school study room
- * the student=s parent/guardian will be made aware of the situation
- * the student will meet with the Vice-Principal to review the consequences of the action and review plagiarism
- * the original assignment will be filed in the main office
- * a note will be placed on the student=s file by the Vice-Principal

Second Offence

- * zero may be applied as an academic consequence after meeting with the teacher and the Vice-Principal
- * the student will be required to complete the project again, under supervision in the in-school study room
- * possible withholding of credit
- * meeting with Vice-Principal
- * the student=s parent/guardian will be made aware of the situation and that this is a repeat offence
- * suspension
- * possible removal from the course
- * the student=s file will be updated by the Vice-Principal with the second offence indicated

Further Offences

- * zero will be applied
- * removal from the course
- * meeting with the Vice-Principal
- * suspension
- * record of offence on student file

**N.D.S.S. Computers/Telecommunications
Acceptable Use Policy (Summarized)**

School computers are used for scheduled classes and academic purposes only. The Cross-Curriculum lab is available for use by other departments through booking. It is also available for individual students needing to complete course assignments (subject to computer availability and teacher supervision). Supervision schedules, special closures and other information will be posted and updated on a regular basis.

NO E-MAIL, CHAT LINES and COMPUTER GAMES allowed.

NO PRINTING from the INTERNET allowed.

Details for PRINTING will be posted in each lab. Students are to print a document ONCE ONLY. To use the SCANNER or other special equipment please ask the supervising teacher.

Staff and students are to work quietly. Loitering is not allowed in the labs. Absolutely no candies, food and/or drinks are allowed in the labs. Absolutely no software (including games) may be downloaded/loaded onto the hard drive or file server.

All students using school computers must comply with the Acceptable Use Policy. Failure to do so will lead to a SUSPENSION OF PRIVILEGES as established by the Vice Principal and the Computer Key Teacher and described in the complete policy.

All students will submit a completed (signed) Acceptable Use Form. Parental/Guardian permission must be provided for any student under 18 years of age. Failure to return this form will result in loss of privileges. Students are bound by the Acceptable Use Policy of the school whether or not a form is completed.

Staff and students will access the computers using their own personal ID and password. Individuals are responsible for any activity occurring under their ID.

Unacceptable conduct included (but is not limited to) the following:

- Sharing the access codes, account numbers, passwords and other authorizations which have been assigned to them.
- Using abusive or otherwise objectionable language while working in the LAB and/or using abusive or otherwise objectionable language in either public or private messages.
- Using the system for any illegal activity, including violation of copy or other contracts.
- Using the system for personal, financial or commercial gain.
- Degrading or disrupting equipment or system performance. This includes, but is not limited to, sending messages or accessing files that are likely to result in the loss of a recipient=s work or in the disruption of the system. (e.g. a computer virus)
- Gaining unauthorized access to resources, files, programs, other computer system(s) or technological entities.
- Invading the privacy of individuals and/or vandalizing the data of other users.
- Creating, receiving or distributing material or images which are inconsistent with the School=s curriculum and conduct guidelines including: information that is unlawful, Achain letters@, Ahate@ literature, and material or images which are racist, pornographic, dangerous or obscene.
- Students working on special projects that require access to Internet sites and material deemed inappropriate for general use must provide written proof of permission (from the course teacher).

NORWELL DISTRICT SECONDARY SCHOOL

CODE OF CONDUCT

Norwell D.S.S. is a school that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be 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 Code of Conduct applies not only to students but to all individuals involved at Norwell District Secondary School - parents or guardians, volunteers, visitors, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

Note: This Code of Conduct is based on information provided by Ministry of Education sources available as of June 1, 2002. Subsequent changes in Legislation, Ministry of Education Regulations and/or Upper Grand District School Board Policies may affect this Code of Conduct.

STANDARDS OF BEHAVIOUR

A. RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All school members are expected to:

- * respect and comply with all applicable federal, provincial and municipal laws;
- * demonstrate honesty and integrity
- * respect differences in people, their ideas and opinions;
- * treat one another with dignity and respect at all times, and especially when there is disagreement;
- * respect and treat others fairly, regardless of their race, ancestry, place or origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- * respect the right of others;
- * show proper care and regard for school property and the property of others;
- * take appropriate measures to help those in need;
- * respect persons who are in a position of authority;
- * respect the need of others to work in an environment of learning and teaching.

B. APPROPRIATE DRESS

All school members are expected to:

- * dress in attire that is modest, free of symbols of hate or negative images which portray violence, death, abuse, alcohol, cigarettes, drugs, racial, political or sexual statements;
- * wear clothing that does not provide a distraction from the learning environment (e.g., immodest clothing such as excessively short or revealing clothing.)
 - * straps on tops must be three fingers wide, no cleavage, bottom of your top must meet the top of your bottom
 - * skirts/short length must be below mid-thigh
 - * footwear must be worn at all times
 - * no undergarments showing
- * remove hats and other head coverings (except for religious reasons) before entering the school and exit the building before putting head wear back on
- * under normal circumstances, not wear coats, jackets and heavy winter clothing in classrooms.

The continued reinforcement of dress policies is the responsibility of all Norwell teaching staff.

Consequences for violations of the dress code are the responsibility of the Norwell administration and may include a reprimand, turning the shirt inside out, wearing a designated shirt offered by the school, confiscation of the hat with arrangements for its return to be made with the Vice-Principal, detentions, parental contact, being sent home to change, and/or suspension.

C. PHYSICAL SAFETY

Visitors/Trespassing

All visitors to the school must:

- * report to the main office upon their arrival for permission to be on school property, otherwise trespass charges may be laid.

Only current staff and registered students are permitted on school property. All others must receive authorization from the principal.

Weapons

All school members must:

- * not be in possession of any weapon, including but not limited to firearms;
- * not use any object to threaten or intimidate another person;
- * not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- * not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

Aggression, Harassment and Bullying

All school members must:

- * not bully others (defined in the UGDSB Violence Free Schools Policy)
- * not inflict or encourage others to inflict bodily harm on another person;

- * not threaten to inflict bodily harm on another person;
- * use non-violent means to resolve conflicts;
- * seek staff assistance, if necessary, to resolve conflict peacefully.
- * report bullying and aggression in order to eliminate the behaviours

Physical aggressive behaviour is not a responsible way to interact with others.

MANDATORY CONSEQUENCES (as mandated by the Safe Schools Act)

Expulsion

Police will be involved as indicated by the police/school protocol, the student will be immediately suspended for 20 days and the principal will proceed to an expulsion inquiry for students involved in the following:

- * possession of a weapon (defined in the UGDSB Violence-Free Schools Policy), including, but not limited to firearms;
- * trafficking in drugs or weapons;
- * robbery;
- * use of a weapon to cause bodily harm, or to threaten serious harm;
- * physical assault causing bodily harm requiring professional medical treatment;
- * sexual assault;
- * providing alcohol to minors.
- * engaging in another activity that, under a relevant policy of the Board, is one for which expulsion is mandatory.

Exceptions to mandatory expulsion have been identified by Ministry of Education Regulations under the Education Act.

Suspension

Immediate suspension will be the minimum penalty faced by a student for:

- * uttering a threat to inflict serious bodily harm;
- * possession of illegal drugs;
- * acts of vandalism causing extensive damage to school property or property located on school premises.

In the above instances, police will be involved and conditions to return to school will be specified in accordance with school board policies.

A student will be immediately suspended for:

- * swearing at a teacher, or other person in authority;
- * being in possession of alcohol;
- * being under the influence of alcohol.
- * throwing snowballs, possessing water balloons or water guns
- * engaging in another activity that, under a relevant policy of the Board, is one for which suspension is mandatory

DISCRETIONARY CONSEQUENCES

Decisions regarding consequences for violations of the Norwell Code of Conduct or other Board Policies that do not require mandatory consequences will be made at the discretion of the Principal and/or Vice-Principal.

D. STUDENT DEPARTMENT

Co-operation

All students are to cooperate with Norwell staff at all times (i.e., follow staff directions, provide information like their name as requested, follow classroom and school rules, etc.)

Study Periods

Students under the age of 16 years must take four subjects in each semester. After the age of 16, a student may apply to take a study period providing they have accumulated a minimum total of 16 credits toward their graduation diploma. Unassigned classroom periods on a student's timetable are to be spent in the cafeteria, library, or other assigned room. Students are not permitted to loiter in the halls or disrupt classes in progress.

Hall Department

Students are not permitted to play games (cards, hackey sack, etc.) in the halls. Students are not permitted in the upstairs hallway during class time nor at lunch.

Food/Beverages

Food of any kind and/or drinks are not to be consumed in the halls or classrooms. Water may be permitted in classrooms at your teachers discretion provided the containers are suitably disposed of. All wrappers, cans and garbage is to be placed in the containers provided (both inside and outside the school).

Lunch Periods

All students are expected to eat their lunch in the cafeteria or outside. If students choose to use the cafeteria, the expectation is that they do so in a mature, respectful and responsible manner. During periods 1, 2 and 5 students are not to remain in the halls. However, students on lunch period 3 or 4 may be in the halls, provided classes are not disrupted and that they remain on the first floor.

Electronic Devices

Electronic devices such as portable radios, CD/Tape players and cell phones, are not to be used in the school and should be stored in your locker or your knapsack. These items may be confiscated and arrangements for their return may be made through the vice-principal.

Laser Pens

Students are not permitted to bring or use laser pens on school property. They will be confiscated and not returned.

School Property

Items such as textbooks, desks and lockers are board property that have been made available for student use. Therefore, they may be inspected at the discretions of school staff. Students will be charged for the repair and/or replacement of damaged, defaced or lost board property, and in certain instances (extensive damage), students may be suspended or expelled.

Smoking

All Upper Grand District School Board property is a smoke free environment. Smoking is not permitted anywhere on the school property. This includes Northern Admin Centre (house across from school), school buses and parking lots. A warning and/or detention will be followed by fines (over *100.00 by the Wellington Dufferin Health Unit) and/or suspensions for subsequent infractions.

Skateboarding

In-line skating, skateboarding, and such activities (e.g., scooters) are not allowed on school property or school buses. Please do not bring them to school.

Student Conduct and Attendance at Assemblies

Assemblies are organized by the students and/or teaching staff. Disrespectful or disruptive conduct at assemblies will not be tolerated. Attendance at assemblies is mandatory unless announced otherwise. Please see attendance policy for consequences on skipping an assembly.

Private Property

All students are expected to respect the rights and property of our local neighbourhood and businesses. Students are not permitted to loiter on York Street nor are they permitted to congregate or hackey sack on Cumberland Street. Staff parking lots are considered out of bounds during the school day and may only be used as a thoroughfare to get to class.

The following chart is intended only as a quick reference summary of consequences. It is not an exhaustive list. Consequences are listed as probable first time consequences and will be adjusted depending upon the situation and the discretion of the Principal and/or Vice-Principal.

Water Guns/Water Throwing/Snowball Throwing

These activities present safety concerns for both the students and staff of Norwell and as such, are not allowed on or around the school or its property. Students found participating in such activities may have items confiscated and will be subject to suspension from school.

Code of Conduct

Offence	1 st Offence	Subsequent
<u>AGGRESSION</u>		
1. Bullying	- contact parents - 3 day suspension (minimum)	- contact Police & parents - min. 5 day suspension - Violent Incident Report
2. Threatening to inflict bodily harm	- contact parents - 3 day suspension (minimum)	- contact Police & parents - min. 5 day suspension - Violent Incident Report
3. Fighting	- contact parents - Violent Incident Report - 3 day suspension (minimum)	- contact Police & parents - min. 5 day suspension - Violent Incident Report
4. Physical Assault requiring professional medical treatment	- contact Police & parents - Violent Incident Report - 20 day suspension & proceed to expulsion	
<u>ALCOHOL</u>		
1. Use on school property or at school event	- 5 day suspension (minimum) - parent contact - alcohol is confiscated	- 5 to 10 day suspension
2. Possession while on school property or at school event	- 5 day suspension (minimum) - parent contact - alcohol is confiscated	- 5 to 10 day suspension
3. Student under influence while on school property or at school event	- 5 day suspension (minimum) - parent contact - any alcohol is confiscated	- 5 to 10 day suspension
4. Providing alcohol to minors	- suspension (20 days) leading to possible expulsion	
<u>DRUGS</u>		
1. Use or possession of illegal drugs on school property or at school event	- referral to Police for charge - 3 day suspension (minimum) - parent contact	- referral to Police for charges - 5 day suspension (minimum) and possible expulsion
2. Under the influence of illegal drugs on school property or at school event	- detained at school - Police may be contacted - parent contacted - 3 day suspension (minimum)	- detained at school - Police and parent contact - 5 day suspension (minimum) - possible expulsion
3. Trafficking in illegal drugs on school property or at school event	- Police contact - parent contact - 20 day suspension - proceed to expulsion	

<u>GAMBLING</u> Gambling for profit is not condoned within the school.	- 2 day suspension - parent contact	- minimum 3 day suspension
Offence	1st Offence	Subsequent
<u>PROFANITY</u> 1. Swearing in school or at school event	- reprimand/or detentions	- contact parent - suspension
2. Swearing at a teacher or other person in authority	- contact parent - up to 3 day suspension	- contact parent - up to 5 day suspension
<u>TOBACCO</u> 1. Smoking on school property or at a school event	- detention & parent contact - warning of fine in future	- Health Unit fine (over *100.) - suspension
2. Smoking in building	- Health Unit fine (over *100.) - 3 day suspension	- Health Unit fine (over *100.) - 5 to 10 day suspension
3. Student under 16 in possession of tobacco	- tobacco is confiscated - parent contacted - warning/detention	- 1 day suspension (minimum) - parent contact
<u>VANDALISM</u> 1. Lost, stolen or damaged school property (lockers, texts, etc.)	- parent contact - restitution	- suspension - restitution
2. Extensive damage to school property.	- parent contact - restitution - 3 day suspension (minimum) - possible expulsion	- 20 day suspension proceeding to expulsion - contact Police and parents
<u>WEAPONS</u> 1. Possession of weapon	B contact Police & parents - Violent Incident Report - 20 day suspension & proceed to expulsion	
2. Threat with weapon	- contact Police & parents - 20 day suspension & proceed to expulsion - Violent Incident Report	
3. Use of weapon	- contact Police & parents - 20 day suspension and proceed to expulsion - Violent Incident Report	
4. Trafficking in weapons	- contact Police & parents - 20 day suspension and proceed to expulsion	

Absence Policy and Procedures

We believe that at N.D.S.S. there should be well-publicized policies and procedures for dealing with student absences that are diligently adhered to by both teachers and administrators as the school is required to account for the presence of all students daily. The focus and rationale for the procedures must be the creation of an optimal learning environment. Teachers cannot teach a student effectively if chronic, irregular absences result in missed work. Teachers also cannot teach a student effectively when due to a previous absence and/or failure to do homework, a student continually interrupts a class while seeking clarification about such work.

Good attendance is essential for success in school and work. Prospective employers will be interested in a student's good school attendance record. Regular attendance affects positively your progress and the progress of the class as well.

Parents are vitally interested in academic success and, therefore, in attendance at school. For this reason, communication with home will be attempted regarding absenteeism. Sometimes students miss classes because they are experiencing failure and frustration rather than success. Avoiding the problem only offers temporary relief. Student services can help in this situation.

Students are expected to attend homeroom and all classes including assemblies and resource room punctually and regularly. Only illness, medical or other appointments, school-sponsored activities (field trips, athletics, etc.) or absences approved in advance by the Administration are acceptable reasons for absence. All other absences are considered unauthorized. Parents who wish to have their students excused from school for a week or longer should make their request in writing (form in the main office) to the Principal for approval in advance of the planned absence.

Student learning is vital and a priority in this building. We understand that extra-curricular involvement contributes to the well being of the student and builds a sense of community, however, participation in extra curricular activities is a privilege. Our expectation is that academic success is the responsibility of the student, with support from the coach/staff advisor and subject teachers.

SCHOOL PROCEDURES

Home Rooms are open by 8:45 A.M. and teachers are available for consultation. Students must be in Home Room before 9:00 A.M. If you arrive anytime during Period 1 go directly to class and you will be marked late. If you have a note give it to your teacher and it will be recorded. If you do not have a note, the late policy will dictate the consequences. If you arrive after Period 1 and have a note, please sign in at the office. If you arrive after Period 1 without a note, go directly to class and all classes missed thus far in the day will be marked as >skips=/unauthorized absences. The teacher will apply the consequences from the absence policy. It is the students responsibility to be aware of the expectations and consequences of both the late and attendance policies.

Beginning the Day

School begins each day at 9:00 am with the playing of AO Canada@ in period one. Students in the hall are expected to stop for the National Anthem and announcements. Announcements will be made each day immediately following the anthem. The Administration reserves the right to edit, restrict, and withdraw announcements. Students are expected to listen to all announcements. Students are expected to be in their room at this time and to stand quietly for the National Anthem. Students who are late will be able to review daily announcements which will be posted outside the main office.

Signing In and Signing Out

Appointments with doctors, optometrists, chiropractors, etc. should be made outside of school hours, where possible. If a student needs to be excused during the day a note or appointment card must be brought to the office prior to period one, during their spare or at lunch. Students will receive a demit slip to show the class teacher that they have permission to be excused at a specific time. When a student returns from an appointment they must report to the main office prior to returning to class to receive an admit-to-class slip. Some local professional offices may sign your demit slip indicating appointments end times which should be consistent with your arrival time at school.

All students regardless of age are expected to follow the sign-in and sign-out policy. Failure to do so will be dealt with as truancy (a skip). Consequences will be dealt with as the policy dictates. **There will be no grace period for notes and notes will not be accepted the day after.**

Notes for Absences from Class

Synrevoice is an automated attendance system that will place a call to the student=s home if they have been marked absent in one or more classes regardless of a note being sent or a call or e-mail sent by a parent. Parents must confirm the reason for the student=s absence by leaving a message on the school=s answering machine or by sending a note with the student the next day for a full days absence. If no note is sent or phone call made by the parents, then the student is automatically considered truant for 4 classes. Notes need to be sent with a student if that student has an appointment during the school day. Proper sign-out procedures are to be followed.

Sent out of Class

Report directly to the office. Bring the **Student Referral Notice** from class if your teacher has filled it out or get one from the secretary. COMPLETE and return it to Mrs. Bramhill. Remain in the office until you are verbally dismissed by either Principal, Vice-Principal or the secretaries. The bell does not indicate that you may leave.

ATTENDANCE POLICY

Students Under 18 Yrs of Age			Students 18 Yrs and Older	
Absences	Authorized	Unauthorized (skip, not following sign in/out procedure)	Authorized	Unauthorized (skip, not following sign in/out procedure)
1 - 4	teacher expresses concern, speaks to student	* assign detention * make up missed work in SSR * teacher phones home	concern	detention
5 - 9	teacher phones home to discuss concern	attendance counsellor * in-school suspensions * calls home by attendance counsellor * meeting with student &/or parents * problem solving with the Vice-Principal	attendance counsellor speaks to student assigned to SSR if work not being completed	attendance counsellor * in-school and/or out of school suspensions * meeting * office detentions * community service
10	attendance counsellor referral	Vice-Principal	Vice-Principal	* school attendance counsellor informed on each subsequent absence from class * Vice-Principal notified
10+	* potential Upper Grand District School Board counsellor and attendance referral		Vice-Principal	* deleted from class & or placed on or school contract

LATE POLICY FOR STUDENTS

1. In order to maximize instructional time, students are expected to arrive to **ALL** classes on time.
2. If a student arrives after the bell to begin class, he/she will be considered to be late and will be marked late on the bubble sheet by the teacher (regardless of the reason). If a student misses a substantial amount of class time (i.e. 40 minutes or more) with no note and/or a reasonable explanation, the teacher may consider that student to have had an unauthorized absence from that class.
3. Late students (not sign in students) are to report directly to their class. Do **NOT** send them to the office for an admit slip.
4. All lates will appear on the report card but teachers will need to differentiate between unexcused and excused lates in their own attendance records. Unexcused lates will result in consequences from the students= teachers. Excused lates will not be counted against the student and the student will not be penalized for this late. Excused lates will involve the student entering class with an admit slip. An admit slip may be a note from the school nurse, the child and youth care worker, probation officer, guidance, special education, the Principal/Vice-Principal, any teacher, educational assistants and the secretaries after the student has signed in with a note from an appointment (i.e. medical).
5. Lates will be considered on a semester basis; that is the number of lates in the first semester do not carry over to the second semester.
6. Teachers will apply consequences for student being late to class and will involve the Vice-Principal only when, in the opinion of the teacher, it becomes a chronic problem. (Despite consequences put in place by teacher continued lates total 7 or more).

Possible consequences for being late to class are listed below. Teachers will issue consequences at their discretion, which may include the following:

First and Second unexcused late

- * warning
- * other consequences the teacher feels are appropriate

Three unexcused lates

- * detention to be served with the teacher
- * other consequences the teacher feels are appropriate

A student at this point can *>wipe the slate clean=* if they are late free in that teacher=s class for the next two weeks. The option to *>wipe the slate clean=* is a one-time only occurrence.

Five unexcused lates

- * phone call home to parents
- * detention to be served with the teacher
- * other consequences the teacher feels are appropriate

Seven unexcused lates (now chronic)

- * referral to the Vice-Principal who will:
 - * call parents
 - * assign time in the office
 - * arrange early sign-in in main office at beginning of day and during lunch
 - * contract
 - * potential suspension/in-school suspension from school
 - * parental meeting in office

DANCE REGULATIONS

Students are required to show their student card in order to enter the dance.

After admittance to the dance you may not leave the school.

3. There is to be **NO SMOKING** at a dance.
4. If you are ejected from the dance, you may be denied admittance to all further dances at Norwell for the balance of the school year.
5. All guests (high school students only) **must be signed in by 12:00 noon 2 days prior to the dance** and be accompanied by a student of N.D.S.S. A Norwell student can only sign in one student. Guests must be approved by the Vice-Principal. The Norwell student will be responsible for their guest's conduct while he/she is in the school.

Admittance may be refused to any person who does not follow the school code of conduct or who is currently not in good standing at the school (ie. currently under suspension).

7. Any student under the influence of prohibited drugs/alcohol or disturbing the peace will be taken by the teacher in charge of the dance and/or the police to the school office and his/her parent will be contacted to come to get him/her. If necessary, the police may arrange transportation home. Any person attending a dance under the influence of alcohol or drugs may be charged by the police and will be suspended from school for five days.

NOTE: PLEASE REMEMBER THAT ANY CHAPERONE OR POLICE OFFICER HAS THE AUTHORITY TO ASK YOU TO LEAVE THE DANCE IF YOU ARE CAUSING A DISTURBANCE. YOU WILL BE EXPECTED TO SHOW UP IN THE MAIN OFFICE THE FOLLOWING MORNING AT 9:00 AM TO BE DEALT WITH BY THE VICE-PRINCIPAL.

Dances are for your enjoyment; please follow the rules in order for them to continue to be fun. Please keep this in mind when attending any of the dances.

LOCKER INSTRUCTIONS

Each student will be assigned a locker as close to their home room as possible. It is your duty to keep it clean and locked at all times. If you have difficulty with it at any time, report the trouble to the main office and they will relay the message to the custodian. **You must not change lockers or locks. You will be purchasing a combination lock at the charge of *5.00. This lock will remain with you for the time you are here at Norwell. The student is responsible for replacing their own combination lock in the event of a broken or stolen lock. Please give your new combination to the main office.** The School Board reserves the right to open your locker at any time. At the end of the school year, you are expected to remove your lock and contents of your locker. Any items remaining will be disposed of appropriately.

LOST AND FOUND ARTICLES

All articles of value should be turned in to the office secretary. Owners may pick up lost or confiscated possessions at the office.

CONDUCT ON SCHOOL BUSES

Rules for bus students are posted on each bus and must be followed.

1. The expectations for N.D.S.S. students are that 1.they behave like responsible adults and set an exemplary standard.
2. Bus pupils will answer to the Vice-Principal for misbehaviour while riding on the buses.
3. The bus driver is in complete charge of the vehicle and passengers must obey the driver's instructions without question.
4. Noisy or rowdy behaviour of any description is forbidden.
5. Students **must** occupy the seat which the driver assigns to them.
6. Buses will pick up and discharge passengers only at the school and their assigned pick-up and drop-off points. If students ride the bus to school, then the expectation is that they attend all of their classes. Failure to do so will result in removal of bus privileges.

7. **Board Policy states that bus passes may only be issued by the Vice-Principal with parents written authorization for work related reasons and only for stops on the same route. Because our buses are normally full, bus passes must be requested at least 2 days in advance.**
8. Students must only ride their bus. NO switching or riding other buses without approval from the Vice-Principal. Approval will only be given if the situation is deemed to be an emergency.

IF YOU DRIVE A VEHICLE TO SCHOOL

Due to restricted parking facilities, do not bring cars to school unless absolutely necessary. **Students are not to park in the Staff Parking Lots and are encouraged to park in the student parking lot. However, they are asked to use this area safely and responsibly.**

MEDICATIONS

If you are on medication please inform a secretary in the Main Office immediately. The medication must be left in the office. A form will be sent home for the parents/guardian to sign, giving the office staff permission to administer the drug. *** Medication must NOT be left in a student's locker at any time.**