



Niton Central School

Student Handbook 2019-2020



**Box 10
Niton Junction, AB
T0E 1S0**

5307 - 50 Street

Phone 780-795-3782

Fax 780-795-3933

Website: <http://www.nitoncentralschool.ca/>

Office Hours: 8:00 am – 4:00 pm

This handbook has been prepared for the use of both parents and students. Its contents provide general information about the school, its programs, and policies.



Welcome to Niton Central School!

Niton is a kindergarten to Grade nine school that strives to provide a safe, caring environment for your child to learn in. Our **mission** is “to provide, with the support of the whole community, the best possible education for all Niton Central School students from Junior Kindergarten to Grade Nine.”

IN OUR SCHOOL

students will learn how to:

- ✓ Think, act and speak positively about themselves and others.
- ✓ Recognize similarities and appreciate differences.
 - ✓ Work together cooperatively.
- ✓ Treat each other with kindness and empathy.
 - ✓ Be respectful and responsible citizens.
- ✓ Give each other support and encouragement.
 - ✓ Develop a **PASSION** for learning.



Niton Central School Staff

Principal:

Mark Maris, Ryan Hall, Steven Ripkens

Assistant Principal:

Bailey King

Administrative Assistant:

Brandy Benson

Home Room Teachers

Grade K/1: Karyn Soroka

Grade 2/3: Thomas Meier

Grade 4/5: Bailey King

Grade 6: Jenna Otway

Leanne DeLeeuw

Grade 7/8: Heather Burri

Grade 8/9: Jacey Maskell

Support Staff

Roberta Cave

Betty Douglas

Sharon Fehr

Karlene Smigelski

Librarians

Toni Smigelski

Nadine Sharman

Maureen Radcliffe



Bell Schedule 2019 - 2020

Elementary Schedule

Time	Period
8:45	School Begins
8:45 - 10:30	Classes
10:30 - 10:45	Recess
10:45 - 12:10	Classes
12:10 - 12:25	Lunch
12:25 - 12:55	Recess
12:55 - 2:20	Classes
2:20 - 2:35	Recess
2:35 - 3:15	Classes
3:15	Dismissal

Junior High Schedule

Time	Period
8:45	School Begins
8:45 - 9:35	Block 1
9:40 - 10:25	Block 2
10:30 - 11:15	Block 3
11:20 - 12:05	Block 4
12:05 - 12:55	Lunch
12:55 - 1:40	Block 5
1:45 - 2:30	Block 6
2:35 - 3:15	Block 7
3:15	Dismissal



Registration

To **register** a student at Niton Central School, parents must complete a Grande Yellowhead Public School Division online registration form. Proof of age documentation, such as a birth certificate, must be provided when registering a student for the first time. Visit <https://nitoncentralschool.gypsd.ca/> under the quick links tab, online registration. Returning students will be sent a snap code in August.

Student Instructional Material Fees

For your information, according to new government legislation, schools in Alberta no longer charge parents/guardians for instructional materials.

Locks and Lockers

- 1) All students will be assigned a locker and a combination lock. Both items remain the property of the school and must be cared for in an appropriate manner. Locker privileges may be removed if the locker is abused.
- 2) Students are not to make any permanent marking on any locker, including stickers and markings.
- 3) Only the locks that have been assigned to the school are to be used on the school lockers. If a lock is lost, or destroyed (except for regular wear and tear), the student will be required to pay for a replacement.
- 4) Parental inspection of their child's locker is available upon request.
- 5) In keeping with Grande Yellowhead Public School Division's **Administrative Procedure 356- Searches by School Authorities** the principal or designate, maintains the right to open and inspect any locker without consent and or knowledge of the student. In all cases, there will be a second party as witness to the locker search. Ordinarily, locker searches will be conducted in a student's presence and only when there is a reason to believe a school rule or the law has been violated. **Students are encouraged not to bring valuables to school.**

Electronic Devices and Cell Phones

Electronic devices, such as DS and any other handheld gaming device, are not allowed during school time unless the student has special permission from a teacher. If a student is caught using their device or cell-phone during class time for anything other than a class assignment, the device or phone will be taken away and put on the teachers' desk until that class is over. If it continues to happen, the phone will be taken to the office until the end of the day.

Our school division has also introduced new administrative procedures regarding responsible use of technology. Notes and two permissions slips for technology use will be sent home with all students on the first day of school, and they need to be signed and returned *before* students access the GYPSD network.



Junior High Cell Phone Policy:

Cell phone use in class is at the teacher's discretion and direction, for learning purposes only. This means the individual teacher makes the rule for his or her classroom. Noncompliance with the teacher's policy will result in confiscation of the phone, until the end of that school day. Responsible use of electronics is our goal. No pictures allowed on school/district property, due to Privacy Act regulations. Parents please contact the office, and not your child directly, during class hours.

Elementary Cell Phone Policy:

Cell phones are not allowed in class or outside. If a student brings a cell phone to school, it needs to be kept in their school bag. Classrooms have telephones for contacting parents if students find it necessary.

Lunch Hour Rules:

- 1) Elementary students eat lunch in their classes from 12:10-12:25. Lunch hour recess starts at 12:25 and ends at 12:55. For safety reasons, elementary students are to remain at the back of the school during lunch recess, within the designated areas, so supervising staff can see them.
- 2) Elementary students are not allowed to leave school property. If an elementary student is going to leave, special permission needs to be granted by the parent or guardian, the elementary student must be accompanied by a parent or specified adult.
- 3) Junior High students are **ONLY** allowed to leave school property during lunch hour. **The pump track is not on school property, nor is it supervised.**
- 4) Elementary students are not permitted to go the pump track during school hours. **Permission slips will be sent home to elementary parents so that teachers can take their classes to the new county playground during school hours.**
- 5) Junior high students can go to the pump track if they have written consent (permission form).

Student Expectations

Students are entitled to, and have the right to an education that: recognizes and meets their needs; occurs in a safe and caring environment; and encourages them to be proud and productive citizens in their community. While no set rules can ever take the place of individual responsibility, students are expected to follow reasonable rules of conduct which have been established for the benefit of the school, community by the Provincial Government and the community. At Niton, it is expected that a student shall reasonably conduct themselves in accordance to section 12 of the School Act.

- Represent our school in an outstanding manner.
- Attend school regularly, be prepared to learn, and use class time appropriately.
- Arrive on time to all classes, with all materials (binder, textbook, writing utensils etc.).
- Complete all assignments, on time, to the best of their ability.
- Have consistent and effective home study habits.
- Show respect for all personal and school property, and refrain from littering, defacing public property, any act of vandalism, or careless/reckless use of school equipment.



- Play Safely: No running in the halls, rough housing, play fighting, or throwing objects.
- Refrain from any form of bullying - physical, verbal, digital or psychological - towards another member of the school community, and to report anyone who is engaging in this unacceptable behaviour.
- Accept responsibility for their own actions and take ownership of their behaviour.
- Respect the right of other students to learn and enjoy the learning experience in a safe environment.
- Respect the authority of any person in a supervisory role.
- Show respect for all school community members by using proper manners, language, and accepting differences in other people.
- Encourage positive attitudes, cooperation and good sportsmanship.
- Dress appropriately following the school dress code.
- Respect all class and school rules and expectations for work and behaviour.
- Report to the office when coming in late or leaving early.
- Conduct themselves so that the noise level is suitable to the location and the activity.

School Sports Teams, Clubs and Committees

Fees are required for each of the sports teams to help cover bussing and equipment costs.

- 1) Volleyball - Grade 6 to Grade 9 – September thru November
- 2) Skipping - K to Grade 6 - September thru December
- 3) Basketball - Grade 6 to Grade 9 -December thru March
- 1) Wrestling - K to Grade 6 - Jan. thru March
- 2) Archery- Grade 3 to 9 – Jan. thru April
- 3) Soccer - Preschool to Grade 6 -May thru June - Multiple Volunteers Needed
- 4) Mini-basketball - Grade 3 -6 -March thru April
- 5) Handball - Grade 6 to Grade 9 -April
- 6) Badminton - Grade 6 to Grade 9 -April/May
- 7) Track and Field - Grade 7 to Grade 9 - May

Students are expected to stay in the gym during games and practices (whether it is a home game or away) unless they get permission from the coach or supervisor to do otherwise.

***No food or drinks allowed in the gym unless there is a home game with a concession.**

Note: Participation in these school teams is subject to the ``Miss School, Miss Out`` policy and is also dependent upon **successful completion of school work, positive attitude towards school, good attendance and punctuality**. Students issued one (1) out-of-school suspension or two (2) or more in-school suspensions may be removed from the team. Participation in any activity is at the sole discretion of the staff supervisor.



UNESCO/ASPnet Status

Niton Central School has been proudly recognized as a United Nations Educational, Scientific and Cultural Organization (UNESCO) affiliated school since 2006. During the 2010-11 school year, we received international status. The students, staff and community members of Niton Junction and surrounding area strive to develop global citizenship in an inclusive environment. UNESCO schools provide students with opportunities to experience the **five pillars of learning**:

1. Learning to know.
2. Learning to do.
3. Learning to be.
4. Learning to live together.
5. Learning to transform oneself & society.

NCS students and staff develop peace building projects and activities related to four integrated themes- World and Local Concerns, Human Rights, Democracy and Acceptance, Intercultural Learning, and Environmental Concerns.

Hope Club

The Helping Our Precious Earth (H.O.P.E.) Club is involved in environmental projects that benefit the school, local area and global community.

Parent Information

Weekly Parent Memos are sent to families via email and featured on our website. Teachers also provide information on our website in their teacher pages, by using the class dojo app for phones, phone calls home, meetings, etc.. Our school Facebook page is also updated frequently. If you have information that you would like put in the memo, or feature on our website, please contact the school.

School Programs

The video conference room (3V) is used to offer classes with qualified teachers. This is an interactive approach using television, computers and the Smartboard where students can see, hear, and talk to presenters from around the world. We are currently offering Cree to the grade 4 class with this method. These classes are scheduled year round. We also have the capacity to offer one-off or multi-session courses.

NCS Elementary Math Program

At least once a year there is a “Math Blitz” where all the elementary students are put in groups as per their math abilities. They then complete activities to help raise their math comprehension levels.

Inclusive Education

All students at Niton Central School are included in regular classes. Modifications of work, work space, classes, or schedule, will be provided to best meet the needs of each student on an individual basis.



Junior High Flex Program

At Niton, we believe that the fundamental purpose of our school is to achieve high levels of learning for all students; therefore, we have implemented the Flex block to help all students excel. The Flex Block allows students extra time with their teachers to get further assistance on assignments or course materials.

Junior High Options

Various options are offered each term during the school year. They have included art, cooking, outdoor education, technology, book club, wood burning, and leadership. Options will be on the report cards and assigned a grade.

Smoking & Tobacco Products, Alcohol or Substance Abuse

All schools in Grande Yellowhead Public School Division are “tobacco-free” areas. Tobacco, chewing tobacco, electronic or vapour tobacco substitutes, drinking or possession of intoxicating beverages, (this includes “Energy drinks” like Red Bull, etc.), or possession or use of illegal drugs in the school or on the school grounds is prohibited. Nor shall a student be under the influence of same in school or on school property. This regulation also applies to all students involved in extracurricular activities for the duration of the activity, whether on school property or not. Transportation to and from that activity is deemed part of that activity. Violation of this rule may result in a student being suspended from school, possible removal from the sports team or club, and/or the possible referral to the School Board for expulsion. Please see Grade Yellowhead’s Administrative Procedure AP167-Smoke Free Environment and Prevention of Youth Tobacco Use for more information.

Homework and Practice Guidelines

The purpose of assigning homework is to:

- 1) Complete work that has not been completed during class time.
- 2) To study and review for exams and quizzes.
 - a) Proper use of class time is necessary to ensure that homework for work not completed does not become excessive.
 - b) Homework times should be approximately 10 minutes per grade. However, the exception would be that Grade 1’s should be reading for a minimum of 20 minutes a night. As well, junior high homework should cap at 60 minutes a night.
 - c) If students are receiving more homework than listed above, please talk with the classroom teacher to see if there are issues that need to be resolved.

Late Homework Policy

Students are expected to complete all homework on time, pending extraordinary circumstances, or the following actions will be taken:

- a) The teacher will phone home to inform parents that an assignment is overdue.
- b) If the student is on a team, the teacher will inform the coach that they have an overdue assignment and won’t be able to make it to practice or games until further notice (as per the signed player agreement).
- c) The student will be pulled from their lunch hour recess until they can get all late assignments handed in.



We are working on the premise that if a student is not able to get their homework completed during regular class time, or after school during that time, that it is because they need further assistance in completing the work. Therefore, we want to provide each student with additional help and support for as long as necessary. Teachers and administration are more than willing to assist students during their lunch hours.

We believe that it is your child's responsibility to use their time wisely and get all their work done in class. Students and parents can keep track of marks and missed assignments – with a password – by accessing their records in the PowerSchool program. Any student that, for whatever reason, wants to improve his or her mark in any class, can talk to their teacher about extra credit or bonus assessments. This will come in the form of a re-test, essay, or project (teacher's choice), depending on the class and the concept that the student is wanting to improve.

We believe attendance, punctuality, appropriate behavior and effort at school are essential for a successful year. The students who miss school intentionally, misbehave, or don't hand in assignments, will miss out on their academic education and may also miss out on social functions or athletic activities. Reward days will be held periodically for students who are caught up on assignments, who are punctual, who attend regularly, and who hold themselves in high esteem.

Report Cards

Report cards are issued three times a year. The first report card will be sent out prior to Christmas break. The second will come out the day before Spring Break and the final report card will be issued on the last day of school.

Attendance:

If students are going to be away from school, due to illness, appointments, etc., please phone the school, or contact their teacher directly. The office is open from 8:00 am to 4:00 pm on school days. The phone number is 780-795-3782.

Truancy Policy (Administrative Procedure 330 Student Attendance)

Regular school attendance is a significant contributing factor to student learning, success and maximization of the benefits of effective educational opportunities and resources available in schools. In accordance with the School Act and related regulations, regular school attendance is required and expected of all students attending the division's schools.

It shall be the responsibility of parents to ensure compliance with student attendance requirements and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is unsatisfactory.



Niton Central Schools Policy

If your child is found to be missing more than 20 days of school, without a valid reason (illness, injury, or other special circumstance) the parents will be consulted in order to investigate and determine the underlying cause(s) for the student's absence(s). Written notes resulting from the consultation process will be retained on file.

The Principal or designate shall, following the contact(s) with the parents or guardian, make a decision on whether to complete and submit a referral letter to the Attendance Officer and provide copies of the following within the letter:

1. Student demographic information
2. The parent will be required to submit a letter of response explaining their child's number of absences.
3. The date and time of any/all parent or guardian meetings and notes from those meetings.
4. Resulting commitments made by the school, student and parent or guardian.
5. Actions taken by the school.

The Attendance Officer (Superintendent of Schools) will, through written letter or other communication mediums such as a meeting with the student and parent/guardian, direct that the student attends school. The student and parent/guardian will be provided with the opportunity to respond to the directive from the Attendance Officer.

Where the resolution to the attendance problem has failed in the use of the division's Attendance Officer referrals and documentation process the school's Principal, in accordance with the divisional procedure(s) and in collaboration with the division's Attendance Officer, will make a referral for:

1. A Court Order served by a Judge or Justice of the Peace to the student in the presence of the parent or guardian; or
2. A hearing by the Attendance Board for action, in accordance with the School Act and accompanying Regulations.

Committees - New members are ALWAYS welcome!

School Council

The purpose of the School Council is to advise the principal of the school and Board with respect to any matter concerning the relationship between the school and the home and the school community. School council actively supports student projects in the school, conducts information forums and advises the school's administration. It is an important link encouraging open communication among students, parents and teacher. The majority of the School Council shall be parents of students attending Niton Central School, but may also include staff members, students and members, students and members of the community. The council meets once a month during the school year and we encourage everyone to get involved.



Fundraising Society

Niton Central Fundraising Society, bringing a community together to support our children's education and development. Funds have been raised for new playground equipment, Chromebooks, as well as for special events, and classroom field trips. Monthly meetings are held and all are welcome. (can a 'plug' be added?) Come join our group on Facebook for more information.

Hot Lunch Committee

Hot lunch is provided at cost, one day a week, by volunteer parents. This program usually starts in October and runs until the end of April or May. Each meal is \$3.00 for one, or 2 for \$5.00.

Nutrition Program

Niton receives a nutrition grant from the government that allows staff to supply healthy snacks daily to our students. We have also been fortunate enough to receive donations which help us to further enhance the supply of fresh fruits we offer to students. Snacks can include fresh fruit, granola bars, cheese, yogurt, hummus, apple sauce.

Parent Volunteers

Parents are always welcomed and encouraged! Any of the above committees, clubs and school activities require volunteers. If you have any time you are willing to spare, it is always appreciated. The more volunteers we have, the more extras we can offer the students. If you are interested in helping with any of the above, or have a new idea, please contact the school to receive the volunteer package for you to complete!

Volunteer Transportation

A form, proof of insurance and license as well as the completion of the volunteer package is required in order to transport any students who are not your own. Please contact the office to receive the volunteer package.

Year-Round Fundraisers

Niton has many year-round fundraisers that focus more on recycling or buying things you need, than putting out money or time. Some of the items collected at the school are Terra Cycle items, such as: old cell phones, ink cartridges, granola bar and cracker wrappers, Campbell's soup labels, pop can tabs. We also encourage you to drop off empty bottles at the Niton bottle depot with a label for the class or cause they would like to donate their bottles to.

Sports will also provide the opportunity to order food and other items through Calahoo Meats and Mom's Pantry a few times a year, as well as running a concession at home games.



Parent/ Teacher Conferences

We like to host a “Welcome Back to School” BBQ in September each year for parents to have a chance to come and meet their child's new teacher. Following that, there will be two nights dedicated to parent/ teacher conferences in the fall, and then two more nights in the Spring, both scheduled before the term’s report card goes out. Please be advised that parents are always welcome in the school and can contact teachers or administration whenever they feel the need to.

School Information

Late Arrival/ Early Pick-up

When bringing students to school late, parents must **sign students in**. Likewise, when removing students from school early, parents must **sign out students** when picking them up. Please call the school office, and not your student directly, to arrange signing them out early. Calling the student directly disrupts instructional time before it is necessary, and the student may not have permission to access their phone in that class at that time. The office will have your student come out when you require them. **The sign-in/out sheet is on the front counter in the office.**

Bus Students

The students on the bus are under the immediate supervision of the bus driver and are thus subject to the rules set by Grande Yellowhead Public School Division. Any infractions of these rules by a student will be documented on a School Bus Incident Report, and parents and school administration will be notified. Students who disobey bus rules may be required to make other arrangements for travel to school. **Parents will be responsible for any damage incurred by the misconduct. Parents are also responsible for ensuring that their child gets to and from school if they are suspended off the bus.**

Bus Procedures

- 1) The bus drivers will provide school bus rules in September.
- 2) Bus drivers **must** be informed in writing or by phone if students are not to travel home or to school by bus in the usual routine.
- 3) Parents must sign their children out at the office when they remove their child from the school during school hours. The teacher or secretary will then alert the adult on bus supervision.
- 4) A note must accompany the child for permission to ride a bus other than the regular bus, this note must be produced **before** the child will be allowed to get on the bus (Policy 17-Student Transportation Services).
- 5) Students must be dressed appropriately for the weather.

Inclement Weather Policy

Students need to be dressed appropriately for the weather. Once there is snow on the ground, elementary students will be required to wear snow pants, winter coat, mitts, toque, and winter boots. All students should always be dressed warm in the winter in case there is a fire or an emergency that leaves



them standing outside. Since most of our students are bus students, we encourage parents to sign up for the Bus Link to be notified of delays or cancellations on busses at www.gypsd.ca/routes.php.

Dress Code

In order to promote favorable attitudes and an appropriate school tone, students must wear clothing appropriate for an academic environment. In general, students are to dress in clothes that are clean, tidy, and contain no offensive or improper lettering or slogans, and do not allow exposure of either undergarments or private regions of the body. T-shirts that promote violence, alcohol, tobacco, drugs, or bullying **are inappropriate and should not be worn to school**. Staff members have the authority to require a student to conform to the dress code of the school.

To maintain a clean gymnasium floor, we ask that all students wear appropriate footwear at all times, which will not leave black marks. Junior high students should also have gym strip available for PE classes.

Lost and Found

School policy stipulates that the school and its staff will not take responsibility for lost or stolen items. We have a 'lost and found' area that is located along the front window of the school. Parents are always welcome to come and look through the pile. A notice will go home prior to these items being removed from the school to give parents time to come in and have a final look (this is usually done twice a year).

Fire Drills

Fire drill regulations and evacuation routes are posted in each classroom. We will have a minimum of 4 fire drills a year, to make sure the emergency procedure is fresh in the minds of our students.

Lock Down Drills

Lock down drills and procedures will be reviewed and practiced a minimum of 4 times a year to make sure the emergency procedure is fresh in the minds of our students.

Parking

Parents and visitors may park their vehicles in the parking lot behind the school located next to the swimming pool. This way students can walk out to meet their parents, without having to cross bus lanes or walk through high traffic areas. Please refrain from parking in the lot next to the bus lanes, as this congests the parking lot and blocks the roadway for people trying to leave. In addition, please refrain from parking in the bus lane.

Niton Library

The library housed in the Niton Central School is a public library (Niton Library), is operated by the Yellowhead County Library Board. This local library is open Monday, Tuesday and Wednesday from 10:00-4:30, Thursday from 12:30-8:00, Fridays from 10:00-2:00 and Saturdays from 12:00 - 4:00. It offers FREE membership to county residents! Free Internet, WIFI and e-Resources as well as materials for loan make this library a hot spot! The library hosts two Book Fairs each year, a summer reading program,



discarded book sales, as well as numerous evening courses (i.e. games night, sign painting, wreath making, etc.). The library also opened up its Little Pantry For more information, call Toni Smigelski at 780-795-2474 or check out the webpage at www.nitonlibrary.ca

Special Health Services

The local health unit offers school immunizations, dental hygiene and upon referral, speech therapy throughout the year. Parents will always be informed, and must provide written permissions, when their services are provided for the students. For more information, they can be reached at 780-723-4421.

Family School Liaison (Counsellor)

GYPSED School Liaison staff will provide supportive services for students and families experiencing need or requiring assistance. Contact the school if you require assistance from our FSL counsellor.

Green Grove Pool

Niton is very fortunate to have the community pool connected to our school. We are able to incorporate swimming into our physical education programming, as well, they offer swimming lessons for children of all ages. For more information, please call 1-780-795-3746 during the day from May to August.

Niton Central Junior Kindergarten

We are so excited to offer Jr. Kindergarten starting this year for our children aged eighteen months to pre-kindergarten! This program runs on Wednesdays and Fridays from 9:30 a.m. to 1:25 p.m. in room 102.

Successful Kids & Families

We are pleased to continue to host the Successful Kids & Families program in our school. This program supports parents/caregivers and their young children by providing information and early childhood development programs, as well as other supports. SKF operates on Thursdays from 9:30 – 11:30 am in the Playschool room. Please contact Kelly Hawkedal at 780-325-2445 for more information.

SCHOOL CONTACTS

Brandy Benson (Administrative Assistant) - 780-795-3782

branbens@gypsd.ca

Mark Maris, Ryan Hall, Steven Ripkens, (Principal) – 780-795-3782 Ext. 139 markmari@gypsd.ca

Bailey King (Assistant Principal) - 780-795-3782 Ext. 140

bailking@gypsd.ca

Small schools can make a BIG difference!



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