

Daily Time Schedule

*Supervision of students begins at 8:40. To ensure safety, if possible, please keep children at home until just before then.

8:50 - 8:58	Homeroom (O Canada)
8:58 - 9:40	Period 1
9:40 - 10:20	Period 2
10:20 - 10:35	Recess (Bell)
10:35 - 11:15	Period 3
11:15 - 11:55	Period 4
11:55 - 12:47	Noon (Bell)
12:47 - 1:25	Period 5
1:25 - 2:05	Period 6
2:05 - 2:20	Recess (Bell)
2:20 - 2:55	Period 7
2:55 - 3:30	Period 8
3:30	Dismissal Bell

It is important students arrive on time for their school day. The instruction provided in the morning is usually the foundation for the day.

Student Fees

The SCC approves school fees each year.

This year, they are:

Kindergarten - \$25.00 – Supplies

Gr. 1, 2, 3, 4, and 5 - \$55.00 – Supplies

Gr. 7 - 8 - \$40.00 – Adventure Education

Periodically throughout the year a fee may be charged to recover the costs of extra - curricular activities or field trips.

Pupil Progress & Interviews

Report Cards will be sent to parents three times a year. (November, March & June), but parents are welcome and encouraged to contact teachers for updates and information about their child's progress at any time.

Student-led conferences follow the November and March reporting periods. Mrs. Buchholzer will arrange meeting times and notify you as to when you are scheduled.



Injury or Illness

Any injury or illness suffered while at school must be reported to the homeroom teacher and the office. In the case of a serious accident or illness at school, emergency contacts as noted on the registration forms will be used. Parents will be notified immediately if possible.

Should the emergency warrant immediate physician's attention, school personnel will accompany the student to the hospital and make arrangements to meet the parents/guardians there. Students are covered by insurance arranged by GSSD for

any injury sustained during school hours or at a school event.

Entrances

We ask that all students use their assigned entrances to alleviate congestion on the front door which is reserved for parents and guests. As we would in our own homes, all students are expected to remove their outdoor shoes at the entrance. If students arrive late, they are asked to go through the front door and check-in at the office.

Medication

Teachers are advised not to administer any medicine to students. The administration may administer medication upon request. Contact the school for more information.

Fire Drills, Emergency Evacuation & Lock-down Procedures

Fire drills will be held six times a year. Routes and places of exit will be clearly posted. When the fire alarm sounds, all people in the building are to leave quickly from the nearest exit. All classes will assemble in the field by the Heritage Baptist Church.

Other emergency procedures are in place for severe weather conditions, lockdowns and unauthorized visitors. These will be presented and practiced by the students and staff. In the case of a real emergency, families will be notified as soon as everyone is safe.

Parking and Student Pick Up/Drop Off

Please arrange to pick up your child on the street or in the Heritage Baptist Church. We ask that you NOT use the staff parking lot or *the fire lane*. **Remember that using the staff parking lot for this purpose may be dangerous.** We also ask that parents remind their children to not cross the staff parking lot during drop-off or pick-up.

Guest parking is available at the front of the school if you are here for a visit. **The lane in front of our school is restricted to bus use and staff use only between 8:30am-9:00am and 3:15pm-3:45pm.**

Inclement Weather

This policy is set to reflect the GSSD Administrative Policy. The administration will declare an indoor recess when the weather is -30 or colder including the wind chill. An indoor recess may also be announced during any special weather warning or consistent rain fall. Please make sure your child is dressed appropriately and *prepared to go outside at all other times*. Fresh air can be very beneficial for all students during the day.



Lates

Students late for school are asked to report to the office. If habitual tardiness becomes a problem, the parents or guardians will be contacted. If tardiness continues, a referral is then sent to our school guidance counselor and/or the administration to address the behavior.

Attendance

Attendance is an essential component in student achievement. We monitor monthly attendance. In the case of a student being absent greater than 25% of the time, an Administrator will contact the family and may result in changes to academic programming, extra-curricular, field trips, or other changes to programming. Persistent attendance issues will be referred to outside agencies for support.

Student Attendance Procedure

Parents are asked to phone or text the school to notify us if their children will not be attending class at any time. This includes bus cancellations. After attendance is taken each morning and afternoon, our attendance administrative procedure will be followed. **If a child's name is marked as absent, and we have not had prior notification of this absence, you will receive an automated phone call.** Please contact us letting us know where your child is.

Safety Patrol

Our patrol operates at 3:30 on Darlington Street. Students from Grades 5-8 who show responsibility and leadership are selected as

safety patrollers. Staff members supervise the program.

Student Transportation to School

For safety purposes, *bicycles are to be walked* when they are on the school grounds. Skateboards/Scooters are to be picked up once on the school grounds as well.

Canteen Use

At noon hour the canteen is open for the purchase of *supplementary* lunch food. We have a new menu this year which could be made into a meal. We will indicate which items are sold out each day. The canteen will be open Wednesday to Friday. Kindergarten to Grade 5 students may purchase milk daily from the classroom teacher first thing in the morning. Ten or twenty-pack coupons for milk may be purchased at the office.

Healthy Food Choices

We try to stock our canteen with healthier choices, and we also ask that children bring healthy food from home. We understand this can be challenging at times, but there are lots of healthy school lunch ideas on the internet.

Healthy Bodies = Healthy Minds! Please try to include lots of veggies and fruits and *minimize treats*. We ask that **no soda pop** be sent to school.

Microwave Use

In September of 2017 microwaves were deemed a fire hazard in schools. Please plan

student lunches around not having access to microwaves.

Noon Hour

Noon hour supervision will be provided for those students who find it necessary to eat at the school. If students must eat at school, they are to remain on the school grounds for the entire noon hour.

Eating lunch at school is a privilege. The school reserves the right to ask students to go home if there are consistent behavior or safety concerns.

Students from kindergarten to grade 6, who are eating lunch at school on a regular basis, are to remain on the school grounds unless a note or phone call is received from the parent or guardian. Our grade 7 and 8 students are trusted to make a decision to stay or go home for lunch. If you are a parent of a grade 7 or 8 student who you would like to not leave the school grounds, please contact your child's teacher and let them know.

Those students that stay for lunch are expected to remain seated in their room and visit quietly until 12:20. They will be dismissed by a supervisor shortly after that.

School Lockers

Lockers are owned by the Good Spirit School Division and provided for all students. If deemed necessary, staff members **may** check a student's locker at any given time. *There is no expectation of privacy.*

Library

Our library is a unique and valuable part of a M. C. Knoll and St. Michael's Elementary Schools. We have over 25,000 books and serve approximately 800 students and 60 staff members.

Students are responsible for the material they borrow and are not allowed to borrow materials for or from other students. Books are loaned for a 14-day period, and most books can be renewed 2 times.

Lost or Damaged Library Materials

All students are responsible for the library materials they borrow. Please report lost or damaged materials as soon as possible.



School Community Council

The School Community Council (SCC) consists of nine elected **parents** or community members, teachers, and the school administration. The key work of this parent group is supporting the students and staff of M.C. Knoll and endeavoring to create the best learning environment possible. The parents have input into the **Learning Improvement Plan**, special events and major purchases. They contribute financial

support in order to supplement technology, playground equipment, special programs and academics. They also volunteer time and energy for events such as fundraising, bake sales, hot lunches, dental swish program and many more. Please feel free to join us! Elections are held annually in November.

R.C.M.P.

The R. C. M. P. is part of the support network for M. C. Knoll School. They visit our building often to make positive connections with children. If circumstances warrant it, the RCMP, along with parents/guardians, will be contacted for any incident deemed illegal. Please contact the school if you feel a certain issue should be addressed with your child or the students in general. Our students have access to a Community Resource Officer who visits the school consistently and presents in classroom on specific topics.



Band

Band is offered to students in Grades 5 – 8, and everyone is welcome to join. Band classes take place within school hours, and a report card mark is given during each reporting period.

Students in Grade 7 and Grade 8 travel to Yorkdale Central School once every six days for a division-wide rehearsal.

Grades 6 - 8 students may join one of the jazz bands that rehearse Tuesday after school or Thursday morning at 7:30 a.m. Out-of-school performances for band students include performing at the Yorkton Music Festival and at local concerts throughout the year. Students in Grades 6, 7 and 8 may travel outside of Yorkton to attend workshops and festivals.

Mr. Yemen will communicate with students regarding a “drop-date” by which students will be eligible to remove themselves from the program.

Extra-Curricular Opportunities

M.C. Knoll believes extra-curricular activities play an integral role in the development of a child. We encourage our students to take part in a wide variety of academic, athletic and arts education opportunities.

Guidance

A School Guidance Counsellor is available on a part-time basis. The counsellor’s role is varied and may include the following:

- Serve as a liaison person between the school, home, and community agencies
- Provide direct and supportive services to help students
- Implement and facilitate school-wide, classroom and group programming. ie. Red Cross CARE program, divorce-separation group, anger-management groups and mental health programming.

Students may be taken out of class for help with:

- Gaining a better understanding of self, personal attitudes, interests and values
- Helping to acquire good decision-making and problem-solving skills
- Anger management, social skills, self-esteem
- Dealing with problems at school, at home and with peers

If at any time you feel like you would like to seek support or information for your son/daughter/family, please contact the school.



Intramurals

The intramural program starts early in September and will conclude early in June. They are held during both the a.m. recess and p.m. recess. Intramurals are optional, and students can participate in the activities of their choice.

Out of Bounds

Students are only allowed in the following areas when supervised by a teacher: staffroom, photocopy & supply room, P.E. equipment room, Gloria Hayden, city areas of grounds, and St. Michael's School.

Leaving the School Grounds

Students who must leave school grounds during the day are asked to report to their homeroom teacher and/or the office and bring a dated note signed by a parent/guardian, or have a parent phone, text or email, explaining the reason for leaving.

Acceptable Internet Use

M.C. Knoll recognizes that technology enhances learning and teaching. It has opened up a world of exciting new educational possibilities in the classroom. With this, comes responsibility. Everyone in the M.C. Knoll community is expected to read, sign and return an *Internet Acceptable Use* form once during their school career. This form clearly lays out expectations for using the Internet. If expectations can't be followed, internet privileges may be revoked. Please note that students who do not have parent/guardian permission will not be allowed a personal device as our building has free Wi-Fi that students do not have to be on.

Cell Phones and Electronic Devices

We encourage K-5 students to leave personal devices (cell phones, video games, watches, etc) at home as their lockers do not lock. If they bring them to school, they should remain in their locker during the day at their own risk.

For students in grades 6-8, personal devices may be used with the discretion of their

homeroom teacher. If problems arise due to the use of devices outside of school but negatively affect our school environment, students will be requested to leave these devices at home and/or at the office during the day. Any infractions within school will result in the electronic device/phone being removed for the day. Parents may be contacted and asked to come and pick the phone up. If the offense is repeated, the device will be checked into the office during the day for a determined amount of days. Continued indiscretion can result in a banning of the item for the rest of the school year. Please note that the school is not responsible for lost/stolen items.

Conduct on Buses

Students are required to follow posted bus regulations, Good Spirit School Division administrative procedure 554, and directions of the bus driver. Students who violate bus rules will have their bus privileges suspended for a period of time depending on the severity of the violation.

Appropriate Dress

The following points are expectations to follow while at school or on school-sponsored functions:

- No head wear is to be worn in the school.
- No gang-related clothing is permitted.
- Jackets and bags (purses, backpacks) are to be left in lockers or homerooms.
- Clothing with suggestive language/logos, alcohol, tobacco or illegal substance logos or depictions are not allowed.
- Clothing will adequately cover undergarments, torso, and buttocks.

- Clothing will demonstrate respect for the M.C. Knoll family including peers, self, and staff. These expectations apply to the school day and *any school function*. If you have questions about appropriate dress, please contact your school administration.

Footwear

Two sets of shoes are required for all students - one pair for general indoor wear and Physical Education, and the other for going to and from school and for outdoor activities. *Changing shoes at the door is an expectation and a courtesy* that will keep our school clean and will also provide safety in the event of a fire drill.

Smoking/Vaping/Tobacco Use

The Government of Saskatchewan has mandated the Good Spirit School Division to ensure all of their buildings and properties are smoke-free. Smoking will *not* be tolerated. Tobacco and tobacco products (including vapes of any kind) are not permitted at school or on the school grounds. Students smoking or vaping on school property, or who are in possession of these products, will be subject to a suspension.

Before & After School Program (BASP)

An outside agency, SIGN, provides some childcare spots from 7:30 –8:45 a.m. and 3:30 – 5:30 p.m. on school days.

For inquiries, please contact the SIGN building at 306-783-9409, as the school is not involved in this program. Spaces are available on a first-come, first-served basis.



School Health Services

Public Health services are provided at our school. A public health nurse will be in school throughout the year working with students, teachers and parents to help conserve and promote the optimum health and well-being of our children.

Some of the services they may provide are:

- Immunization against Diphtheria, Tetanus and Polio, Measles, Mumps and Rubella for any student who missed them in the regular preschool schedule
- Immunization against Hepatitis B in Grade 6
- Immunization against meningitis and chicken pox
- Tetanus-Diphtheria in Grade 8
- Hearing and vision screening done upon request only
- Health education and counseling for individual students can also be done upon request
- Health education in classrooms focus on a variety of topics

Consent forms will be sent home with students needing immunization.

Immunizations cannot be done until consent forms are signed by the parent or legal guardian and returned to the school. Please read the consent form before signing.

If you have any questions or concerns about the above services or other health issues, contact the Public Health Nurse at her office 306-786-0613 or through the school.

Care of Property

Students are expected to assume responsibility for the care of both school and personal property.

- **All** articles of clothing, footwear and other belongings **should be discretely marked** with the owner's name or other identifying mark.
- Students are asked not to bring large amounts of money or valuable items to school. Money, watches, rings, and other personal valuables should always be under their care.
- Students are responsible for the safe keeping of their own belongings. Any loss of or damage to property must be reported to the main office. Efforts will be made to locate property through the "lost and found" area. Valuable belongings may be reclaimed from the main office. Students will be required to make restitution for any willful damage to property.

All lost and found items will be displayed in the Commons Area periodically. Items not

claimed after several weeks will be donated to charity.



Homework

Generally, the only homework sent home will be intended to give students a little extra support or enrichment opportunity. It may also include studying for exams or work that was not finished during the allotted class time.

We also believe that sending homework home before or during a special holiday trip that takes place during the regular school year is *not successful*. Because we do so much group work, discussion, and student-led learning, the homework that is sent may not be exactly what is covered during your week of holidays. Therefore, we ask that students catch up on missed work *after* they return from their vacation.

Telephone Use

The staff may allow students to use the phone on an individual need basis. We do ask that “playdates” are arranged from home before or after students come to/from school.

Discipline Procedures

All schools in the Good Spirit School Division have discipline procedures. Incidents above a student’s baseline or in violation of the behavioural matrix are tracked. If a child has repeated struggles reaching our behavioural expectations as laid out in the matrix on page 10, he/she may need a behavioural plan. These plans are based on individual student need, intended to ensure the child’s success at school and parents are expected to contribute to its creation.



Duties, Responsibilities and Guidelines for Students

A student at M.C. Knoll has a responsibility to themselves, their fellow students, their parents and their school for their conduct. The image they project through attitude and actions reflect on the spirit and reputation of the school. On page 10 is a behavior matrix that was co-constructed with the staff and students of MC Knoll. It outlines expected behavior for all aspects of our school.

	Relationships Matter		Mindset Brings Success	
Locations	Be Safe	Be Respectful		Be Responsible
Playground	<ul style="list-style-type: none"> -use the equipment for its intended use -keep your hands to yourself -know your boundaries 	<ul style="list-style-type: none"> -take turns -share with others -treat others how you would like to be treated 		<ul style="list-style-type: none"> -take your equipment in -line up when the bell rings -put garbage in the cans -dress for the weather -keep equipment off the roof -use your WITS
Gymnasium	<ul style="list-style-type: none"> -appropriate footwear -be with an adult -use equipment as intended -only sit on the bleachers with permission 	<ul style="list-style-type: none"> -use your indoor voice -follow rules of the games (sportsmanship) -listen to the staff -use the garbage cans 		<ul style="list-style-type: none"> -help tidy up -participate -be considerate of the feelings of others -bring a change of gym clothes
Washrooms	<ul style="list-style-type: none"> -one person in a stall -use the washroom when you need to 	<ul style="list-style-type: none"> -respect the privacy of others 		<ul style="list-style-type: none"> -keep our bathroom clean and tidy -not playtime -use facilities as they are intended to be used
All Common Areas <ul style="list-style-type: none"> • Hallways • Atrium • Common Area 	<ul style="list-style-type: none"> -atrium with permission -walk -keep hands to yourself 	<ul style="list-style-type: none"> -respect learning by using quiet voices -respectful and appropriate language 		<ul style="list-style-type: none"> -follow the technology and dress code expectations -keep your belongings with you or in your locker -keep your locker door closed
Library	<ul style="list-style-type: none"> -students should walk -sign out all materials 	<ul style="list-style-type: none"> -use respectful voices -use the plastic table for school work -treat books with respect and put them back where they belong 		<ul style="list-style-type: none"> -sign out up to six books -ask for help if you need it -use shelf markers
Lunch Rooms	<ul style="list-style-type: none"> -stay seated until bell rings -be where supervisors are -wash your hands -eat your food -take leftovers home 	<ul style="list-style-type: none"> -use quiet voices -manners -keep your food at your spot 		<ul style="list-style-type: none"> -listen to your supervisors -go directly outside when dismissed -clean up after yourself -recycle -ask permission to leave the room
Classrooms	Developed by homeroom teachers and displayed in classrooms			

M.C. Knoll's Bullying Policy

The act of bullying must meet all three components of 1. Repetition 2. Harm is caused 3. A power imbalance is present. It usually involves three individuals or groups: the bully, the victim and the bystander. Bullying can take different forms including: Verbal (taunts, name-calling, threats, intimidation), Emotional (exclusion, gossip), Physical (assault), Cyber (text and instant messaging, technology).

We have the right to expect that...

- the members of the school will respond to bullying incidents
- that our school will be safe
- that relationships within our school and on the playground are friendly, caring and respectful

We have the responsibility to...

- know the definition of bullying that our school follows
- act in a way that ensures the safety of everyone in our school
- be kind, courteous and respectful
- Stand up against bullying and report all incidents.

How M.C.K. "Stands Up" Against Bullying

Teachers and parents of both the bullied and the bullies can play a crucial role in preventing, identifying, and stopping bullying. Creating safe, stress-free environments at home and at school can help prevent the tension and anxiety that can lead to bullying. Change comes with student learning, and all of us need to play a role in making this change.

Rights & Responsibilities of the M.C. Knoll Community

At M.C. Knoll, there is a zero tolerance towards bullying. Bullying needs to be reported. There is no single solution to bullying or best way to handle a bully. It may take some experimenting with a variety of different responses to find the strategy that works best for your situation. These strategies may involve the victim, the bully and the bystander.

