

# Craik School Handbook



(Updated Aug 27, 2020)

## Mission Statement

*"In our school, we are committed to building an inclusive community of learners where all students belong and individual needs are met through caring and supportive teamwork."*

## Table of Contents

	Page
School Year Calendar	3
Staff List	4
Statement of Expectations	5
Procedures	6
Communication Protocol	6
Attendance	7
Leaving the School	8
Bell Schedule	8
Community Use of School Facility	9
Recess and Lunch Supervision	9
Registration Form	9
Billets	9
Bullying	10
Smoking/Vaping/Tobacco	11
Substance Abuse	11
Fighting	12
Inappropriate Language	11
Bicycles, Etc.	11
Lockers	12
Pictures/Privacy	12
Cell Phones/Ipods	12
Technology	12
Medical	13
Resource Center	13
Extra-curricular Clubs and Activities	13
School Dance	14
Dress	15
Shoes	15
Lost and Found	15
Student Phone	15
Food Items	16
Hallways	16
Parking	16
Plagiarism	16
Academic Intervention Plan	17
Student Credits	18
Cap & Gown	20
School Awards	20
School Community Council	23
Parent & Community Volunteers	24
Safe Schools Handbook	24
School Map	25

## Craig School Calendar 2020-2021

September							February						
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT
		01	02	03	04	05		01	02	03	04	05	06
		1	2	3	4		3		4	5	6		
06	07	08	09	10	11	12	07	08	09	10	11	12	13
	5	6	1	2			1	2	3	4	5		
13	14	15	16	17	18	19	14	15	16	17	18	19	20
3	4	5	6	1									
20	21	22	23	24	25	26	21	22	23	24	25	26	27
2		3	4	5			6		1	2	3	4	
27	28	29	30				28						
6	1	2											
October							March						
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT
				01	02	03		01	02	03	04	05	06
				3			5		6	1	2		
04	05	06	07	08	09	10	07	08	09	10	11	12	13
4	5	6	1				3	4	5	6	1		
11	12	13	14	15	16	17	14	15	16	17	18	19	20
	2	3	4	5			2	3	4	5			
18	19	20	21	22	23	24	21	22	23	24	25	26	27
6	1	2	3	4			6		1	2	3	4	
25	26	27	28	29	30	31	28	29	30	31			
	5	6	1	2			5	6	1				
November							April						
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT
01	02	03	04	05	06	07					01	02	03
3	4	5	6								2		
08	09	10	11	12	13	14	04	05	06	07	08	09	10
1	2		3	4									
15	16	17	18	19	20	21	11	12	13	14	15	16	17
5	6	1	2				3		4	5	6		
22	23	24	25	26	27	28	18	19	20	21	22	23	24
3	4	5	6	1			1	2	3	4	5		
29	30						25	26	27	28	29	30	
2							6		1	2	3	4	
December							May						
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT
		01	02	03	04	05		03	04	05	06	07	08
		3	4	5			5		6	1	2		
06	07	08	09	10	11	12	09	10	11	12	13	14	15
6	1	2	3				3	4	5	6			
13	14	15	16	17	18	19	16	17	18	19	20	21	22
4	5	6	1	2			1		2	3	4	5	
20	21	22	23	24	25	26	23	24	25	26	27	28	29
							6		1	2	3		
27	28	31					30	31					
							4						
January							June						
SUN	MON	TUES	WED	THUR	FRI	SAT	SUN	MON	TUES	WED	THUR	FRI	SAT
					01	02			01	02	03	04	05
									5	6	1		
03	04	05	06	07	08	09	06	07	08	09	10	11	12
3	4	5	6	1			2	3	4	5			
10	11	12	13	14	15	16	13	14	15	16	17	18	19
2	3	4	5				6		1	2	3	4	
17	18	19	20	21	22	23	20	21	22	23	24	25	26
6	1	2	3	4			5		6	1	2	3	
24	25	26	27	28	29	30	27	28	29	30			
5	6	1	2				4						

Blue Days - No Classes / Green Days - Stat Holidays / Yellow Days - Early Dismissal / Kindergarten - Odd Days (Red Numbers)

**Craik School**  
**Box 180**  
**Charla Edwards - Principal**  
**Phone 734-2404**  
**Website: <https://schools.prairiesouth.ca/craik/>**

**Staff List:**

**Principal**

Charla Edwards

**Administrative Assistant**

Aimee Anderson

**Teachers**

Carla Dolman  
Charla Edwards  
Crystal Stinson  
Dee Ulmer  
Jenna Ehrhardt  
Nicole Ehman  
Tamarra Erlandson

**Education Assistants**

Connie Schneider  
Pam Sanden  
Shelley Rogers

**Librarian**

Shanna Nolting

**Head Facility Operator**

Wade Hassett

**Bus Drivers**

Christine Boyd  
Danny Reich  
Kim Bossenberry – Spare  
Andrea Vibert - Spare

**School Community Council**

Barb Luther - Chair  
Erin Stephens – Vice Chair  
Jaqui McLean - Secretary  
Aimee Anderson - Treasurer  
Charla Edwards - Principal  
Jenna Ehrhardt – Staff Rep.  
Crystal Stinson  
Student Representation

**Division Office**

1075 9<sup>th</sup> Ave. North West  
Moose Jaw, Sask.  
S6H 1V7  
Ph: 1-877-434-1200

## **STATEMENT OF EXPECTATIONS:**

We (the students and staff) will show respect for each other, our physical environment and ourselves.

We will accept the responsibility to be actively involved and committed to developing a positive, meaningful educational environment.

We will take pride in ourselves, our work and will celebrate our successes.

We will become lifelong learners capable of adapting to the ever-changing needs of society.

We will endeavour to have our students learn to the maximum of their potential as they develop a sense of purpose and commitment in their lives.

We believe all students are in control of the following:

- Their attitude
- Their actions
- Their responses

## **Craik School Provides:**

- A safe, positive environment.
- Clearly defined objectives, goals and plans.
- Feedback on the level of performance achieved based on clearly defined goals and outcomes.
- Opportunities for individual growth and development
- Craik School and Prairie South School Division policies and procedures in a fair and ethical manner.
- To provide leadership and direction.
- Measures to ensure Craik School operations are carried out in an environmental friendly manner.

## **Student and Staff Contributions to Craik School:**

- To take personal responsibility and pride in the safety of yourself and others.
- To achieve a level of performance which will meet or exceed defined goals, outcomes and expectations. To accept individual responsibility and accountability for your performance and actions.
- To be knowledgeable of and adhere to all Craik School and Prairie South School Division policies and procedures.
- To take personal initiative for self-development and growth.
- To project a positive image of Craik School.
- To assist in the operations of Craik School in an environmentally friendly manner.
- To be respectful of the building and playground.

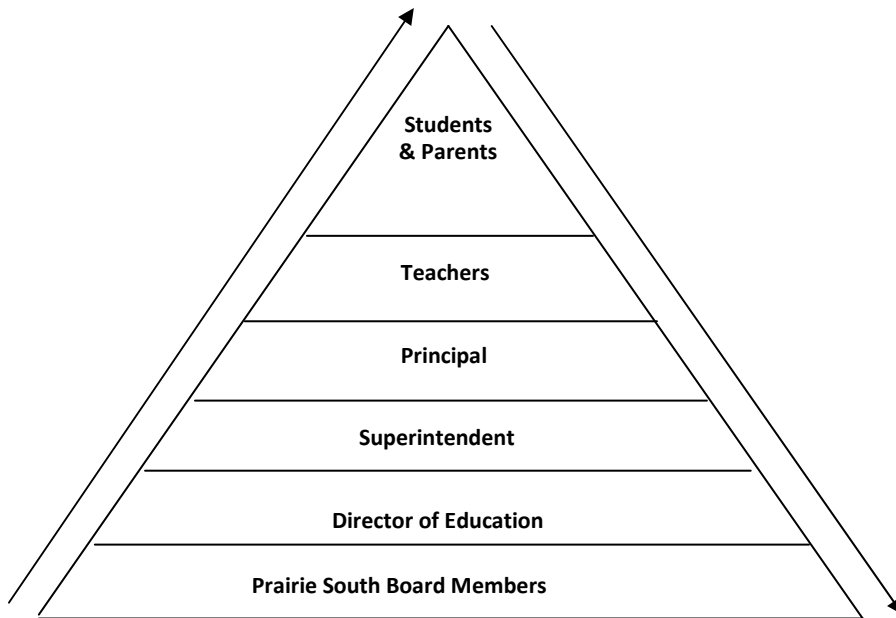
**Ronald G. Morrish Quote:**

We will never have the kind of schools we desire if we continue to allow students to act as if school is nothing more than an extension of the outside community. Schools should be learning communities with their own standards and expectations.

**PROCEDURES:**

**COMMUNICATION PROTOCOL**

Effective communication is a key element in the successful operation of an organization. Communication between students, teachers, and parents is essential to the success of the student. Craik School strives to communicate openly and regularly. We strongly encourage students and parents to keep open communication with the school. Wherever possible the student and the parents are urged to discuss matters with the classroom teacher first. Teachers are encouraged to contact parents regularly to discuss and celebrate student successes. The diagram below illustrates the flow of communication at Craik School.



Communication is one of our school’s main goals. In order to effectively communicate with parents, teachers will provide ongoing contact.

## **ATTENDANCE**

Please contact the school if your child will be absent from school or arrives late.

### **Background:**

Students are required to attend school in accordance with The Education Act, 1995 and individual school administrative procedures. When students are absent from school, the school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies.

The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- Understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

### **Procedures:**

#### **Tracking and Recording Protocol**

The principal shall:

- Ensure that investigations regarding all student non-attendance are conducted in a timely manner.

#### **Follow-Up Protocol**

When a student is recorded absent without permission or notification from the parent/guardian, the principal or designate shall:

- Ensure that parents/guardians are contacted. When necessary, alternative contact methods such as a letter home may be used.
- Investigate reasons for non-attendance with a focus on intervention and prevention. The principal may involve other school or system personnel such as vice-principals, classroom teachers, student support teachers, counsellors, and the Superintendent of Operations.

#### **Tracking Protocol and Interventions**

In order to ensure parents are kept informed, a letter of awareness will be sent home if a student reaches fifteen unexcused absences within a four-month period. In instances where attendance has been identified as a problem for a particular student, school will attempt to improve the student's attendance by incorporating a Student Support Plan for Attendance Issues at the earliest recognized point in time. For Secondary Students ONLY: At fifteen unexcused/excused absences, the student may be removed from class with an option to reapply for the class.

## Tardiness/ Leaving without permission

In order to ensure that parents are kept informed, the following communication procedures shall be in place.

- Elementary: Communication with the home will be made after each unexcused late.
- Secondary:
  - At 10 unexcused lates/leaving, the school will contact the home, inform the parents, and document in MSS (MySchoolSask).
  - At 15 unexcused lates/leaving, as deemed necessary by the school administration, students may be placed on a Punctuality Awareness Contract which may lead to a Student Support Plan for Punctuality Issues.

In instances where tardiness has been identified as a problem for a particular student, each school will attempt to improve the student's punctuality by incorporating a Student Support Plan for Punctuality Issues.

## LEAVING THE SCHOOL

- If students are leaving the school for any reason, they are required to have parent/guardian permission **prior** to leaving by contacting the school.
- All students in Craik School require parent consent before leaving the building.
  - Only students in Gr.9-12 will be permitted with completion of a parent consent form, to leave school grounds at lunch time or during spares.
  - Students in Gr. K-8 who reside in town are permitted to go home for lunch.
- PSSD requires students to remain on school property during break times.

## BELL SCHEDULE

### Regular Day 2020-2021

High School 9-12	
Warning bell	8:40
Period 1	8:45-9:53
Period 2	9:56-11:03
Period 3	11:06-12:13
Lunch	12:13-12:58
Warning bell	12:56
Period 4	12:58-2:05
Period 5	2:08-3:15

Elementary and Middle years K-8	
Warning bell	8:40
Period 1	8:45-9:53
Period 2	9:53-11:00
Recess	11:00-11:12
Period 3	11:12-12:19
Lunch	12:19- 12:59
Warning bell	12:56
Period 4	12:59-2:06
Recess	2:06-2:18
Period 5	2:18-3:25

### Early Dismissal/LIT 2020-2021

High School 9-12	
Warning bell	8:40
Period 1	8:45-9:40
Period 2	9:43-10:38
Period 3	10:41-11:35
Lunch	11:35-12:19
Warning bell	12:18
Period 4	12:19-1:14
Period 5	1:18-2:12

Elementary and Middle years K-8	
Warning bell	8:40
Period 1	8:45-9:39
Period 2	9:39-10:33
Recess	10:33 10:44
Period 3	10:45-11:39
Lunch	11:39- 12:19
Warning bell	12:18
Period 4	12:19-1:15
Recess	1:15 - 1:27
Period 5	1:27-2:22



## **COMMUNITY USE OF SCHOOL FACILITIES**

- Prairie South supports and encourages community use of school facilities, believing that maximum use should be made of these facilities for the purposes of educational, cultural and recreational programming
- Groups or individuals can apply to either the principal or the division office to use school facilities after hours, provided there is no conflict with school programming. Rental charges will apply in most circumstances, to cover operational expenses and incremental maintenance costs.
- The division does not normally rent space to groups or individuals who will use the space for commercial gain. More typically, usage is limited to service clubs, religious organizations and recreational groups.
- It is strongly recommended that permit holders obtain comprehensive general liability insurance, as Prairie South School Division's insurance coverage is limited to building and property insurance.

### Facility Rental Rates and Charges May Apply

- Inquire at the office for fee amount

## **RECESS AND LUNCH SUPERVISION**

- The teachers and staff of Craik School provide playground and hallway supervision before and during school. Students are assigned to specific common areas. Rules and procedures are reviewed and established at the start of each school year. Please do not send students before 8:30 as there is no supervision provided prior to this time.
- K-8 students eat lunch in their homerooms.
- Gr. 9-12 eat lunch in a designated room from 12:13-12:31 p.m.
- Gym is open at 12:31-12:55 p.m. for student use.

## **REGISTRATION FORM**

- All students attending Craik School are required to complete a school registration form upon enrolling. Forms are updated annually to reflect accurate student information. Forms are available at the office.

## **BILLETS**

- Students are required to have a billet in town in case of severe weather or school closure. There is a billet information portion on the school registration form. Please call the school if there are any changes to the form. The billet information will need to be updated yearly at the start of the year.
- Forms are available at the office.

## **Bullying**

Students have the right to a caring, respectful and safe school environment free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are being bullied.

Bullying is generally identified as a form of aggressive behaviour(s) that is repeated directly at an individual or group from a position of relative power. Bullying behaviour can take many forms. It can be physical (hitting, pushing, and tripping), verbal (name calling, insults and put-downs), social (social isolation, gossip), or cyber (threats, insults or harmful messages spread through the internet). Bullying can be direct, “in your face” confrontation or indirect, “behind your back”, such as spreading rumors. Bullying can be done by one person or by a group. A child or young person being bullied feels helpless in trying to stop it.

A student is bullied or harassed when he or she is intentionally and repeatedly the target of the negative actions of a stronger or more powerful person or group that cause fear, emotional stress and/or physical harm.

**Prairie South School Division** believes that bullying is a serious problem that adversely affects the learning success and well-being of children and youth. Bullying in any form will not be tolerated.

Preventing and reducing bullying is a shared responsibility with students, parents, school staff, in-school administrators, School Community Council and community members. This cooperative effort will promote a caring, respectful and safe school and community.

### **When an incident occurs or is reported the following steps will be taken to deal with the problem:**

1. The in-school administration or classroom teacher(s) will listen, investigate, offer support and determine the appropriate course of action.
2. All instances of bullying are to be reported to the in-school administration or classroom teacher(s) directly involved with the student.
3. The in-school administration, classroom teachers and school staff will provide a clear message that bullying will not be tolerated.
4. A bullying incident report will record those involved and the action taken.
5. In a timely fashion, the classroom teacher(s) will communicate with the in-school administration, and if appropriate, contact the parent/caregivers of each student involved to inform them of the incident and how it is being handled.
6. The classroom teacher(s) will monitor the action plan, keep the in-school administration and parents/caregivers informed and update the filed report if the incident has been resolved.
7. When efforts to stop the bullying are unsuccessful, the in-school administration, or the classroom teacher(s) will request separate meetings with the parents/caregivers of each child involved and suggest further supports and consequences to resolve the problem.

8. The in-school administration will follow division procedures when consequences for bullying involve suspensions or expulsions, or when follow-up includes a referral to mental health or child protection professionals or the police.
9. The in-school administration has the responsibility to support the individual or parent making the decision to involve the police when the incident of bullying may qualify as a criminal offence and to follow school division protocols for such involvement.
10. The in-school administration and school staff have the responsibility to report cases of bullying to the police when students' or school staff's safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.

## **VAPING, CANNABIS, TOBACCO AND THE USE OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTES**

- Prairie South School grounds are tobacco free zones. Tobacco use is not permitted according to the law in Saskatchewan.

### Background

The Division strives to provide safe, comfortable and healthy environments for all students, employees, community partners, visitors and guests.

### Procedures

1. All buildings and property owned by the Division shall be free from the use of cannabis, tobacco, tobacco products.
2. Electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in a school and on all division properties. Electronic smoking products consisting of a battery-powered delivery system that produces a vapour that resembles smoke and/or a vapour that delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals are prohibited in a school and on all division properties.
3. The use of tobacco or tobacco products is only permitted on school division property pursuant to Section 11(3) of the Provincial Control Act, which states that tobacco use is permitted in “an enclosed public space while it is being used by the consent of the proprietor, for traditional Aboriginal spiritual cultural practices or ceremonies.”
4. Students and staff members are prohibited from smoking/vaping or using tobacco products during school activities authorized by the Division whether on or off division owned property.
5. Persons utilizing school facilities in accordance with Administrative Procedure 542 – Community Use of School Facilities are prohibited from smoking/vaping or using tobacco products while on the premises.
6. Suitable signs shall be displayed in all Division buildings indicating that they are non-smoking/vaping areas.

## **SUBSTANCE ABUSE**

- As per Prairie South School Division Policy and Saskatchewan Laws

## **FIGHTING**

- Immediate removal from the situation. The Administrator will be informed.
- Anyone engaged in acts of violence may be suspended up to three days depending on the situation.
- Parent and student meeting may be held to discuss and problem solve a solution.

## **INAPPROPRIATE LANGUAGE**

- Swearing repeatedly with intent to upset people, and/or swearing at a student or staff member may result in a school suspension determined by all parties.
- Music being played should be school appropriate.

## **BICYCLES, ETC.**

- Students riding bicycles to school are asked to park their bicycles in the racks provided.
- Elementary students have racks located at the south side of the school. High School students have racks located at the northeast corner of the school.
- Students parking bicycles at the school do so at their own risk.
- Students are **not** allowed to ride others' bicycles or allowed to ride bikes on school grounds during recesses or class time.
- Students riding these devices excluding bicycles to school are asked to store them in the office.
- We ask that these items are only used as a mode of transportation to and from school and not used during breaks.

## **LOCKERS**

- Keep clean.
- Recommended to lock your lockers as Craik School and Prairie South are not responsible for lost or stolen items.
- Any damage occurring to your locker may result in the student being financially responsible (permission forms will be signed in September or upon registration of student at the school).
- Lockers are Prairie South School Division property, therefore they can be searched at any time.
- Prairie South School Division has developed a school safety policy, which states, "Each school is to develop procedures with respect to regular inspection by teachers of desks, lockers and other school property used for storage of student materials. Students and parents must be informed that regular inspection of desks, lockers and other school property used for storage of student material will occur during the course of the school year." (Protective Services, Administrative Policy No. 411).
- Homeroom teachers will conduct a locker check and keep records of the locker. (see Appendix A of PSSD Handbook)

## PICTURES/PRIVACY

- Prairie South School Division compiled a “Use of Student Work and Personal Information” consent form to be sent home, filled out and returned to the school. It stays in effect as long as the student is registered with PSSD. These forms need to be updated on a yearly basis.

## CELL PHONES, IPODS, ETC.

- Items need to be on silent before entering class.
- Items are not permitted during Phys. Ed unless permitted by the teacher.
- If teacher asks for items, students are expected to comply.
- If the item has been taken from the student for a long period of time, staff will make contact with a parent/guardian.

## TECHNOLOGY

- Craik School believes that technology is an integral part of a student’s education.
- Technology is a great educational tool, but like all things it must be monitored and used within the acceptable use policy developed by the division.
- All students and staff are bound by this policy. A complete copy of the policy will be sent home at the beginning of the school year. These must be signed and returned. This form needs to be filled out on a yearly basis.

## MEDICAL

- Pain relievers (Aspirin, Tylenol, etc.) will not be dispensed by staff.
- PEANUT/NUT ALERT School - please do not bring nuts into the school as there are allergies.
- Medical information (diabetes, asthma, epilepsy, etc.) must be made available to the school. This information is kept at the office or released on a need to know basis.
- Some situations may require assistance from administration. Please contact them.
- Allergies: In order to provide the most secure environment for children who experience allergic reactions we consider ourselves to be an allergy-aware school. Please inform the school **IN WRITING** if your child suffers from allergies. Mention steps to be taken in the event of an allergic reaction. • In the case of a child with a life-threatening allergy, special waiver forms must be completed and the child must carry an Epi-pen with him/her at all times. • For other students with allergies, the Epi-pen or other medications must be kept at the office. Staff members are educated and sensitized about life-threatening allergies; all staff members, including lunch monitors and daycare supervisors, receive initial training and refresher courses in the administration of the Epi-pen. Please be considerate and ensure that your child’s snacks and lunches are nut and peanut free.

## **RESOURCE CENTER**

All students are encouraged to use the facility for reading, research and study. Books may be signed out; however, students are expected to have materials returned or renewed on or prior to the expiration date.

- Anything in the resource center is borrowable, except encyclopedias. Periodicals may be signed out using a bar-coded envelope.
- Items will be signed out and returned through the resource center computer. Each student is issued a computer-coded card that enables him/her to sign out books for a period of 14 days.
- Signing out books under someone else's name is strictly prohibited.
- Students are welcome to use the resource center computer if it is available at the time.
- Students will be charged full replacement costs for any material lost or damaged beyond repair. Overdue notices will be given to each homeroom teacher regularly. A payment required notice will be issued if the book is not returned, each term.
- Books are assigned to individual students either by classroom teacher or resource center.

## **EXTRA-CURRICULAR CLUBS AND ACTIVITIES**

Craik School may be small but the staff and students do a great job at having opportunities for our students after school. The activities range from sports to drama clubs.

With any after school activity, it requires a commitment from staff and students with their time and effort. Activity leaders (ex. coaches) will set up times to meet (ex. practises). Giving these opportunities for our students to interact in a non-academic environment helps build teamwork. In order for our school to send our Senior (Gr. 9-12) teams/players to participate in organized school sports, we have to submit a registration and district fee per sport to the Saskatchewan High School Athletic Association. Each bantam and senior sport that our school offers gets entered into the SHSAA website. Fees for sports are: \$50 jersey deposit which will be reimbursed if the jersey has been returned in good condition. Additional fees to cover travel and officials will be determined in September. Our teams/players must abide by the SHSAA code of conduct and their bylaws. Teams/players advance from Sections to Districts to Provincials. If any time a team/player drops out of play and does not let the SHSAA know by the SHSAA deadlines, our school is responsible to pay a penalty. Craik School's bantam teams are players from grades 7 to 9. If the team is short players, the grade 6 students are allowed to play on the team and this will be determined by the coach. They are always welcome to practice with the team to work on their skills if the team roster is full.

Craik School offers a wide range of after school sports and activities.

- Track and Field
- Volleyball
- Badminton
- Basketball
- Golf
- Curling
- Cross country running

- Drama
- SRC
- Travelling Book Club- SCC ran
- Art Club
- Yearbook
- Diamonds Club
- K-1-2 Learning Club

## CRAIK SCHOOL DANCES

- There will be a minimum of 4 chaperones for each dance.
- The chaperones will include the principal or the principal’s designate, one member of the SCC and at least one parent, one male chaperone.
- The duties of the chaperones will include supervising all doors at all times, checking washrooms and making periodic tours of the gym.
- The door will open at 7:00 p.m. and close at 7:30 p.m. A chaperone will be present at the door during this time. The dance will end at 11:00 p.m.
- PSSD has a **zero tolerance** for alcohol and/or drug use. If a student is judged, at the discretion of the teacher supervisor and SCC, to have consumed alcohol and/or illegal drugs, that student will not be given entry to the dance. The parents will be called to pick up the student.
- There will be no coats or purses allowed in the gym during the dance.
- If there is an incident at the dance the chaperones will inform the teacher supervisor and the S.R.C. in conjunction with the school administration will deal with the incident on the next school day.
- Guests at the dance have to be accompanied and signed in by a student of Craik School. The student, and parents of that student. Who signs in a guest, is completely responsible for the conduct of the guest.

Guest’s Name	Phone No.	School Name and Parent Phone #
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- The group, which sponsors the dance, will be responsible for dance clean-up.
- The R.C.M.P. will be contacted by the school to inform them about the time and date of the dance.

## DRESS

- No underwear showing, appropriate length bottoms
- No sheer shirt that expose torso
- No torso showing
- No clothing that reveals private areas
- Clothing with offensive language, pictures, designs, etc. not to be worn – this includes all drug, alcohol, and sexual references. Students will be asked to cover up or turn inside out.
- No hats, hoods during class time in grades K-12.
- For safety reasons, all jewelry is to be removed during physical education classes and school team sports according to PSSD policy.

## **SHOES**

- Gr. K-8 students are expected to have two pair of shoes, an outside pair and an inside pair of shoes. Gr.9-12 are expected to make sure their footwear is clean. Only wear gym shoes in the gym.
- Inside shoes should have non-marking soles.
- Place your outside shoes in the racks that are in each entrance. They are a fire hazard on the floors.

## **LOST & FOUND**

Craik School has a lost and found box in the outer office. Students are asked to bring lost and found items to the office. Students looking for a lost item may come to the office to look for their property. We ask that parents check the lost and found box for items during student led conferences.

## **STUDENT CELL PHONE**

- The students are provided with a phone, which is located in the hallway by the staffroom. Students are encouraged to use the phone during non-instructional times or with teacher permission.
- If you need to talk to your son/daughter during school hours, we recommend that you call at the breaks or during the noon hour. Please restrict request for immediate contact with a student to genuine emergencies only. Do not text your child during class times as this will result in the loss of their cell phone. If it is an emergency, call the office and we will call your child to the office to take the emergency call.

## **FOOD ITEMS**

- No sunflower seeds.
- No food or drink in the computer lab.
- No liquids or food by school mobile technology.
- No food in the gym, only water, unless it is a special school event.

## **HALLWAYS**

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## **PARKING**

- Please use caution when driving in a school zone.
- Please respect all traffic & parking signs posted around the school area.

### East Parking:

- Handicap
- Visitor – drive through and pick up -2 spots in front



- Student Drop-Off (5 minute zone)
- Bus Zone

West Parking:

- Public
- Student
- Teacher
- Visitor

**PLAGIARISM**

Belief: All students should demonstrate their own academic abilities. Our goal is to have strong independent learners who strive to do their best each and every day. Ensuring that students show their genuine work is critical to determining accurate final grades. Students are to understand that summative evaluations (ex. Tests and assignments) they complete are based on the knowledge they have gained in their course(s). Submitting an exam or assignment in which the student does not formulate the answers provides a false picture of the actual learning that has taken place. Understanding the gravity of such an action and developing strategies to ensure that this does not happen again are the goals of this procedure.

*The following procedures will be used in the case of plagiarism or cheating:*

1. Evidence will be put on file of how the student was cheating.
2. SIRS activity tracking will enter a mark of “zero” with a note of why.
3. Parent is notified.
4. Student responsible for completing another evaluation that covers the same student learning outcome(s). Timeline for completion developed in collaboration with teacher.

**ACADEMIC INTERVENTION PLAN**

**Opportunity Room:**

**WHAT:**

Opportunity Room is an *opportunity* for students to write missed assessments/exams, complete missing assignments, and receive additional support from teachers.

**WHO:**

Any student K-12 who has incomplete assignments, exams or needs additional support may be signed in or able to utilize the Opportunity Room.

**WHERE and WHEN:**

Opportunity Room is located in the computer lab, from 12:25 p.m. – 12:55 p.m.

**WHY:**

Students are expected to hand in completed assignments on the set due date unless prior arrangements have been made with the teacher. For extended absenteeism, contact the classroom teacher, and arrangements will be made to ensure sufficient time is given to complete work missed. If a student needs to complete an assessment/exam, is *in need or wants* additional support, the Opportunity Room is a supportive environment for success.

**PROCESS FOR SUCCESS:**

- **Students are required to be on time and sign in.** If assignment is completed before or during the time, sign in and present proof of completion. The supervisor will dismiss the student.
- If a student disregards his/her referral and “skips” without talking to the classroom teacher or supervisor, the supervisor will document absence, and the student will be responsible for handing in the assignment at 8:45 am the following morning. If it is not received at this time, a mark of ZERO will be assigned.
- While teachers will try to remind students of the Opportunity Room commitment, it is the student’s responsibility to attend. If unsure, please check with the supervisor.
- Assessment Policy: Remember that missing assignments are to be referred to the Opportunity Room. After a student misses the Opportunity Room, communication *must* occur between student, teacher, and home.

<b>STUDENT CREDITS</b>
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1. There are no spares in Grades 9 and 10.
2. Every student must take 10 or more subjects (10 credits) in each grade, unless fewer subjects are offered.
3. Depending upon individual circumstances, a student who is enrolled in Grade 12 may choose not to register, or may choose to discontinue a subject. This may only occur if parents and administration give permission after consultation with the subject teacher. Parental permission must be in the form of a signed letter of consent, which will place the responsibility of the student on the parents for the times that the student is not in class.

**Credit Tracking:**

As you learn more about yourself and begin implementing your career plan, you will be able to select the courses that best suit your abilities and needs. Be sure to keep your options open. It is easier to obtain course credits while in high school, rather than after you graduate. Course options vary depending upon the resources available and the student needs at each school. In an effort to provide equitable opportunities, Prairie South Schools offers a wide variety of online courses.

In order to graduate from high school, the	2 credits: <input type="checkbox"/> ELA A10 <input type="checkbox"/> ELA B10	1 credit : <input type="checkbox"/> ELA 20	2 credits : <input type="checkbox"/> ELA A30 <input type="checkbox"/> ELA B30
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Saskatchewan Ministry of Education requires students to complete the following minimum 24 credits. <b>English Language Arts</b> Total- 5 credits			
<b>Mathematics</b> Total- 2 credits		1 credit : <input type="checkbox"/> Workplace &  Apprenticeship Math 10 <input type="checkbox"/> Foundations of Math 10	1 credit : <input type="checkbox"/> Workplace &  Apprenticeship Math 20 <input type="checkbox"/> Foundations of Math 20 <input type="checkbox"/> Pre-Calculus 20
<b>Science</b> Total- 2 credits		1 credit : <input type="checkbox"/> Science 10	1 credit: <input type="checkbox"/> Computer Science 20 <input type="checkbox"/> Physical Science 20 <input type="checkbox"/> Health Science 20 <input type="checkbox"/> Environmental Science 20  <input type="checkbox"/> Computer Science 30 <input type="checkbox"/> Biology 30 <input type="checkbox"/> Physics 30 <input type="checkbox"/> Chemistry 30 <input type="checkbox"/> Earth Science 30
<b>Social Science</b> Total- 3 credits		1 credit: <input type="checkbox"/> History 10 <input type="checkbox"/> Native Studies 10 <input type="checkbox"/> Social Studies 10	1 credit: <input type="checkbox"/> History 30 <input type="checkbox"/> Native Studies 30 <input type="checkbox"/> Social Studies 30
1 credit: <input type="checkbox"/> History 20 <input type="checkbox"/> Psychology 20 <input type="checkbox"/> Social Studies 20 <input type="checkbox"/> Native Studies 20 <input type="checkbox"/> Geography 20 <input type="checkbox"/> Economics 20		1 credit: <input type="checkbox"/> History 30 <input type="checkbox"/> Psychology 30 <input type="checkbox"/> Social Studies 30 <input type="checkbox"/> Native Studies 30 <input type="checkbox"/> Geography 30 <input type="checkbox"/> Economics 30 <input type="checkbox"/> Law 30	
<b>Health/Physical Education</b> Total- 1 credits		1 credit: <input type="checkbox"/> Wellness 10	<input type="checkbox"/> Physical Education 20  <input type="checkbox"/> Physical Education 30
<b>Arts Ed/Practical &amp; Applied Arts</b> Total- 2 credits		2 credits: Wide variety of courses (refer to <a href="http://www.curriculum.gov.sk.ca/#">http://www.curriculum.gov.sk.ca/#</a> )	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<b>Electives</b> Total- 9 credits		9 credits - 6 credits must be at 20 or 30 level	

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Minimum Credit Requirement for Each Grade:</b>		
<b>Grade 10 _____</b> (8 credits minimum)	<b>Grade 11 _____</b> (Minimum 16 credits by the end of gr. 11)	<b>Grade 12 _____</b> (Minimum 24 credits by the end of gr. 12)

Credit Recovery:

Belief: Sometimes external factors such as health or personal challenge prevent students from being successful. Credit recovery is for students who may have not completed enough course work to receive credit or did not have a successful final evaluation. In each of these cases, the opportunity to create a plan to move them into a passing status is at the discretion of the school administration, teacher, and guidance counsellor(s). Credit recoup is not a replacement for regular intervention and supports put in place by the teacher or school throughout the semester. Credit Completion has been designed to accommodate students who have not completed course requirements from a previous semester and may be provided the opportunity to work on their incomplete credit.

Access to Credit Completion must be coordinated through the guidance counsellor, teacher, and approved by the principal (or designate) and agreed to by the student. Below are the credit completion guidelines.

1. Every Credit Completion will be considered on an individual basis.
2. Students must have a minimum 40% to be considered and to have attended the majority of classes.
3. A Credit Completion contract and plan will be developed and signed by teacher, student, and administrator.
4. Students will have 30 days from the beginning of a semester to complete the Credit Completion contract.

<b>Cap and Gown</b>
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- To be eligible for participation in the Cap and Gown ceremonies, a student must have achieved the Saskatchewan requirements for a Grade 12 standing or be registered in the courses for the end of the school year.
- If a student is not in a position for Cap and Gown, a letter will be sent by the end of February to notify the student and the parents that they will not be part of the cap and gown ceremony.

<b>SCHOOL AWARDS</b>
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- For the following awards, students fill out an application.
- Applications can be picked up at the office by the middle of June.

## **GRADUATE AWARDS**

1. RCMP - Student of the Year:
  - The RCMP Craik Detachment-Student of the Year Award is presented annually to a grade 12 student who displays commitment and responsibility to, not only Craik School but also to the community of Craik.
2. Sportsmanship Award :
  - The sportsmanship award goes to the individual who is a team player who demonstrates excellent conduct in and out of competition. Displays integrity and respect to fellow team members, coaches and officials.
3. Outstanding Athletic Accomplishments (Craik School 110% Effort Award)
  - The outstanding athletic accomplishment award goes to the students who demonstrates amazing accomplishments both with the school and outside of school athletics.
4. Palliser Plains Outstanding Academic Achievements –
  - This award is given to the student who has the highest academic average in their graduation year. This top mark is calculated using the individuals top English mark, top math mark, top science and then their next 2 highest electives.
5. Outstanding Service to the School –
  - The award for outstanding service to the school is presented to the student who goes above and beyond in the school and in the community.
6. PAA/Trades Award –
  - The Practical and Applied Arts and Trades awards is to honor those students who demonstrate dedication of the trades.
7. General Proficiency Award –
  - The general proficiency award is given to the High school graduates who have the highest level of achievement in their school division.

## **SENIOR AWARDS**

1. Sportsmanship Awards (10/11) –
  - The sportsmanship award goes to the individual who is a team player who demonstrates excellent conduct in and out of competition. Displays integrity and respect to fellow team members, coaches and officials.
2. Outstanding Athletic Accomplishments (10/11) –
  - Dedicated both inside and Outside of the School for their athletic abilities.

3. SRC Award
  - All students are recognized for their effort and dedication in helping make the school a successful year.
4. Craik Lions Academic Award Craik School –
  - This award is given to the student who has the highest academic average in their grade 11 year. This top mark is calculated using the individual's top English mark, top math mark, top science and then their next 2 highest electives.
5. Long Lake Insurance Academic Award-
  - Highest Academic Achievement in Grade 10
  - This award is given to the student who has the highest academic average in their grade 11 year. This top mark is calculated using the individual's top English mark, top math mark, top science and then their next 2 highest electives.
6. Honor Role (10, 11, 12)
  - This award is given to those students that have maintained an 85%+ average using the following courses, ELA, Math, Science, and 2 other:  
Art/Phys.Ed/PAA/Health/Social.
7. Merit Role (10, 11, 12)
  - This award is given to those students that have maintained an average between 75% and 85% using the following courses, ELA, Math, Science, and 2 other:  
Art/Phys. Ed/PAA/Health/Social.

#### **MIDDLE YEARS AWARDS – 6, 7, 8, 9**

1. Sportsmanship Awards –
  - The sportsmanship award goes to the individual who is a team player who demonstrates excellent conduct in and out of competition. Displays integrity and respect to fellow team members, coaches and officials.
2. Outstanding Athletic Accomplishments -
  - This award is presented to the individual that demonstrates a high level of athletic achievement both in the school as well as outside the school.
3. Academic Proficiency Award
  - Academic proficiency is an award given to each student in grade 6-9 that have met the level of proficiency at their grade level 75% or higher. This was tabulated using ELA, Math, Science, and 2 other: Art/Phys.Ed/PAA/Health/Social.
4. Promising PAA Award 6-9 –

- The Practical and Applied Arts and Trades awards is a new award this year to honor those students who demonstrate dedication of the practical and applied arts. This year's recipient went above and beyond to demonstrate excellent skill, safety and interest in the Practical and applied arts

## **SCHOOL COMMUNITY COUNCIL**

The role of the School Community Council (SCC) is to build shared responsibility among parents, the community and school for student learning and well-being as well as to lead parent and community involvement in school planning and improvement.

The responsibilities of SCCs are to:

- Understand parent, student and public economic, social and health conditions and needs and their aspirations for child and youth learning and well-being and to become knowledgeable about resources and supports for the school, parents and community;
- Develop and recommend a Learning Improvement Plan, jointly and in cooperation with the Principal and staff of the school, for approval to the Board of Education;
- Provide advice and represent the parents and community to:
  - the Board of Education on education policies, programs and educational service delivery decisions, including grade discontinuance, school closure, religious instruction, language of instruction, fundraising activities and school fees, and the Student Code of Conduct, but not including educational service delivery by a specific teacher;
  - the school on its programs;
  - and other organizations, agencies and governments on the learning needs and well-being of students.
- Take action to engage parents and community, to develop shared responsibility for child and youth learning and well-being, and to fulfill initiatives assigned it within the Learning Improvement Plan;
- Report to the parents and community on its plans, initiatives, and outcomes and on the expenditure of funds related to the operation of the School Community Council.
- Participate in opportunities to develop the capacity of the School Community Council to fulfill these responsibilities.

A parent or community member serving on the School Community Council is:

- A dedicated volunteer providing advice for educational planning and decision-making at the school level.
- Interested in working with others (including the Board of Education, school division administrators, parents, community members, and other Council members) to support student learning success and well-being.
- Willing to be guided by principles that support good School Community Council practice.
- Able to provide a two-year commitment to the work of Council.

## **PARENT AND COMMUNITY VOLUNTEER**

Craik School and Prairie South School Division recognize that volunteers serve to enrich the curricular and extracurricular programming in schools.

Volunteers may be:

- Resource Volunteers – persons who have an area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program.
- Support Service Volunteers – persons who directly or indirectly assist school staff and students by providing non-educational services: supervising field trips, driving, coaching, chaperones, etc.

Craik School students are encouraged to get their parents and family members involved as volunteers at Craik School activities. All volunteers must be approved by the school principal and a Criminal Records Check (CRC) is required and an Authorization to Transport Students in a Private Vehicle form must be completed and approved by Administration prior to transporting students. The CRC is valid for five years and the Transport Students in a Private Vehicle form must be completed each school year. For more information regarding volunteering in the school, contact the office.

## **SAFE SCHOOLS HANDBOOK**

- See PSSD website at [www.prairiesouth.ca](http://www.prairiesouth.ca) for information on Harassment, Bullying, Lockdowns, etc.



# Craik School

