



Mission Statement

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

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**Student Handbook**  
**2022-2023**

500 Ferguson Street  
Craik, SK S0G 0V0  
Telephone: (306)734-2404  
Website: <https://schools.prairiesouth.ca/sites/craik/>

This Planner Belongs To:

Name: \_\_\_\_\_

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**Principal**

Ms. C. Edwards

**Administrative Assistant**

Mrs. Aimee Anderson

**Librarian**

Mrs. Shanna Nolting

**Teachers**

Mrs. Carla Dolman

Mrs. Crystal Stinson

Mrs. Dee Ulmer

Mrs. Jenna Ehrhardt

Ms. Nicole Ehman

Mrs. Tamarra Erlandson

**Educational Assistants**

Mrs. Pamela Sanden

Mrs. Shelley Rogers

**Bus Drivers**

Andrea Vibert

Danny Reich

Kim Bossenberry – Spare

**School Community Council**

Erin Stephens - Chair



Prairie South School Division # 210

## 2022-2023 School Year Calendar - K-12 SCHOOL 6 Day Calendar

FIRST SEMESTER						SECOND SEMESTER						
<b>AUGUST 2022</b>						<b>FEBRUARY 2023</b>						
MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI		
1	2	3	4	5				1 <sub>2</sub>	2 <sub>3</sub>	3 <sub>4</sub>		
8	9	10	11	12		6 <sub>5</sub>	7 <sub>6</sub>	8 <sub>1</sub>	9 <sub>2</sub>	10 <sub>3</sub>		
15	16	17	18	19		13 <sub>3</sub>	14 <sub>4</sub>	15 <sub>5</sub>	16 <sub>6</sub>	17 <sub>1</sub>		
22	23	24	25	26		20	21	22	23	24		
29	30	31			TD= 4 BD= 0 ID= 0	27 <sub>2</sub>	28 <sub>3</sub>				TD= 14 BD= 14 ID= 14	
<b>SEPTEMBER 2022</b>						<b>MARCH 2023</b>						
MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI		
			1	2 <sub>2</sub>				1 <sub>4</sub>	2 <sub>5</sub>	3		
5	6 <sub>3</sub>	7 <sub>4</sub>	8 <sub>5</sub>	9 <sub>6</sub>		6 <sub>6</sub>	7 <sub>1</sub>	8 <sub>2</sub>	9 <sub>3</sub>	10 <sub>4</sub>		
12 <sub>1</sub>	13 <sub>2</sub>	14 <sub>3</sub>	15 <sub>4</sub>	16 <sub>5</sub>		13 <sub>5</sub>	14 <sub>6</sub>	15 <sub>1</sub>	16 <sub>2</sub>	17		
19 <sub>8</sub>	20 <sub>1</sub>	21 <sub>2</sub>	22 <sub>3</sub>	23	Sept 30: National Day for Truth & Reconciliation	20 <sub>3</sub>	21 <sub>4</sub>	22 <sub>5</sub>	23 <sub>6</sub>	24 <sub>1</sub>		
26 <sub>4</sub>	27 <sub>5</sub>	28 <sub>6</sub>	29 <sub>1</sub>	30 <sub>2</sub>	TD= 20 BD= 20 ID= 20	27 <sub>2</sub>	28 <sub>3</sub>	29 <sub>4</sub>	30 <sub>5</sub>	31	TD= 21 BD= 20 ID= 20	
<b>OCTOBER 2022</b>						<b>APRIL 2023</b>						
MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI		
3 <sub>3</sub>	4 <sub>4</sub>	5 <sub>5</sub>	6 <sub>6</sub>	7		3 <sub>6</sub>	4 <sub>1</sub>	5 <sub>2</sub>	6 <sub>3</sub>	7		
10	11 <sub>1</sub>	12 <sub>2</sub>	13 <sub>3</sub>	14 <sub>4</sub>		10	11	12	13	14		
17 <sub>5</sub>	18 <sub>6</sub>	19 <sub>1</sub>	20 <sub>2</sub>	21		17 <sub>4</sub>	18 <sub>5</sub>	19 <sub>6</sub>	20 <sub>1</sub>	21 <sub>2</sub>		
24 <sub>3</sub>	25 <sub>4</sub>	26 <sub>5</sub>	27 <sub>6</sub>	28		24 <sub>3</sub>	25 <sub>4</sub>	26 <sub>5</sub>	27 <sub>6</sub>	28		
31 <sub>1</sub>					TD= 18 BD= 17 ID= 17						TD= 13 BD= 13 ID= 13	
<b>NOVEMBER 2022</b>						<b>MAY 2023</b>						
MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI		
	1 <sub>2</sub>	2 <sub>3</sub>	3 <sub>4</sub>	4 <sub>5</sub>		1 <sub>1</sub>	2 <sub>2</sub>	3 <sub>3</sub>	4 <sub>4</sub>	5		
7 <sub>6</sub>	8 <sub>1</sub>	9 <sub>2</sub>	10	11	November 10: TIL SLC	8 <sub>5</sub>	9 <sub>6</sub>	10 <sub>1</sub>	11 <sub>2</sub>	12		
14 <sub>3</sub>	15 <sub>4</sub>	16 <sub>5</sub>	17 <sub>6</sub>	18		15 <sub>3</sub>	16 <sub>4</sub>	17 <sub>5</sub>	18 <sub>6</sub>	19	May 19: TIL SLC	
21 <sub>1</sub>	22 <sub>2</sub>	23 <sub>3</sub>	24 <sub>4</sub>	25		22	23 <sub>1</sub>	24 <sub>2</sub>	25 <sub>3</sub>	26 <sub>4</sub>		
28 <sub>5</sub>	29 <sub>6</sub>	30 <sub>1</sub>			TD= 18 BD= 18 ID= 18	29 <sub>5</sub>	30 <sub>6</sub>	31 <sub>1</sub>			TD= 20 BD= 19 ID= 19	
<b>DECEMBER 2022</b>						<b>JUNE 2023</b>						
MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI		
			1 <sub>2</sub>	2					1 <sub>2</sub>	2		
5 <sub>3</sub>	6 <sub>4</sub>	7 <sub>5</sub>	8 <sub>6</sub>	9		5 <sub>3</sub>	6 <sub>4</sub>	7 <sub>5</sub>	8 <sub>6</sub>	9		
12 <sub>1</sub>	13 <sub>2</sub>	14 <sub>3</sub>	15 <sub>4</sub>	16 <sub>5</sub>		12 <sub>1</sub>	13 <sub>2</sub>	14 <sub>3</sub>	15 <sub>4</sub>	16 <sub>5</sub>		
19 <sub>6</sub>	20 <sub>1</sub>	21 <sub>2</sub>	22	23		19 <sub>6</sub>	20 <sub>1</sub>	21 <sub>2</sub>	22 <sub>3</sub>	23 <sub>4</sub>	Exams: June 22-27	
26	27	28	29	30	TD= 14 BD= 13 ID= 13	26 <sub>5</sub>	27 <sub>6</sub>	28	29	30	TD= 20 BD= 18 ID= 18	
<b>JANUARY 2023</b>						<b>Second Semester Instructional Days= 84.0</b> <b>Second Semester Non-Instructional Days= 4.0</b> <b>Second Semester Teacher Days= 88.0</b> <b>Total Instructional Days FTE= 169.0</b> <b>Total Non-Instructional Days= 11.0</b> <b>Total Teacher Days= 180.0</b>						
MON	TUE	WED	THU	FRI		<b>LEGEND</b>						
2	3	4	5 <sub>3</sub>	6 <sub>4</sub>		First/ Last Day	Stat Holiday	Holiday	School Based Inservice (No Students)	Prep Day (No Students)	Prep/LIT Day (No Students)	Alt Friday No School
9 <sub>5</sub>	10 <sub>6</sub>	11 <sub>1</sub>	12 <sub>2</sub>	13								
16 <sub>3</sub>	17 <sub>4</sub>	18 <sub>5</sub>	19 <sub>6</sub>	20 <sub>1</sub>								
23 <sub>2</sub>	24 <sub>3</sub>	25 <sub>4</sub>	26 <sub>5</sub>	27 <sub>6</sub>	Exams: January 24-27							
30	31 <sub>1</sub>				TD= 18 BD= 17 ID= 17							
<b>First Semester Instructional Days= 85.0</b> <b>First Semester Non-Instructional Days= 7.0</b> <b>First Semester Teacher Days= 92.0</b>												

Board Approved: April 5, 2022

## **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:**

- To provide a safe, positive environment.
- To communicate clearly defined objectives, goals and plans.
- To provide feedback on the level of performance achieved based on clearly defined goals and outcomes.
- To provide and encourage opportunities for individual growth and development
- To consistently apply Craik School and Prairie South School Division policies and procedures in a fair and ethical and manner.
- To provide leadership and direction.
- To ensure Craik School operations are carried out in an environmentally friendly manner.

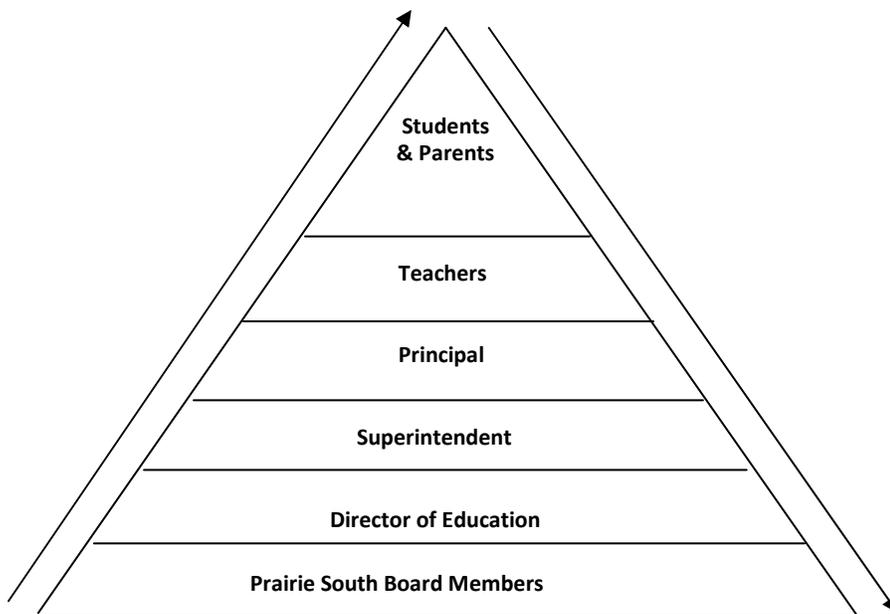
### **Student and Staff Contributions to Craik School:**

- 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

## 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 arriving 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, contact will be made if a student reaches five 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/Absent**

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:
  - Communication with the home will be made after each unexcused late.
  - At 10 unexcused lates/leaving/absences, the school will contact home, inform the parents, and document in MySchoolSask.
  - At 15 unexcused lates/leaving/absences, 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.
  - An additional 5 lates/leaving/absences may result in a meeting with parents, student, teacher and administration.

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

#### 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

### Early Dismissal/LIT

#### 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	8:45-9:53
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

#### 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

## **Bullying**

**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 be following 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 a 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 a responsibility to report cases of bullying to the police when students' or school staffs' safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.

## **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 pairs 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 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.

