

## **INTRODUCTION**

This policy handbook has been prepared to provide students and parents with some basic information about school's operation. It also outlines some of the main policies that directly affect students.

### **History of Preeceville School**

The Preeceville School is in its one hundred and fifth year of providing quality education to the students of Preeceville and surrounding districts.

Starting out in 1912 as a typical one-room (all grade operation) the school has over the intervening years undergone many changes in both facilities and organization.

Today we are able to offer our students a complete Kindergarten through Grade Twelve system, housed in a modern plant consisting of fifteen classrooms, gymnasium, library, science lab, computer rooms, home economic lab, music room, art room and access to industrial arts.

The school had an enrolment of 290 students during the 2016-2017 school year, one half of whom travelled by bus.

The school has a staff of twenty-eight members and is able to offer the students a full selection of subjects, courses and supports. Itinerant teachers provide additional support for programs such as band, student counselling, special education and driver education.

The school complements its class time with a wide range of extracurricular activities including drama, volleyball, badminton, basketball, curling, track, softball, football, soccer, yearbook, travel club and others.

Organizational groups such as cadets, hunter safety, guitar, TOPS and Art Council also meet in the school.

***\* PREECEVILLE SCHOOL IS A PEANUT/TREE NUT FREE SCHOOL \****

### **Wanted & Welcome....**

**Any member of the community who would like to share their talents with our school community would be welcome. Example: crafts, chess, cribbage, whist, painting, drawing, etc. If you are interested, please contact the school @ 547-3148.**

## School Day and Week

The school operates on a 6 day cycle with 6 periods in each school day for the high school and 9 periods for the elementary.

### **Elementary (grades K-6)**

**8:50 Morning Bell**

**8:55-9:42** Period 1

**9:42-10:13** Period 2

**10:13-10:44** Period 3

**10:44-10:59 Recess**

**10:59-11:30** Period 4

**11:30-12:01** Period 5

**12:01-12:32** Period 6

**12:32-1:17 - Lunch**

**1:17 Afternoon Bell**

**1:17-2:03** Period 7

**2:03-2:18 Recess**

**2:18-2:49** Period 8

**2:49-3:20** Period 9

### **High School (grades 7-12)**

**8:50 Morning Bell**

**8:55-9:51** Period 1

**9:51-9:57** Break

**9:57-10:53** Period 2

**10:53-10:59** Break

**10:59-11:29** RTI Period

**11:29-11:35** Break

**11:35-12:32** Period 4

**12:32-1:17 - Lunch**

**1:17 Afternoon Bell**

**1:17-1:23** Transition

**1:23-2:19** Period 5

**2:19-2:24** Break

**2:24-3:20** Period 6

### **Please Note:**

- (i) Kindergarten meets on odd numbered days of the six day cycle, attending full days.
- (ii) Students are asked not to arrive at school before 8:30 a.m. as there is no supervision provided before this time.
- (iii) Unless involved in extracurricular activities students should not be on the school premises after 4:00 p.m. (**Main doors are locked at 3:45 p.m.**)

### **Supervision**

*Staff members who have volunteered to perform supervision duties during the school day are assigned regular areas and times to supervise. These are posted throughout the school. Students are encouraged to go to those staff members for assistance should they require.*

## Evaluation

The process of evaluation is continuous. In keeping with Core Curriculum, evaluation is practised through the use of the following data recording and evaluation instruments:

1. **Observations and checklists**
2. **Anecdotal records**
3. **Rating scale**
4. **Quizzes and tests**
5. **Written assignments**
6. **Presentations**
7. **Homework**
8. **Performance assessments**
9. **Rubrics**
10. **Conferences**
11. **Self Evaluation**

Both the process and the final product are evaluated.

Preeceville School now reports K-8 student achievements using Outcome Based Report Cards

### Final Examinations

**Grades 10-12** write exams at the end of the year (and the end of January for semestered subjects). Final exams for Semester 1 (grades 10-12) will run from January 24<sup>th</sup> to January 30<sup>th</sup> (tentatively). Final exams for Semester 2 (grades 10-12) will run from June 20<sup>th</sup> to June 27<sup>th</sup> (tentatively). We request that you schedule holidays and social activities around these exam weeks. It is extremely important that students be available to write exams at scheduled times.

Students receive **at least** two days notice for end of unit examinations. They are required to be in attendance to write examinations at the assigned time.

Each teacher will provide an outline of expectations and evaluation for students and parents. If you have any questions or need further explanations regarding evaluation, please contact your child's teacher.

## **Reporting Periods**

There will be four reporting periods for grades 9-12:

November 15<sup>th</sup>, February 5<sup>th</sup>, April 16<sup>th</sup>, June 27<sup>th</sup>

Final Exams Semester 1 for gr. 10-12 students - January 24<sup>th</sup> to 30<sup>th</sup> (tentatively)

First day of Semester 2 February 1

Final Exams Semester 2 June 20<sup>th</sup> to 27<sup>th</sup> (tentatively)

There will be three reporting periods for Grades K-8:

November 20<sup>th</sup>, March 19<sup>th</sup>, June 27<sup>th</sup>

Parent/Teacher Interview Days are scheduled for:

November 21<sup>st</sup> - 3:30 to 7:30 pm and November 22<sup>nd</sup> - 3:30 to 6:30 pm.

March 21<sup>st</sup> - 3:30 to 7:30 pm and March 22<sup>nd</sup> - 3:30 to 6:30 pm

## **Recommendation Policy**

Preeceville School recommendation policy for grade 10-12 students is currently under review. The policy will be posted immediately upon completion.

## **Promotion/Retention Policy**

Every effort is made to provide an educational program which will allow every student to experience success.

The placement of each student is determined after careful consideration of many factors including academic achievement and skill, social maturity, health and general ability.

Students who experience continuing difficulty with the academic program may be placed on an adapted or modified program. A placement on one of these programs occurs only after consultation with the parents. Promotion in Grades K-9 is by grade. Promotion in grades 10-12 is by subject.

**Parents are encouraged to contact the school if they have any questions regarding their child's progress.**

## **Academic Requirements**

Grades 10 students are required to carry a minimum of 10 credits per school year and grade 11 students are to carry a minimum of 9 credits. Grade 12 students are required to carry a minimum of 8 credits per school year. Any deviation from this policy will be addressed individually.

Program selection is made in the spring after extensive consultation with the home and student. Students **will not** be allowed to drop/change selections in the fall without extenuating circumstances.

## **Response To Intervention (RTI)**

Response to Intervention (RTI) is a process that focuses on the success of all students. High quality instruction is provided through learning opportunities that match students' learning preferences. Students are continually assessed throughout instruction and when a student need is identified, appropriate interventions are prescribed by the RTI team. The purpose of RTI is to provide early, targeted support to students through preventative strategies and focused interventions. Most interventions take place within the regular classroom setting.

### **Response To Intervention (RTI) Time**

In order to support the RTI process, Preeceville School has dedicated 30 minutes into the school day with targeted instruction. K-12 students will be assigned to a teacher during this time where they will receive targeted instruction based on their individual needs. RTI Time is meant to support the learning that occurs in the regular subject areas.

## Attendance Policy

***Regular attendance is a major contributing factor to success in school.***

### Absence

Absence means missing any part of the school day.

**Parents/Guardians are expected to contact the school office to provide reason for the student's absence. Please do so prior to 9:00 a.m. (morning absence) and 1:30 p.m. (afternoon absence). We will call home if the school has not been contacted.**

- Contact may be:
1. by telephone to the school office
  2. by written note:
    - to the home room teacher for Grades K-5
    - to the office for grades 6-12
  3. by e-mail to: [douglas.king@gssd.ca](mailto:douglas.king@gssd.ca) or [kent.seerey@gssd.ca](mailto:kent.seerey@gssd.ca) , or [laura.sliva@gssd.ca](mailto:laura.sliva@gssd.ca)
  4. by fax to 547-2252

**\*\* Please notify the school as soon as possible \*\***

### Excusable Absences

Any **school** activity which takes students away from school. These activities may include class field trips, extra curricular activities, or division/school initiatives.

### Inexcusable Absences

Any absence **not school** related. This includes illness, family trips, doctor's appointments, etc. Students are responsible for making up work missed within a reasonable time. If the absence has been prolonged due to illness the student should contact individual teachers to make appropriate arrangements for catching up.

### Attendance Policy

We recognize the importance of student attendance, its effect on student ability to complete assignments on time and the connection to student achievement. Therefore we have developed the following Elementary and High School attendance policies:

**Elementary:** After ten absences in any one term a parent/guardian meeting will be set with in-school administration to develop an attendance plan. After fifteen absences in a term a meeting will occur with in-school administration and our school superintendent.

**High School:** After seven absences in any class a meeting will be set up with in-school administration, parent/guardian, and the student to develop an attendance plan. After ten absences in any class a meeting will be set up with in-school administration, the student, parent/guardian and our superintendent of schools. At this time students in grade 10-12 may face withdrawal from class.

*Parents/Guardians who have not informed the main office will be contacted by an automated phone call informing parents/guardians of the absence.*

## Lates

Students who reach school after attendance has been taken at 8:55 a.m. and 1:17 p.m. will be considered inexcusably absent unless the school has received prior contact from the parent. Students must attain a late slip from the office to enter a class in progress.

## Communication

Good communication is essential to smooth operation. Should you have any concerns with your child's teacher the following procedure should be followed.

1. Attempt to resolve with the child's teacher.
2. Attempt to resolve with the child's teacher and administration.
3. Attempt to resolve with the child's teacher, administration, and area superintendent.

## Extracurricular Privileges and Leadership

Since school involves not only academics but also many other activities, students are expected to maintain a positive attitude and acceptable effort in all aspects of school life. Students who participate in any extracurricular activities or hold positions of leadership are expected to conduct themselves in a manner that exemplifies respect, honesty and dedication. Students may be withdrawn from activities if their grades drop below an acceptable level because of effort, if they fail to submit assignments or if they have irregular attendance.

**Many special events are planned throughout the school year to boost student's morale and spirit within our school. These events are planned and organized for the students. It is unfortunate and disappointing when students take it upon themselves to skip these events when so much time and effort are put into them. Student attendance during these days with special events is expected to be the same as any other school day. Students who are inexcusably absent during any school day may not be permitted to attend extracurricular activities on that day.**

## Leaving School Grounds

**Students are expected to be on school property during the entire school day with the exception of lunch.** Students needing to leave the school grounds during scheduled class time must report to the office to sign out. Upon their return to school students are asked to sign in at the office.

Students in grades 11 and 12 who have spares are expected to be either working in their designated area or out of the building with parental permission.

Students in Grades K-6 who stay at school for lunch must bring a note from their parents if they wish to go uptown during lunch hour.

Students who commute by private vehicle to school are expected to be doing so with parental knowledge and consent. It is an expectation that any passengers with that student are there with parental knowledge and consent. The school does not condone or accept responsibility for any students who allow unauthorized passengers in their vehicle. Town bylaw states that parking is prohibited on the south side of 1<sup>st</sup> Ave.

## Playground Rules (Kindergarten to Grade Six)

The areas in front of the school, the side of the gym, and parking lots are **off-limits**. Soccer games should be held on the grass, not cement. Swings must be used by one person at a time. No twisting, standing, shortening of the swings allowed. Monkey bars should be for climbing and swinging only. Students must not sit or stand on top. Card trading games are not allowed. Students must walk their bikes across the crosswalk and park bikes in the bike rack. Bikes should not be ridden in the school grounds. Slides must be used appropriately. Slide plugging and sliding on top of the slide are not allowed. Food is allowed- LITTER IS NOT! Use the garbage cans, please! Be kind to one another! Please remember to show respect to school property, to other people (students and adults) and to yourself!

## Spare Periods

A supervised area is provided to any students who have a timetabled spare period. It is expected that parents support students to utilize the scheduled time.



## **Student Conduct and Discipline**

In order for the school to provide and maintain an effective learning and safe growth environment it is necessary for students to conduct themselves in a responsible and acceptable manner.

Students who violate behaviour-related rules will be subject to disciplinary measures including reprimands, temporary removal from the class, loss of privileges, loss of recommends and/or suspension from school.

Unacceptable displays of affection will not be tolerated.

We hope with parental support to minimize problems and develop in student's self-discipline, courtesy, common sense, respect for property and the rights of others.

## **Device Policy**

All devices (cell phones, Ipods, etc.) brought to class will have a designated spot for students to place as they enter the room. At the teacher's discretion, the devices may be used as learning tools. The use of devices outside the regular instructional setting (field trips, band trips, outdoor education trips, and extra-curricular) shall be determined by the teacher. Teachers shall review Preeceville School's device policy regularly.

Staff will follow this procedure when dealing with students who do not adhere to the above policy:

- confiscate the cell phone from the student, and
- place the student's cell phone in the office.

Not adhering to the policy will result in:

1<sup>st</sup> offence – device is placed in the office for the remainder of the day and will be available for pick up by the student at the end of the school day. Parents will be contacted to inform them of further consequences if a second offence occurs.

2<sup>nd</sup> offence – device is placed in the office and parents will be contacted. One day in-school suspension will result.

3<sup>rd</sup> offence – device is placed in the office and parents will be contacted. A two day in-school suspension will result.

## **Computer Use Policy**

The following are **NOT** permitted:

- printing without authorized permission
- computer use without authorized supervision
- chat lines
- down loading of any programs or files
- abuse of email (i.e. profanity or harassment) will result in removal of computer privileges
- use of disks and/or flash drives without authorized permission
- games and game sites

Passwords are to be kept confidential.

The internet is for educational use only any other use is in violation of school policy.

Any student failing to comply with the above guidelines as provided will be subject to any or all of the following: removal of computer privileges, detention, suspension and further appropriate disciplinary actions, referred to RCMP pending criminal action.

## Drugs and Alcohol

The school environment shall be drug and alcohol free. Preeceville School will follow guidelines outlined by the Good Spirit School Division Board.

## Tobacco

The Good Spirit School Division is a tobacco free environment. Tobacco use is **not permitted** at Preeceville School, on Preeceville School grounds or during school functions, or within 100 feet of school grounds.

## Medication

The school does not dispense medications to students. Parents are also requested not to send medication to school with students without notifying the homeroom teacher.

## Lunch at School

Bus students who bring lunch to school should eat in the designated areas. For K-6 students this will be their homerooms and for the remainder of students the student mezzanine is to be used. Grade 7-12 students are asked **not** to eat in the elementary hallway; rather to utilize the mezzanine.

The Servery will be open every Monday through Friday at 12:30 for sale of hot meals, drinks and snacks.

Town students are encouraged to go home for their lunch; however, if individual circumstances make this difficult please inform the homeroom teacher.

Students are reminded that food and drink are not permitted in the carpeted areas of the school.

A supervised computer room is also available for students from 12:32-1:17.

## School Equipment Use

School equipment is generally not to be loaned out. Special requests may be made to the Preeceville School Community Council.

## Gym Floor

In order to keep the hardwood floor in the best condition, it is essential that all students have non-marking indoor running shoes. Any other shoes will not be allowed to be worn in the gym. This policy will affect all staff, parents, and other guests. Those that do not have proper indoor footwear will be asked to remove them.

## Transportation

- (a) Buses- The drivers are in charge of buses and students must follow their direction. Proper classroom conduct is expected and any violation of this will be reported to the principal. Parents are responsible for seeing that their children are adequately clothed during cold weather. These rules are also in effect for students traveling by bus for any school programs, educational or sports trips.
- (b) Bicycles- Students traveling to school by bicycle should place them in the bicycle racks, where they are to left during school hours. Bicycles are not to be ridden on the sidewalks or school grounds.
- (c) Cars- Students who bring vehicles to school are required to park them on the school side of 1<sup>st</sup> Ave. N.W. Vehicles should be used only for travel to and from school.
- (d) Roller Blades- students using roller blades to travel to school are expected to remove and re-strap blades at the school entrances. Shoes with built in wheels (heellies) are not allowed inside the building.
- (e) Skateboard/Scooters- Must remain stored at the bike racks at your own risk. Where they are to be during school hours. Skate Boards/Scooters are not to be ridden on the school sidewalks or school grounds.

## Student Belongings and Valuables

All articles of outer clothing and footwear should be clearly marked with the owner's name. Students are asks not to bring large amounts of money or valuable items to school. If bringing a sum of money is unavoidable it should be turned over to the main office or homeroom teacher for safekeeping.

Money, watches, jewellery, etc. should be left in the P.E. office and not the dressing rooms during Phys. Ed Classes. Any valuables that are damaged/lost are the responsibility of the individual.

## Lockers

The school will supply each student in Grade 7-12 with a locker. The student is charged a rental fee of \$1.00 at the beginning of each school year. If a student wishes to use a combination lock, a lock may be obtained from the office. Locks are to be handed in at the end of each year.

**The school advises to use a lock (which must belong to the school) and ensure that their locker is locked at all times. Students leaving lockers open must take responsibility for lost articles.**

The lock and locker remain the property of the school. A \$10.00 charge is assessed for the locks. Only school issued locks may be used. Students are responsible for keeping locks clean and tidy.

Any operating problems should be reported to the Office. **Students, who choose to leave lockers unlocked, do so at their own risk.** A reminder, that lockers are considered public, not private property and are subject to random searches by police or school authorities.

## **Fees**

The high cost of books at the grade 7 to 12 level necessitates the charging of a \$20.00 non-refundable caution fee to cover any damage or loss. Students whose books are damaged during their use will be charged a fee relative to the degree of damage and the cost of the book.

Students with unpaid accounts may lose certain privileges. These privileges may include but be limited to issuance of report card, issuance of textbooks, library privileges, computer privileges, extracurricular activities, and graduation ceremonies. Parents and students shall have the right to appeal under the Good Spirit School Division Policy.

## **Dress**

Good grooming, cleanliness, appropriate and modest dress.

Shoes must be worn in the school at all times.

Outside clothing such as hats, jackets and boots should not be worn inside.

“Short” shorts, ragged jeans, halter tops, T-shirts with offensive messages are examples of inappropriate dress.

Students dressed inappropriate may be asked to change, or leave classes.

## **Fire/Lockdown Drills**

Provincial law requires six fire drills to be held in the school at regular intervals. Fire drill procedures are posted in each classroom and teachers will familiarize students with them. Preeceville School will have three lockdown drills. Students are reminded that it is a serious offence to set off a fire alarm without just cause.

## **Emergencies**

First aid will be given to students who receive minor injuries at school. However, if the injury is considered serious, parents will be notified and the student will be taken to the hospital.

## **Graduation**

Preeceville School holds its Graduation Day on the Friday, preceding the May long-weekend. The day includes photo sessions, church service, banquet and evening exercises to which the public are welcome to attend.

A student Grad Committee assisted by a staff advisor and parents are responsible for organizing all grad-related activities: The budget and minutes from the meetings are available upon request. If the graduate and/or parent misses the meetings, it is their responsibility to find out the information. A voting quorum is established at the first meeting. Once decisions have been voted on, they are finalized. If you wish to voice concern, you need to do so at or before the meeting. All speeches, songs, slide shows, and toasts are subject to editing and approval by the advisors. The advisors reserve the right to remove items if they are inappropriate or are not being done on time. Questions and concerns may be voiced with consideration to grad advisors.

In order to participate in the graduation ceremonies students must be in a position to complete a minimum of eight credits in grade 12, have regular attendance and assignments up to date by June 30<sup>th</sup> in the year in which the ceremony is held. Grad-Parent informational meetings will also be held.

## **Athletics**

As mentioned in the introduction, the Preeceville School participates in a wide variety of sporting activities. The school's logo is the Panther and team colors are navy blue and white. All students are encouraged to become involved in the sports program.

An elected student council is responsible for both extracurricular and intramural sporting activities. It also organizes an annual Awards Program.

## **Athletic & Academic Awards**

Students in grade 7-12 are eligible to receive these awards in the following categories:

Volleyball  
Cross Country  
Basketball  
Curling  
Badminton

Track & Field  
Athlete of the Year  
Football  
Golf  
Drama

Grade 7-12 students who achieve the top mark in each subject will receive the Academic Award.

## **Student Recognition Awards**

Student Recognition Awards sponsored by the Crossroads Credit Union will be presented at the end of year to those students deserving. The presentations will be held at the annual Awards Day at the end of June. Candidates can be nominated by students and /or staff of Preeceville School.

## **Students Representative Council**

Each year an S.R.C is elected to organize and help direct school activities. It is assisted by classroom representatives and teacher advisors from both the elementary and high school level.

S.R.C. Executive for 2017-2018 consists of:

President.....Britney Vewchar  
Vice-Presidents.....Kaylee Walker  
Secretary.....Kiera Balyski  
Treasurers.....Emma Covlin & Shanae Shewchuk  
Publicist.....Haylee Delawski & Jamine Knihniski  
Female Sports Representative.....Mehgan Petryshyn & Makenna Petryshyn  
Male Sports Representative.....Zach Sorgen  
Communications.....Brady Kashuba

## **Awards (K-Gr. 6)**

Presentation of awards will occur in June.

Recognition for special things a student may have done or accomplished throughout the school year are awarded to students from grades K-6.

## **Graduating Students Scholarships**

For graduating students a number of local monetary awards are presented at the graduation exercises for high achievement during the final year. These include the Good Spirit School Division Award (\$400.00); Crossroads Credit Union Award (\$500.00); Gateway Co-op Award (\$200.00); Preeceville Ambulance Award (\$500.00); Preeceville Hospital Auxiliary (\$300.00); Preeceville School Staff (\$100.00); Preeceville Home Hardware (\$200.00); Preeceville School Community Council (\$250.00); Preeceville EDC (\$200.00); Preeceville Figure Skating Club Bursary; R.C.M.P Scholarship (\$300.00); Endeavour Home and School (\$100.00). Ester Paul/Marie Phoenix Memorial (\$500.00); Superannuated Teachers of Saskatchewan (Sturgis Branch) (\$100.00); Kim and Arlon Dyky; Community Impact Scholarship (\$200.00); Ranching Heritage Scholarship (\$200.00); Preeceville Firefighter 9 (\$100.00); Ed Zimmer Memorial (\$250.00); Bill Simpson Memorial (\$250.00); Good Spirit Teachers Association (\$750.00); Preeceville Lioness Club (\$200.00); Beta Sigma Phi (\$100.00); X-cessories by Kerry (\$100.00).

Students are also eligible for the W.H. Downs Memorial Scholarship valued at \$300.00 and is awarded annually to P.H.S. student who has the best overall average.

Each applicant's standing shall be determined by averaging the marks of the following 30-level courses: English A30; English B30; one of Social Studies 30, History 30, or Native Studies 30; one 30-level science, and one 30-level mathematics. Only marks for classes offered by Preeceville School Staff will be considered.

**Our selected school staff are dedicated to facilitating student's growth. Should you ever have a concern, you are encouraged to address the concern with your son/daughter's teacher.**

**If you have concerns unresolved, please contact Mr. Doug King, Principal or Mr. Kent Seerey, Vice Principal.**

***"Together We're Better!"***

## School Staff

Andrusko, M  
Antonichuk, L  
DeRuiter, L  
DeRuiter, S  
Dodge, B  
Erickson, C  
Franklin, C  
Hamilton, D  
Hanson, L  
King, D  
Klebeck, S  
Lario, T  
Lisitzka, B  
Longman, A  
Morton, M  
Paterson, H  
Prestie, A  
Rock, A  
Seerey, K  
Seghers, Nathan  
Stolar, E

Balawyder, B  
Bileski, S  
Guliak, L  
Krauss, I  
Olson, D  
Scheller, R  
Sliva, L  
Steppan, L

Johannesson, M  
Wiwcharuk, P

Delawski, A  
Kopec, M  
Prekaski, J  
Prekaski, L  
Wiwcharuk, M

Industrial Arts – Sturgis  
Homeroom 7  
Grade 1  
Student Services Teacher  
Guidance Councillor/Sr. Social  
Grade 5  
Athletic Director/Homeroom 8  
Homeroom 12  
Homeroom 9  
Principal  
Grade 3  
Grade 2  
Kindergarten – Days 1, 3, 5  
Art/Jr. Science  
Grade 6  
Homeroom 10  
Homeroom 11  
English/Student Services Teacher  
Vice Principal  
Band Director  
Grade 4

Educational Assistant  
Library Technician  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Administrative Assistant  
Educational Assistant

Caretaker  
Caretaker

Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver



## School Address & Phone Numbers

Preeceville School  
P.O. Box 679  
225 1<sup>st</sup> St. NW  
Preeceville, SK  
S0A 3B0

306-547-3148  
Fax: 306-547-2252  
email: douglas.king@gssd.ca  
[www.gssd.ca/school/pre](http://www.gssd.ca/school/pre) Twitter @pvilleschool

Good Spirit School Division Director of Education

..... Quinton Robertson 306-786-4750

Superintendent of Schools

..... Mark Forsythe 306-786-4754

Division Board Representative

..... Chris Balyski 306-547-2806

Transportation Manager (Bussing)

..... Eric Sorestad 306-786-5503

Student Services Coordinator

..... Adelle Kopp-McKay 306-563-5492

Speech Language Pathologist

..... Carlyne Psutka 306-542-2546

Educational Psychologist

..... Gary Scheffler 306-563-4871

Occupational Therapist

..... Maureen Blight 306-548-5484

Student Counsellor

..... Craig Folk 306-548-2213

Driver Ed. Instructor

..... Gail O'Dell 306-563-7168

*Good Spirit School Division #204*

*63 King St. E.*

*Yorkton, SK*

*1-866-390-0773*

*Preeceville School*  
**Student/Parent  
Handbook**

**2017/2018**

## **Examinations and Assignments**

Late assignment policy. All assignments given to students will have a deadline that is clearly communicated to students and will be included on the assignment when given to students. The expectation is that the assignment will be handed in on or before the due date. All assignments are due at the beginning of class. If for any reason a student hands in an assignment after this date it will not be accepted. The student will be given an alternate assignment (assignment B). The alternate assignment will assess the same outcomes as the first assignment and will not be bigger or more difficult than the original. The student then must complete this assignment B in order to complete the requirements of the course and to be able to write the final exam and/or receive credit for the course. This will allow teachers to give timely feedback to students who have completed the assignment on time.

If at any time a student has two or more assignment B's not handed in parents will be contacted and that student may be withdrawn from the course.

## **Assignment Cutoff Dates For Gr. 7-12**

All assignments must be completed by the following dates. Assignments will not be accepted after these dates. Grade 10-12 students will be withdrawn.

- November 1 – midterm semester 1
- January 17 – final semester 1
- March 28 – midterm semester 2
- June 13 – final semester 2

## **Missed Tests**

If alternate arrangements have not been made with the classroom teacher prior to a missed exam or test, the student will be required to write the test immediately upon return to school. The student will then write the test in the office and will return to class when it is complete. Students will have a maximum of one hour and fifteen minutes to complete in-school unit tests. This will allow teachers to give timely feedback to students as soon as possible.

## **Plagiarism**

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

### **ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:**

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- The work was copied from another student

All instances of plagiarism will be taken very seriously. Students will have to complete a different assignment to show their learning. Students will also be subject to behavioral discipline from school administration. Parents will be informed and possible in-school or out of school suspension may result.

## Preeceville School Emergency Measures Plan

Four parts

1. Fire Drill
2. Evacuation
3. Hold and Secure
4. Lock Down

### 1. Fire Drill (6 per year)

- Laminated escape routes for each room/area. Display near door make sure to go over with students on an ongoing basis.
- Rally point at rear of school (West Side)
- Fire Drill Books with class list/lists in each room/area
  - The books stay in the room/area at all times
  - If going outside fire drill books must be taken with you
- When alarm sounds students and teachers exit the building using the exit route for that classroom/area. Teachers must take the fire drill book for that classroom/area with them. Lights are to be turned off and doors closed (it is important to keep doors locked at all times)
- Teachers **will not** allow students to go to their lockers, desks, or backpacks nor are they to stop for any reason including: putting on shoes, jackets, or retrieving any other personal property. School staff is expected to follow the same guidelines as students.
- Admin Team will check the elementary bathrooms and turn lights off. The Grade 6 teacher will check the senior bathrooms and shut off the lights. Physical Education teacher will check the change rooms and turn out the lights.
- Go to rally point at West side of building line students up and take attendance using the fire drill book.
- Choose a runner to take the attendance to the Admin Team. Only indicate the absent students.
- Runners take attendance to Admin
- All clear to be given by admin only.

### 2. Evacuation

- Will use fire drill procedures – escape routes, rally point and attendance procedures.
- Evacuation to muster point (Legion Hall). Classes lead by their teachers and support staff will evacuate to the Legion Hall. The Admin Team will have the key and will be there to open.
- Attendance again at muster point
- Students will be kept at muster point until police (emergency personnel) direct admin
- Students and staff will not leave the Muster point until admin is directed by police (emergency personnel)

- Under no circumstances are students to be released to anyone unless admin authorizes students to be released.
- Students are only to be released to parent, guardian, or emergency contact (only if notified by parent to do so)

### **3. Hold and Secure**

- Announced as “Hold and Secure” over PA system inside and out
- Students outside will come directly inside
- Attendance done in classroom
- Exterior entrance/exit doors will be locked by admin team
- No one in or out of building until admin or police (emergency personnel) have directed to do so. No exceptions!
- Move throughout building as usual with exception that no one is to leave the building

### **4. Lock Down (2 drills per year)**

- Announced as “Lock Down” on PA system inside and out
- Exterior doors /locked by admin team
- Boys and girls washrooms in the elementary end will be checked by the admin team.
- Doors closed lights off close blinds on windows.
- Gather students in an area away from and below the level of windows, doors and other exposed areas.
- Silence in the classroom whisper when necessary
- Attendance: includes students you are supposed to have, students who needed a safe area, and staff.
- Use cell phone only to text attendance to admin team. Do not use cell for any other communication.
- Do not open the doors for anyone
- Students outside at recess or for class are to go to one of the two rally points. Students located on or near the South playground will go to the storage shed, students on the north playground or the football field will go to the football change room/storage shed. The classroom teachers or playground supervisors will evacuate to muster point (legion Hall). Teachers will text attendance.
- Remain calm students will react to you
- Students in the hallway or washroom are to go to the nearest classroom. High school students will be trained to stand on the toilet seats in the event they cannot leave the bathroom.
- Students in the library are to gather behind the book stacks in the north east corner
- If a fire alarm goes off do not evacuate.
- The lock down will be in effect until a police officer or admin person opens your door with a key. They will not request you to open your door and should refuse to do so if asked.

### **Important points to remember**

1. Doors must be kept locked at all times we do not want to waste time with keys to lock doors in case of an emergency.
2. It is important that an accurate record of attendance is maintained so that we can check class attendance with the master attendance in case of an emergency.
3. Attendance must be done at the beginning of each class, this includes double classes for high school and am/pm for elementary
4. It is important for parents to call in any absence at the beginning of the school day, at lunch, or at the time the student leaves signing the student out at the office. The office will call to confirm all absences in the morning and after lunch.
5. Fire drill books must be left in each instructional area. The only time they leave the area is when the students are going outside for class or in an emergency.
6. We will use cell phones only to communicate attendance in the case of a lock down. Phones should then be turned off. Under no circumstances will staff or students be allowed to respond to any incoming texts, emails, or voice calls.