

# *Medstead Central School*

## *Handbook*

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INTRODUCTION

Welcome to Medstead Central School

Mission Statement:

Through a quality education program Medstead Central School strives to develop knowledgeable, confident, and skilled individuals, who will make positive contributions to their communities and country.

Belief Statement:

We believe our school is a place for us to learn and grow - academically, socially, physically and spiritually - as we prepare ourselves for the future

Our responsibilities are to respect the process of education; treat our school and all who are in it with respect and dignity; be safe; and give our best in what we are asked to do.

We want our school to be inviting and inclusive; a warm, caring and fun environment shared by students, staff, parents and community.

MEDSTEAD CENTRAL SCHOOL

**WOW!**

SCHOOL SCHEDULE

Warning Bell.....	8:55
Period 1.....	9:00
O' Canada.....	9:01
Period 2.....	9:50
Morning Break.....	10:40
Warning Bell.....	10:48
Period 3.....	10:50
Lunch.....	11:40
Warning Bell.....	12:22
Period 4.....	12:25
Period 5.....	1:15
Afternoon Break.....	2:05
Warning Bell.....	2:13
Period 6.....	2:15
Return to homeroom.....	3:02
Dismissal.....	3:05

2007-2008 School Year Calendar

August	27	In-School Staff Orientation Day
August	28	First Day for Students
September	03	Labour Day
September	05	First Day for Kindergarten Students
September	17	Professional Development (PD) - <i>Early Dismissal (noon)</i>
October	08	Thanksgiving
October	17	Parent/Teacher Interviews p.m.
October	22	Professional Development Day
November	02	Term 1 ends
November	07	Report Cards 7 - 12
November	12	For Remembrance Day
November	23	PD - No School
November	26	PD - <i>Early Dismissal (noon)</i>
November	28	Report Cards K - 6
December	21	Last day before Christmas Holidays
January	07	Return to School
January	25	Term 2 ends
February	01	Report Cards 7 - 12
February	18-22	Winter Break
February	18	Family Day
February	21	Teachers' Convention
February	22	Teachers' Convention
March	03	PD - <i>Early Dismissal (noon)</i>
March	19	Report Cards K - 6
March	19	Parent/Teacher Interviews p.m.
March	21	Good Friday
March	24-28	Easter Holidays
April	11	Term 3 ends
April	14	PD - <i>Early Dismissal (noon)</i>
April	16	Report Cards 7 - 12
May	05	Professional Development Day
May	19	Victoria Day
May	26	PD - <i>Early Dismissal (noon)</i>
June	11	Kindergarten Program
June	20	Kindergarten Registration
June	26	Teacher Work Day - No School
June	26	GRAD
June	27	Report Card Day - Pick up between 1:00 p.m. - 2:00 p.m.

SCHOOL LOGO:

"With Determination Comes Achievement."

To achieve these objectives, certain guidelines and procedures are established to promote healthy growth, the development of responsible individuals, and a pleasant learning environment.

STUDENT RIGHTS AND RESPONSIBILITIES:

1. I have the right to learn.  
It is my responsibility to follow instruction and participate in the Learning process.
2. I have the right to be treated with respect and courtesy.  
It is my responsibility to treat others with respect and courtesy.
3. I have the right to feel safe in school.  
It is my responsibility not to threaten or physically harm anyone.
4. I have the right to hear and be heard.  
I have the responsibility to listen attentively and courteously to others.

STUDENT CONDUCT AND DUTIES

- A. The Education Act states that students will:
- attend school regularly and punctually;
  - provide themselves with supplies and materials not furnished by the board of education
  - observe standards approved by the board of education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of others;
  - be diligent in their studies;
  - conform to the rules of the school approved by the board of education and submit to such discipline as would be exercised by a kind, firm and judicious parent.
  - be accountable to the staff for their conduct on the school premises during school hours or while engaged in authorized school activities
  - be accountable to the principal for their general deportment at any time that they are under the supervision of the school including the time spent in traveling between the school and their place of residence;

B. Medstead Central School Policy & Procedures

General student conduct and duties follow our belief statement. This says we will respect ourselves, others, and property; will maintain a safe supportive environment, and are responsible for our behavior and quality work.

Therefore:

1. Students are required to supply a note from their parents stating the reason for absenteeism. Alternatively, parents may choose to inform the school office by phone.
2. Students who must leave the school during the day must inform their homeroom teacher and the principal. (a note or phone call from the parent is requested) Kindergarten to Grade 6 students must be picked up by the parents or will be released only with definite parent direction.
3. A note indicating an expected absenteeism is most helpful to the bus drivers and the school.
4. Students absent from school are required to make the necessary arrangements and effort to obtain and complete missed work and assignments.
5. If students have to be absent for scheduled exams, parents are required to contact either the specific teacher involved or the school office.
6. Students are required to wear clothing suitable to the season and in a manner appropriate to the school. Suggestive clothing and clothing considered to be in bad taste will not be permitted.
7. During inclement weather students are requested to remove outdoor footwear upon entering the school.
8. Students are required to store their outdoor clothing in their lockers and if lockers are unavailable then use the hooks provided in rooms and in the hallways.
9. Students are required to provide themselves with adequate gymnasium apparel (i.e. gym suits, or clothing used specifically for gym classes and shoes with non-marking soles).
10. Students are required to exercise care by not running in the halls.
11. Students are required to eat their lunch in their respective homerooms. We ask that no food or drinks be consumed in the hallways, gymnasium and library.
12. Any damage to school property shall be reported immediately to the principal. The specific circumstances will dictate whether the student(s) involved would be required to pay some or all of the damage cost.
13. Students from K - 11 are required to have written

permission from his/her parents to leave the school grounds during the school day or to ride on a bus other than their own or to cover any other circumstance which is not considered routine. If students do not have a note and there is a need to go downtown then they are required to get permission from the principal. Our school is not an open campus facility and students are not supervised if they leave our grounds. As such we wish that parents limit the accessibility of owntown trips to when only necessary.

14. Grade 12 students have downtown privileges during the noon hour or as may be arranged with the principal and/or staff as required. This privilege is granted on the honor system and any misdemeanors may result in the removal of the privilege.
15. Smoking privileges are granted to students who are in grade 10. This privilege shall be subject to smoking provisions as set out in the Division Policy. (LSSD school buildings and properties are smoke free)
16. Smoking will be confined to the designated area south of the school in the arena parking lot and permitted only during morning, afternoon breaks, and noon hour.
17. Lockers have been provided in the hallways, gym change rooms and the Home Economics room for the safe keeping of personal property. The school will not be held responsible for lost or stolen articles. School locks will be provided free of charge as part of the caution fee. School locks will be the only locks used on school lockers to assure safety and to allow for control over acceptable usage / storage of items.
18. It is the responsibility of each student to maintain their person, desk, locker, and classroom in an acceptable condition.
19. The S.R.C. telephone has been installed for the convenience of the students. The monthly rent of the telephone is the responsibility of the S.R.C., and it is to be used for local calls only. With permission, long distance calls may be placed, collect, through the office phone (342-4600) and a record of all collect calls must be maintained.
20. Use of the drink machine shall be confined to break periods and noon hour.
21. Town students are required to either remain in the school or wait on the school grounds, until the buses have cleared the bus loading zone after school. Students may leave the school prior to buses leaving provided the

- principal has monitored traffic so see that no danger is evident. Students leaving prior to buses must stay on the sidewalks or the edging but off roads.
22. Telephone calls to students or staff should be made during breaks or at noon.
  23. Students are required to be punctual. They are to be in their Homeroom immediately after first bell in the morning for messages and O Canada. At the end of the day they are to return to their Homeroom for cleanup.
  24. Students shall take the necessary books and materials for Periods 1 & 2 at 9:00 and for Periods 4 & 5 after lunch.
  25. Students not having a scheduled class shall work in an assigned room.
  26. Students are not permitted to wander the hallways during class time. The use of the bathroom is to be confined to the breaks and noon period(with exceptions).
  27. Students bringing a vehicle to school should park south of the school or in the arena parking lot. No student will be allowed to use their vehicle during school hours to travel uptown without principal or homeroom teacher approval. Vehicles should not be driven near the busses during morning drop off or afternoon loading times.

#### LINES OF COMMUNICATION

The link between home and school is very important to Medstead Central. We encourage parents to use the lines of communication if there are any concerns regarding their child. To ensure that there isn't any misinformation we ask that parents contact the following people, in order, when a problem arises.

1. Teacher
2. Principal
3. Director of the School Division or appropriate Superintendent from Cental Office
4. Board of Education

#### EXTRACURRICULAR ACTIVITIES

Participation in school activities is a privilege. Students wishing to take advantage of this privilege are expected to:

- be punctual
- exhibit appropriate behavior

- respect others involved (coaches/teammates/visitors/etc)  
Rides home will be arranged by parents.

Health forms need to be completed before students are allowed to participate.

#### STUDENT REPRESENTATIVE COUNCIL

1. The Medstead Student Representative Council is composed of an elected president, vice-president, secretary, treasurer, vice treasurer and volunteer representatives from each grade.
2. The S.R.C. functions with the aid of staff advisors. All activities must be approved by the Principal.
3. S.R.C. meetings are to be held at noon hour as required.
4. Functions and purpose of the S.R.C.:
  - a) It shall organize and administer all student activities pertaining to the student body such as spirit days, etc.
  - b) It shall promote spirit and interest in academic and extracurricular activities.
  - c) It shall discuss student body concerns with the administration to foster genuine understanding.
  - d) It is responsible for raising funds which are to be utilized in the best interest of the student body. Student council funds may be used for student functions and to support student related activities.

#### EVALUATION OF STUDENTS

- a) The Living Sky School Division is committed to the concept of continuous progress in the Kindergarten to grade 6 area whereby pupils are able to proceed through the school curriculum in relation to their capabilities.

Promotion in Grades 7-9 (Middle Years) shall be by grade.

Promotion in Grades ten to twelve (Secondary) shall be by subject.

- b) The final marks given in a subject area will be arrived at by taking into account all aspects of the students efforts throughout the semester or year.

- c) Reporting periods will be scheduled to divide the year into relatively equal periods. Parent-teacher interviews are held twice a year. The first interview will occur the second week of October for all grades (K-12). The purpose of the pre-Report interview is to provide fairly immediate feedback to parents and students on the success or lack thereof in the various subject areas. The pre-Report interview is a pro-active move in order to make the student and parent aware of what has to be improved upon in order to gain better success in subject areas.

Interviews may be requested at any time as communications between home and school is a very important aspect of students' needs and progress and should, therefore, not be restricted in any way. Open and healthy communication is a vital concern.

- d) **Evaluation**  
Promotion shall be under the jurisdiction of the principal of the school, and under the general supervision of the Director of Education, with consultation with the parents. Where more than one teacher instructs in any one grade, class clinics shall be held to discuss promotion and to decide in individual cases.

Elementary

Evaluation shall be on-going, based on daily work.

- Unit-end tests may be used as a regular evaluation device.
- Placement shall be based on the concept of continuous progress whereby students have the opportunity to proceed according to their ability.

Middle Years (Division III)

- Evaluation shall be ongoing based on daily work.
- Unit end tests may be used as a regular evaluation device.
- A final comprehensive exam shall be used in all subjects to account for not more than 30% of a student's final grade. The remaining 70% of the final standing shall be based on years work.
- If a student's progress is unsatisfactory in any subject then he/she should be considered for involvement in alternative programming and/or the

learning assistance program.

- Students in the Middle Years may be considered for recommendations by subject according to the following guidelines:

a) have achieved a subject average of 70%.

b) must write at least two subjects, one of which must be English or Social Studies and Mathematics or Science

c) Subject selection will be determined by the staff with consideration to the following:

- subject selection on the basis of marks (students write subject with lowest standing)

- in the event of marks being similar, selection of subjects written be determined by the student.

d) Recommends are to be posted two school days prior to the commencement of June exams.

#### Secondary (Division IV)

- For grade ten and eleven core subjects, the final comprehensive exam shall account for at least 30% and not more than 50% of the student's final mark; the other portion of the mark shall be based on the year's work.

- For grade twelve subjects where teachers are accredited, the comprehensive final exam shall account for at least 30% and not more than 50% of the student's final mark; the other portion of the mark shall be based on the year's work.

- Supplemental examinations in grade ten and eleven may be written in the fall of the year at the discretion of the principal. The final mark of a student, in a subject in which they write a teacher prepared supplemental, shall be determined solely by the examination.

- When Departmental Exams are written the portion of the mark which the teacher provides to the Department will be 60% or as set by the Department.

- Grade standing of Division IV credit requirements: Successful completion of 24 credits accumulated as listed by the Department of Education. Generally these are as follows:

a) Grade 10 standing - For complete grade 10 standing, candidates entering grade 10 must acquire a minimum of eight credits. Students will however take a full load of subjects in Grade 10 that are offered since subjects at the Grade 10 level can be used for

credits in the total number of 24 required for graduation.

The compulsory subjects in Grade 10 are: English 10A and English 10B, one of Social Studies 10 or Social Studies History 10 or Native Studies 10, Science 10, Math 10, Wellness 10

b) For complete grade 11 standing, candidates must acquire a cumulated minimum of sixteen credits. English 20 and Math 20 are compulsory.

c) For complete grade 12 standing, candidates entering grade 12 in September, must acquire an accumulated minimum of twenty-four credits.

- The Division Board expects that, whenever possible, pupils in Division IV shall take the equivalent of eight or more credits in each academic year. It is to the advantage of the student to take more than 24 credits if the student is able. Each time a subject is dropped it puts a student at a disadvantage since post secondary requirements vary with the occupation. Most often students do not know what area they are going to pursue so dropping a class "closes a door" or removes the opportunity for that individual.

- The number of credits taken per year may be modified at the discretion of the principal in consultation with the Director of Education, the parent and the career counselor.

### PROTOCOL TO DROP A CLASS

If it becomes necessary to drop a class, the following procedure will be utilized:

1. Students fill out a form stating reasons for dropping the class.
2. Parents will sign form and contact principal.
3. Teacher and/or principal, parent and student meet to decide the student's request.

### GRADUATION

1. A banquet, closing exercises and a dance are held at the end of June to honor the grade twelve class of each school year.
2. Banquet invitations include the members of the clergy,

- guest speakers, Director of Education, Division Board representative, and Local Board. (Each grad is to receive 3 tickets to the banquet, to use as their choice.)
3. The public is invited to the exercises and dance.
  4. The grade ten and eleven classes are responsible for providing and decorating the gym and hall as required and for cleanup following.
  5. Eligibility for participation in graduation closing exercises of the Medstead Central School shall be established as follows:
    - a) A student must have the potential of obtaining a minimum of twenty-four credits as determined by the Department of Education to allow him/her to achieve a Grade XII standing in Saskatchewan by the end of the current school year.
    - b) Of these twenty-four credits, he/she must have passed or have the potential of passing all the necessary subjects and met all necessary credit requirements as identified in the Core Curriculum handbook.

#### COMMUNITY USE OF SCHOOL FACILITIES

##### A. General Regulations

1. The consuming of alcoholic beverages or use of tobacco products is not permitted in the school buildings or on school property.
2. Only rooms designated by the Local Facilities Committee are to be used.
3. Any group using the facilities must have a responsible adult supervisor to enforce the regulations.
4. Groups or organizations using school facilities will be responsible for any damage incurred by the group.
5. Applications and fees must be submitted 48 hours in advance to the Local Facilities Committee for approval and receive confirmation prior to use.
6. Users shall assume responsibility for the payment of janitorial services necessitated as a result of their event at rates established.

##### B. Gymnasium

1. Users shall assume responsibility for any loss or damage of property or equipment.
2. For all athletic activities - rubber soled non marking running shoes are required.

3. For meetings the public is requested not to wear footwear that would damage or mark the floor.
4. Consumable equipment will not be provided to groups using the gym. e.g.. badminton racquets or birds.

C. Local Regulations

1. Use of the school facility to house meetings of local organizations shall be without charge.
2. Other groups will pay \$10 per session.
3. Users may be charged an additional fee if school equipment is used at rates established by the Local Facilities Committee for the use of School Facilities.
4. Requests for use of the gym by the community will be considered using the following criteria:
  - a) the event cannot be held in other facilities.
  - b) it would be more convenient to use the gym.
  - c) it is required as an integral part of a community function.

STUDENT FEES

1. Division I & II  
\$15.00 per student or \$40.00 per family
2. Division III & IV  
\$25.00 per student or \$50.00 per family  
- Extra Curricular (sports, drama, etc.)

Note: These fees are yearly costs and are not returnable in June. Student fees are used to offset the high cost program such as art, music and PAA. Funds are also used to provide "whole school" programming and presentations. A certain amount of the funds replace the former "caution fee" that was charged to recover costs incurred to books and school materials. The school reserves the right to additional charges for individual students responsible for willful damage to the school buildings or materials or for specific projects (such as PAA or Art) that require unique materials.

## STAFFING

### A. Medstead School Staff

- |                          |                               |
|--------------------------|-------------------------------|
| 1. Kindergarten/Gr. One  | - Mrs. Stacy Hill             |
| 2. Grade Two/Three       | - Mrs. Tara Haryung           |
| 3. Grade Three/Four      | - Mrs. Carol Wiebe            |
| 4. Grade Five            | - Mr. Terrel Hill             |
| 5. Grade Six             | - Mrs. Rae Short              |
| 6. Grade Seven/Eight     | - Mr. Dean Findlay            |
| 7. Grade Nine            | - Mr. Greg Knot               |
| Vice-Principal           |                               |
| 8. Grade Ten             | - Mr. Geoff Goldsworthy       |
| 9. Grade Eleven          | - Mrs. Audrey Jones           |
| 10. Grade Twelve         | - Mr. Brian Crawley           |
| 11. Learning Assistance  | - Mrs. Lisa Knot              |
| 12. Phys Ed              | - Mr. Lane Buswell            |
| 12. Secretary - Clerical | - Mrs. Lee-Ann Drieschner     |
| 13. Library Aide         | - Mrs. Bonnie Joe             |
| 14. Janitorial           | - Mrs. Vicky Kahl             |
|                          | - Mrs. Bonnie Lybeck          |
|                          | - Mrs. Bonnie Joe             |
| 15. Teacher Aides        | - Mrs. Margaret Bargaen       |
|                          | - Mr. Jamie Buziak            |
|                          | - Mrs. Cristine Dunk          |
|                          | - Mrs. Connie Gatzke          |
|                          | - Mrs. Amanda Klassen         |
|                          | - Mrs. Sheryl Ludwig          |
|                          | - Mrs. Lynne Moore            |
|                          | - Mrs. Brenda Robertson       |
|                          |                               |
| 18. Principal            | - Mr. Kelly Schneider         |
|                          |                               |
| Division Board Trustee   | - Mr. Ken Arsenault           |
|                          |                               |
| School Community Council | - Mr. Terry Orange - Chairman |
|                          | - Mrs. Bonnie Joe             |
|                          | - Mrs. Cara McClean           |
|                          | - Mr. Dave Siegel             |
|                          | - Mrs. Margaret Siegel        |
|                          | - Mr. Rich Sommerfeld         |
|                          | - Mrs. Sandra Sommerfeld      |
|                          | - Chelsea Gatzke              |
|                          | -                             |
|                          | - Mr. Greg Knot               |
|                          | - Mrs. Rae Short              |
|                          | - Mr. Kelly Schneider         |

S.R.C. EXECUTIVE, STAFF ADVISORS

President	- Chelsea Gatzke
Vice President	- Erin Hill
Secretary	- Shae Dunser
Secretary	- Darren Enns
Treasurer	- Hillary Klassen
Vice Treasurer	- Aleta Martens
SRC Advisors	- Mrs. Audrey Jones

BUS ROUTES

A. Conveyance of Pupils

The Board of Education approves the provision of transportation services within the Division in accordance with Provincial Legislation and Board Regulations. Safety shall be the highest priority of the Board.

B. Bus Scheduling and Routing

Gary Bargaen	- Rabbit Lake - Medstead
Jamie Buziak	- Birch Lake - Medstead
Sharon Harms	- Park Bluff, Robinhood - Medstead
Wilderika Larson	- Pineview, Cater - Medstead
Bonnie Lybeck	- Belbutte - Medstead
Jesse McNabb	- Artichoke - Medstead
Randy Werstroh	- Cochin - Medstead

C. Student Conduct on Buses

1. After boarding the bus, students are to proceed to their seats as assigned by the bus driver and remain there unless told to move by the driver.
2. No student may leave the bus on the way to or from school except when written permission from the parent is handed to the driver.
3. The students shall not misbehave on the bus. Rowdiness, vandalism, rudeness and profane language shall be reported to the Principal by the bus driver.
4. Alcohol, illicit drugs and firearms are prohibited from school buses. No one shall smoke on a school bus at any time.
5. Students shall not tamper with doors or windows or any other part of the bus. Any willful damage to the bus shall be reported to the school Principal.
6. In the winter time, students shall wear sufficient clothing to protect them from the weather in the event of a delay on the road.

7. Students must obey the driver promptly and respectfully.
8. Objects shall not be thrown out of the bus, and the students shall not extend any limb or other part of his or her body out of the bus.
9. The students shall be on time, both at the school and at the pick-up point.
10. Students not riding on the bus shall ensure that the driver is notified.
11. Students shall not distract the driver by engaging him or her in excessive and/or frequent conversations.
12. The driver shall report to the principal of the school any misconduct or opposition to authority on the part of any pupil, and the Principal after inquiring into the case, shall deal with it as follows:
  - a) Warn the student.
  - b) The Principal should inform the parent of the student concerned and the Director of Education as well as the Sub-Division Trustee concerned of discipline problems.
  - c) If no improvement results from the above, the Principal, Director of Education and Sub-Division Trustee should take action regarding the possible suspension of bus privileges. The Division Secretary-Treasurer will be notified and he/she will forward a letter to confirm suspension of school bus privileges to the parents concerned. Suspension of school bus privileges shall be for no less than three days. Suspensions will be reviewed by the Board of Education.
  - d) All suspensions shall be subject to the principles of natural justice.

D. Other School Bus Policy

1. The bus driver shall have the right to refuse service to any students whom he/she feels is inappropriately attired. It is the parents' responsibility to see that children are wearing appropriate clothing during the winter months so they are adequately protected during cold weather.
2. In view of the fact that bus drivers are the best judge of their specific routes, it is left to the discretion of the bus driver to decide if he/she will operate the bus when weather and road conditions are in doubt. It is the parents' responsibility to decide whether their children shall travel on the bus in these circumstances. In the event that weather conditions deteriorate after the

children have been delivered at school, the bus driver shall use his/her discretion as to when he/she will pick up his/her passengers from school. It is the responsibility of the driver to notify the appropriate parents on his/her route regarding concerns of weather or alterations from the normal routine.

In the event of excessively cold weather, the buses may elect to pick up students one hour later in the morning and will arrive at school at 10:00 a.m.

3. Students riding a bus other than their normal route must have parent permission as provided by a note which must be signed by the Principal or Vice Principal and presented to the bus driver.

It is the responsibility of the student to inform their bus driver of the change.

#### IN CASE OF A FIRE ALARM

1. All classes shall use the nearest exit doors of the school and line up in the arena parking lot.
2. Each teacher shall instruct their class(es) as to the procedure used to evacuate the school building.
3. Emphasis shall be placed on human safety and the need for calmness in the event of a real situation. (material items to be left behind)
4. The secretary will give the class register to each home room teacher. Each teacher shall account for the students present in their respective classes.
5. Report any missing students to the principal.
6. All personnel will return to the school when the acting administrator gives permission to do so.

#### SCHOOL LOCK DOWN

In the event the school needs to be "locked down" due to a threat to students, a protocol is in place for the safety of the school population.