

KINISTINO PUBLIC SCHOOL

“Home of the Blues”

STUDENT HANDBOOK

2020-21

**Box 650
Kinistino, Saskatchewan
S0J 1H0**

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Saskatchewan Rivers Public School Division #119

**Education Centre
545 – 11th St. East
Prince Albert, Saskatchewan
S6V 1B1**

Telephone: 306-764-1571

MISSION STATEMENT

“Our learning community will provide a safe and caring environment for all students. Students will develop literacy and problem solving skills and an ability to access, use and communicate information. They will become compassionate individuals who accept their social responsibilities. To ensure these goals are achieved, a structured success plan will be implemented, monitored and adapted.

MESSAGE FROM ADMINISTRATION

The school staff and community volunteers provide an excellent academic program and many exceptional extra-curricular opportunities for our students.

Although student learning is the fundamental objective at Kinistino Public School we take pride in creating a welcoming environment where all students belong. Our school community provides many opportunities for students to discover their passions and learn and grow as an individual.

Our traditions run deep and we work hard to uphold what those before us have created while forging a new path together. We are working hard to enhance our students' academic learning with skills of leadership and citizenship. We encourage our students to be innovative and to take ownership of their own learning and futures.

The students and staff are grateful for the continued support of the community and the Saskatchewan Rivers Public School Division. We look forward to working with you in 2020/2021.

J. Kulchar
J. Wilkie

Kinistino Public School Staff 2020-2021

ADMINISTRATION

Ms. J. Kulchar – Principal
Mrs. J. Wilkie– Vice-Principal

ELEMENTARY STAFF

Mrs. S. Slind – Pre-Kindergarten (.5)
Mrs. L. Gariepy – Kindergarten
Ms. L. Lussier – Grade 1
Mrs. L. Sinclair – Grade 2
Ms. J. Hunt – Grade 3
Mrs. S. Larson – Grade 4/5
Miss C. Zenner – Grade 5/6

HIGH SCHOOL STAFF

Mrs. A. Dams
Mr. S. Larson
Mrs. C. MacGillivray
Mr. S. Roos
Mr. T. Rumpel
Mr. A. Svenkeson
Mr. L. Tilford

EDUCATIONAL SUPPORT STAFF

Mrs. P. Fraser

SUPPORT STAFF

Ms. D. Clayton –Educational Associate
Mrs. J. Drapak –Educational Associate & Librarian
Ms. J. Hadland –Educational Associate
Mrs. J. Hansen –Office
Mrs. C. Ilnisky –Educational Associate
Mrs. K. Kilberg –Educational Associate
Mrs. M. Taylor –Educational Associate

CARETAKERS

Mrs. K. Dahl Ms. K. Cartier Mr. D. Ryhorchuk

SCHOOL DAY SCHEDULE

Kindergarten to Grade 6

8:45 - 9:40 Period 1
 9:40 - 10:30 Period 2
 10:30 - 10:45 Break
 10:45 - 11:40 Period 3
 11:40 - 12:35 Period 4

12:35 - 1:20 Noon

1:20 - 2:10 Period 5
 2:10 - 2:24 Break
 2:24 - 3:20 Period 6

High School Grade 7 - 12

8:45 - 9:40 Period 1
 9:40 - 10:35 Period 2
 10:35 - 10:45 Break
 10:45 - 11:40 Period 3
 11:40 - 12:35 Period 4

12:35 - 1:20 Noon

1:20 - 2:20 Period 5
 2:20 - 3:20 Period 6

The following alternate schedule to accommodate staggered breaks will be used until further notice:

	Group A K, 2, 4/5	Group B 1, 3, 5/6	Group C Gr 7-9	Group D Gr 10-12
AM Break	10:15 -10:30	10:40-10:55	10:25-10:35	10:40-10:50
Lunch	Eating – 12:35-12:55 Playground – 1:00-1:20	Playground – 12:35-12:55 Eating– 1:00-1:20	Homeroom 12:35-1:20	Homeroom 12:35-1:20
PM Break	2:20 -2:35	2:00 -2:15	N/A	N/A
Dismissal	3:10	3:20	3:10	3:20

The playground is supervised from 8:30 until classes begin in the morning, during recesses and at noon. It is important that children do not come to school before 8:30 a.m.

Students are expected to behave in a responsible manner and to respond to the direction of supervisors.

Elementary students are not allowed to leave the school grounds during noon hour, unless they regularly eat lunch at home.

STUDENT FEES

High School

Caution Fee (see below) \$25
 Student Fee \$20
 Yearbook (optional) \$35
 Lock (optional) \$ 6
 Home Ec/l.A. \$ 5 (covers both)

Elementary

Student Fee \$20
 Supply Fee \$30
 Yearbook (optional) \$35

**We have decided to not collect the \$20 student fee at this time but may ask families to pay the fee later on in the school year. Please have your child pay all other applicable fees as quickly as possible.

ALL CHEQUES PAYABLE TO KINISTINO PUBLIC SCHOOL.

CAUTION FEE: Grade 7 and new students will pay the \$25.00 caution fee. The caution fee is returnable to students leaving the school, providing there is no loss or damage to school property. This fee must be replenished following any withdrawals due to loss or damage. All returning students must bring their caution fee up to the \$25.00 level.

STUDENT FEE: All students - \$20.00. This fee is to supplement the cost of extra-curricular trips, guest speakers, and special events throughout the school year

SUPPLY FEE: Gr K-6 - \$30.00. This fee is to cover the cost of student school supplies purchased by the school.

YEARBOOK FEE: Optional - \$35.00 per yearbook.

LOCK FEE: **An optional fee of \$6.00 per lock is charged to cover the cost of locks. A refund of 50% will be given to students who return locks upon leaving Kinistino School. If the student has a lock(s) from the previous year, they do not pay this fee.**

SUBJECT FEES:

- a) Computer – Students must purchase their own **USB** drives.
- b) Home Ec/I.A. – To cover consumables

STUDENT WORK HABITS

Success in school requires commitment and dedication on the part of the students. Accepting responsibility for their achievements and activities is the key to success. At Kinistino Public School, we want our students to succeed. We believe the following practices are essential to that success.

- (a) Regular attendance and punctuality is crucial for student success.
- (b) Complete all assignments on time.
- (c) Being an active student creates positive life-long learning habits.
- (d) Organization is key to success in achievement.
- (e) Time management is essential to being prepared and confident in all you do.

COURSE OFFERINGS INFORMATION

1. PROVINCIAL CREDIT REQUIREMENTS

- (a) For complete Grade 10 standing students must acquire a minimum of 8 credits at the Grade 10 or higher level. English 10 (2 credits), History 10, Math 10, Wellness 10 & Science 10 are compulsory.

- (b) For complete Grade 11 standing, students must acquire a minimum of 16 accumulated credits. Six of these credits must be at the Grade 11 or higher level. English 20 & Math 20 are compulsory.
- (c) For complete Grade 12 standing, students must acquire a minimum of 24 accumulated credits. Five of these must be at the Grade 12 level. English 30 (2 credits) and History 30 are compulsory.

2. POST-SECONDARY EDUCATION

Students wishing to enter post-secondary education are encouraged to choose classes which will allow them some flexibility. Students must acquire at least 24 credits by Grade 12 to get a Grade 12 Diploma.

3. SCHOOL CREDIT POLICY

Kinistino Public School requires the following minimum credits per grade level:

- Grade 10 - 9 credits
- Grade 11 - 9 credits
- Grade 12 - 8 credits

Anyone deviating from these requirements must get permission from the Principal.

4. LONG DISTANCE EDUCATION

Calculus/Math 110 may be offered through Carlton Extension Campus.

STUDENT TIMETABLE CHANGES

- 1. The last day for dropping or changing subjects in Division IV is two weeks after the starting day of the semester.
- 2. After this date, any student who still wants to drop a subject must get permission from their parents and school administration.
- 3. Grade 10-12 students, who after a term have a failing mark in a subject, may have to give up the number of spares equal to the number of periods designated to that subject.

SCHOOL RULES AND REGULATIONS

1. GENERAL

The rules of the school are consistent with good character. The school model of good character is based on Josephson's Six Pillars of Character; trustworthiness, respect, responsibility, fairness, caring, and citizenship.

2. SERIOUS INFRACTIONS

Persistent failure to do school work, damage to school or personal property, truancy, smoking or vaping on the school grounds, rough language or undesirable behaviour around the school, persistent disobedience or defiance of authority could be interpreted as serious infractions and could result in immediate suspension of the student(s) concerned. Anyone caught stealing will be suspended, and parents or guardians will be called in to discuss the matter.

3. ABSENTEEISM

When a student is absent from school due to illness, the parent or guardian is asked to notify the school prior to 8:45 a.m.

4. RECORD OF LEAVING SCHOOL

Date	Name	Late Arrival Time	Leaving & Returning Out In	Leaving Early Time	Reason	Permission From
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* Failure to complete this record or to give false information may be considered a **serious infraction** of the school rules.

- (a) Grade 7-9 students may leave the school grounds at noon hour only. During the break in the morning they must remain on school grounds. For Division III students to sign out, they must have their parent's permission.
- (b) Grade 10-12 students are exempt from signing out at noon hour only. However, if they have a spare in period 5 and do not plan on returning until period 6 they should sign out at noon and sign in when they return.
- (c) Any Grade 7-12 student leaving the building during school hours must complete the sign out sheet **AND** notify the office prior to leaving.

5. LATE POLICY

Students who arrive late for class will meet with the classroom teacher to discuss why the student is late.

6. ENTRANCE/FOOTWEAR

***All exterior doors to the school will be locked after 9:00 am every day. All students/parents/visitors arriving after that**

time will be required to enter the school through our main entrance by the office. Students in Pre-K to Grade 6 are expected to remove their outside shoes at the school entrance and wear indoor shoes within the school. Grade 7-12 students should use their own discretion and clean or remove outdoor footwear when necessary.

7. LOCKERS

Lockers are provided by the school. All locks applied to these lockers must be registered at the school. The school is not responsible for valuables not properly secured in lockers.

8. PROHIBITED PRODUCTS

1. All students shall not be in possession of any prohibited substance, including but not limited to, alcohol, tobacco, marijuana, vaping, juul, etc. in the school building or on school property owned by the Saskatchewan Rivers Public School Division #119.

2. Any student suspected to be under the influence of alcohol/narcotics during school hours or attending any school function will result in suspension and exclusion from curricular and extracurricular activities.

9. BAND INSTRUMENTS

Instruments must be kept in the Band Room, not the home room.

10. MORNING AND AFTERNOON BREAKS

High school students are given a ten minute break in the morning only. During this break students are expected to collect their books for the next two classes, as well as using the bathroom facilities. Interruptions to on-going classes should be avoided.

Elementary students are expected to be outside during the recesses and before school starts unless it is unusually cold or wet. Appropriate clothing and footwear is essential. All clothing, including boots and shoes, should be marked so that misplaced items may be identified and returned. Elementary students should be entering/exiting the school through their assigned doors.

11. TELEPHONE

Students should not expect to make or receive phone calls during class time. Only in the case of emergency situations will students be called out of class to receive incoming phone calls.

A student phone is located in the mall area. Please try to keep phone use to a minimum.

12. USE OF VEHICLES

If parents give permission for a vehicle to be brought to school, they should give their son/daughter **precise instructions** on the use of that vehicle during the school day. Students are to park their vehicle in the area designated as student parking.

13. BICYCLES

Bicycle racks are provided for students who wish to ride their bicycles to and from school. Students are encouraged to securely lock all bicycles in the rack. Students will lose the privilege of bringing their bicycles to school if they ride them on the playground.

14. STUDENT CLOTHING AND APPAREL

Students are expected to wear appropriate clothing to school. The school frowns upon the wearing of clothes that advertise alcohol, contains swearing, has sexual connotations or is inappropriate for a public place. Students wearing inappropriate clothing (including hats) will be asked by their classroom teacher to change their clothes (if none available then turn it inside out). The student will then be asked not to wear the clothing to school again. Staff members may call home to remind parents of the policy on student clothing.

15. CELL PHONES/ELECTRONIC DEVICES

We ask that K-6 students refrain from bringing a cell phone to school. Gr. 7-12 students may bring cell phones/electronic devices to school, but we ask that they do not use them during class time unless permitted by their teacher. Gr. 7-12 students may use them before school, during first break and at lunch hour. Students may be asked to place their device in a designated spot within the class during instructional/work time. Devices that are used by the student without teacher permission during instructional/work time will be taken to the office. Students will be able to retrieve their device from the office at the end of the day for the first and second infraction. The third infraction will require a parent to pick up the student's device at the end of the school day.

16. DISPLAYING PHYSICAL AFFECTION

Overt visible signs of physical affections such as kissing, embracing, and fondling are not acceptable forms of public behaviour within a school environment. Students are expected to demonstrate restraint, discretion, and self control while on school grounds and during school related activities.

17. SPARES

Grade 10-12 students who have spares in their timetables are expected to be responsible, whether they choose to work at home or in the mall area outside the offices. Students on spares who want to use the library must receive permission from the librarian or supervising teacher. Students who abuse their privileges on spares may be designated to a workspace in the office or asked to leave the building during spares.

18. GRADUATION

Grade 12 students will only be allowed to take part in the graduation ceremonies if they are enrolled in the appropriate classes and appear to have the potential to graduate.

SCHOOL DISCIPLINE POLICY

STUDENT CONDUCT AND DUTIES WITHIN THE CLASSROOM

1. **Trustworthiness**
 - be reliable
 - be honest
 - integrity
2. **Respect**
 - be courteous and tolerant
 - do unto others as you would have them do unto you
3. **Responsibility**
 - be accountable
 - pursue excellence
 - continuous improvement
4. **Fairness**
 - process
 - equity
 - impartiality
5. **Caring**
 - listen, excel, pay attention to other people
6. **Citizenship**
 - do your share
 - obey the law

Consequences:

- | | |
|---------|-------------------------------------|
| Step 1) | Teacher talks to student. |
| Step 2) | Teacher talks to student's parents. |
| Step 3) | Teacher/Student/Principal |

INTRAMURAL/EXTRA-CURRICULAR ACTIVITIES

1. GRADES 3 TO 6 STUDENTS: These students participate in a noon hour program which includes a variety of athletic and academic activities. Point standings are kept throughout the year for a three house system – Black Panthers, Green Lightning, and Yellow Dynamite.
2. GRADE 7-9 STUDENTS: Staff and students all belong to one of three houses: Sakatowins, Pharaohs, or Spartans. Athletic activities, academics, and participation are the

source of accumulated points to determine the winning house at year end. House games are played at noon.

3. GRADE 10-12 STUDENTS: Intramural activities are organized for any Division IV students interested in participating.

4. EXTRA-CURRICULAR ACTIVITIES
Kinistino Public School offers a wide range of activities which are an extension of regular programs offered in everyday classes. Every student is encouraged to participate in as many activities as he or she might wish.

Some of the activities are:

Drama	Volleyball	Band
Badminton	Basketball	Student Council
Yearbook	Tech. Club	Track and Field
Darts	X-Country	

TEAM TRAVEL POLICY

PART A: STUDENT TRANSPORTATION

STATEMENT OF POLICY:

Kinistino Public School expects all students who:

1. are members of a school team
2. who accompany a school team
3. are a member of any group or classroom within school **to travel, as a group, to and from the school authorized event.**

Team Travel: All school teams will be transported by our division's 15 passenger van when available. If alternate transportation is required by parent drivers, **each driver must complete a drivers authorization prior to travel and each student must have a parental consent form signed.** Forms must be updated yearly.

PROCEDURES:

If a student wishes to deviate from this policy (ie. travel back from an event with someone other than the school group or that student's parent/guardian), the following guidelines must be followed:

1. The student(s) must have reasonable reasons for doing so. Coach/Administration will decide.
2. The student(s) parent/guardian must notify the coach of the alternate arrangements and who will be responsible for the supervision of their child prior to the event.

AWARDS AND SCHOLARSHIPS

1. SCHOLARSHIPS

A current list of school scholarships are given annually to the grade 12 students and can be obtained any time from the main office.

2. AWARDS

The school gives a variety of academic, athletic, leadership, and activity awards annually at the June awards evening.

ADDITIONAL INFORMATION

Attendance - regular school attendance is the responsibility of the parent and pupil and is required by the Education Act. Regular attendance and promptness to class are necessary to assure the continuity of the educational process. Time lost from class is irretrievable and absences tend to disrupt the flow of the instructional program. Student success is the ultimate goal of a school attendance policy and procedure.

Attendance is taken by class.

If a student is absent from school, the following is required:

- 1. Notification from the parent/guardian is required. The parent/guardian is to notify the school of any absence and provide a reason for the absence.**
- 2. The parent/guardian should also contact the school if the student is required to leave school at some time other than at the end of the school day.**
- 3. Students must sign out if leaving school early and also must check out at the office.**

Students whose homes do not have a telephone are required to bring a note to explain their absence on the day of their return.

Missed Exams - a student who is legitimately unable to write an exam on the date scheduled is **responsible** for informing the teacher prior to the exam date so that alternate arrangements can be made. If an exam is missed due to unforeseen circumstances and no prior arrangements have been made then

it is the **responsibility of the student** to make arrangements to write the exam immediately upon returning to school.

Late Assignments - assignments count for a major portion of a student's grade and we expect students to be responsible.

Educational Support – Educational Support – Kinistino Public School provides programming for students with intensive or diverse academic, behavioural or physical needs. Inclusion and Intervention Plans (IIPs) are developed for students, as necessary. Students may receive additional support from the Educational Support Teachers (EST) and/or Educational Associates (EAs) in their classes.

Library – Early experience with books helps to motivate children to read and to develop a lifelong love for books. Borrowing books is encouraged, whether for pleasure or for research. Every student is encouraged to sign out books. With this comes the responsibility of caring for and returning books to the school when they are due. Students who have not returned books from the previous school year will not be allowed to borrow books from the library until the books are either returned or paid for.

Important Information – A monthly calendar will be sent home with students at the beginning of each month. All other important events or news from the school will be either emailed or texted throughout the month through School Messenger.

Spirit Days –

Students will have the opportunity to take part in Spirit Days organized by the SRC and will be advertised via posters in the school. Special events are considered to be a part of our school day therefore attendance by students is mandatory.