
M.C. Knoll School Handbook

2022/2023





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General Information



General Information

M.C. KNOLL SCHOOL K-8
387 Darlington St. E., Yorkton S3N 3Y9
PH: 786.5540 FAX 786.5544

Phil Adams - Principal

Julie Parisloff - Vice Principal

Charlene Buchholzer - Administrative Assistant



Introduction

The handbook is intended to serve as a guiding document for our M.C. Knoll students and families. This handbook covers a number of important school procedures, policies, and guiding principles which students and their families should be aware of. At M.C. Knoll School we strive to create a positive school experience for all of our Knights which caters to their individual needs and develops our students into the community leaders of tomorrow.

At M.C. Knoll School we often refer to our motto: **Relationships, Growth, Community**.. We believe these three pillars are key to school success and success later in life.



Good Spirit School Division Strategic Plan

Vision: "Learning Without Limits...Achievement For All"

Mission: "Building Strong Foundations to Create Bright Futures"

Values: "Belonging, Responsibility, Respect, Learning and Nurturing" Motto: "Students Come First"

M.C. Knoll School Motto and Values



Our Motto:


Relationships, Growth, Community

Our Values:

<i>Relationships</i>	Growth	Community
<ul style="list-style-type: none">● Knights are kind● Knights are supportive● Knights are respectful	<ul style="list-style-type: none">● Knights learn● Knights work hard● Knights always improve	<ul style="list-style-type: none">● Knights are safe● Knights belong● Knights have fun

Our Staff

2022/2023 Staff List

Mr. Adams (Principal)	Mrs. Morley (Grade 4)	Mrs. Jarvis (SST)	Mrs. Somogyi (E.A.)
Mrs. Parisloff (Vice-Principal)	Mr. Vaughan (Grade 5)	Mr. Schendel (P.E.)	Ms. Langridge (Library)
Mrs. Bishop (Kindergarten)	Mrs. Huang (Grade 5/6)	Mr. Yemen (Band)	Mrs. Fleury (Library)
Mrs. Kuschak (Grade 1)	Ms. Knight (Grade 6 and SST)	Ms. Trost (Intern)	Mr. Kendel (Caretaker)
Mrs. Reeve (Grade 1/2)	Mrs. Erhardt (Grade 6 and LLI)	Mrs. Harman (School Counsellor)	Mr. Swanson (Caretaker)
Mrs. Diduck (Grade 2)	Mrs. Laviolette (Grade 7)	Mrs. Buchholzer (Admin. Assistant)	
Mrs. Budz (Grade 3)	Mrs. Dutcheshen (Grade 7/8)	Mrs. Grant (E.A.)	
Mrs. Michalchuk (grade 3/4)	Mr. Jordan (Grade 8)	Mrs. Bartley (E.A.)	



School Fees

The SCC approves school fees each year. This year, they are:

Kindergarten - \$30.00 – Supplies

Gr. 1, 2, 3, 4, 5, and 6 - \$60.00 – Supplies

Grade 5 band fee - \$50.00

Grades 6 - 8 band fee - \$85.00

Gr. 7 - 8 - \$40.00 – Adventure Education

Periodically throughout the year a fee may be charged to recover the costs of extra - curricular activities or field trips. M.C. Knoll School has funds in place to support families with these additional costs if needed.



The School Day

Daily Schedule

Grades 3-6			Grades K-2 and 7-8		
PERIOD	Schedule	Minutes	PERIOD	Schedule	Minutes
8:35 - 8:50	Before School	15	8:35 - 8:50	Before School	15
8:50 - 9:35	Period 1 (includes extra time for morning announcements)	45	8:50 - 9:45	Period 1 (includes extra time for morning announcements)	55
9:35 - 10:10	Period 2	35	9:45 - 10:30	Period 2	45
10:10 - 10:25	Recess	15	10:30 - 10:45	Recess	15
10:25 - 11:10	Period 3	45	10:45 - 11:20	Period 3	35
11:10 - 11:55	Period 4	45	11:20 - 11:55	Period 4	35
11:55 - 12:23	Noon Recess	28	11:55 - 12:23	Noon Lunch	28
12:23 - 12:27	Stagger time	4	12:23 - 12:27	Stagger time	4
12:27 - 12:55	Noon Lunch	28	12:27 - 12:55	Noon Recess	28
12:55 - 1:25	Period 5	30	12:55 - 1:35	Period 5	40
1:25 - 1:55	Period 6	30	1:35 - 2:15	Period 6	40
1:55 - 2:10	Recess	15	2:15 - 2:30	Recess	15
2:10 - 2:50	Period 7	40	2:30 - 3:00	Period 7	30
2:50 - 3:30	Period 8	40	3:00 - 3:30	Period 8	30
3:30	Dismissal	Dismissal	3:30	Dismissal	Dismissal



Starting the Day

- Supervision of students begins at **8:35**. To ensure safety, please keep children at home until just before then.
- It is important students arrive on time for their school day. The instruction provided in the morning is usually the foundation for the day.



The School Day

School Entrances

We ask that all students use their assigned entrances to alleviate congestion on the front door which is reserved for parents and guests. As we would in our own homes, all students are expected to remove their outdoor shoes at the entrance. If students arrive late, they are asked to go through the front door and check-in at the office.

Parking and Student Drop Off/Pick Up

Please arrange to pick up your child on the street or in the Heritage Baptist Church. We ask that you NOT use the staff parking lot or *the fire lane*.

Remember that using the staff parking lot for this purpose may be dangerous. We also ask that parents remind their children to not cross the staff parking lot during drop-off or pick-up. We know the street or church parking lot is a further walk for children but it is a safer alternative.



The School Day

Before and After School Program

The BASP is run by SIGN. They provide some childcare spots from 7:30 –8:45 a.m. and 3:30 – 5:30 p.m. on school days. For inquiries, please contact the SIGN building – 306-783-9409, as the school is not involved in this program. Spaces are available on a first-come, first-served basis.

Morning and Afternoon Attendance

Parents are asked to phone or text the school to notify us if their children will not be attending class at any time. An automated call will go out to family of students who are absent without explanation. Please contact the school if you receive an automated call. In the afternoon, families will be contacted by the office.

Administrative [Procedure 307, Safety of Student Arrival](#) will be followed.



Front Driveway

At M.C. Knoll School we are very lucky to have a designated driveway at the front of the school. In this driveway, priority is always given to school busses before and after school. Please be courteous of our busses and allow them space to stop and drop off/pick up students safely. Busses will stop near the staff parking lot and we ask that families do not stop in that area. When dropping off students, please drop them off directly in front of the door.

A staff member will be outside at these times. Please be respectful of their direction.



Facilities



Facilities

Lockers

Lockers are owned by the Good Spirit School Division and provided for all students. If deemed necessary, staff members may check a student's locker at any given time. *There is no expectation of privacy.*

Please see [Administrative Procedure 356, Searches by School Authorities](#) for reference.

Microwaves

There are currently no microwaves available for student use at M.C. Knoll School.



Facilities

Footwear

Two sets of shoes are required for all students. One pair is for general indoor wear and physical education, the other is for going to and from school and outdoor activities. Changing shoes at the door is an expectations and a courtesy that helps keep our school clean. Students should wear shoes at all times in case of a fire drill.

Care of Property

All students and staff are responsible for helping keep our building and property clean and safe for all. At M.C. Knoll School we take intentional damage of property and vandalism of any kind seriously. Students are encouraged to report any issues of damage or unsafe spaces to staff.

[Administrative Procedure 357, Damage to Property](#) will be followed.



Personal Items

- All articles of clothing, footwear and other belongings should be discreetly marked with the owner's name or other identifying mark.
- Students are asked not to bring large amounts of money or valuable items to school. Money, watches, rings, and other personal valuables should always be under their care.
- Students are responsible for the safe-keeping of their own belongings.
- Any loss of or damage to property must be reported to the main office. Efforts will be made to locate property through the "lost and found" area. Valuable belongings may be reclaimed from the main office. Students will be required to make restitution for any willful damage to property.
- All lost and found items will be displayed in the Commons Area periodically. Items not claimed after several weeks will be donated to charity.



Library

Our library is a unique and valuable part of a M. C. Knoll and St. Michael's Elementary Schools. We have over 25,000 books and serve approximately 800 students and 60 staff members. Students are responsible for the material they borrow and are not allowed to borrow materials for or from other students. Books are loaned for a 14-day period, and most books can be renewed 2 times.

Student Safety



Injury or Illness

- Any injury or illness suffered while at school must be reported to the homeroom teacher and the office. In the case of a serious accident or illness at school, emergency contacts as noted on the registration forms will be used. Parents will be notified as soon as possible.
- Should the emergency warrant immediate physician's attention, school personnel will accompany the student to the hospital and make arrangements to meet the parents/guardians there. Students are covered by insurance arranged by GSSD for any injury sustained during school hours or at a school event.
- [Administrative Procedure 315, Injuries/Illness at School](#) will be followed



Fire Drills, Emergency Evacuation & Lock-down Procedures

- Fire drills will be held six times a year. Routes and places of exit will be clearly posted. When the fire alarm sounds, all people in the building are to leave quickly from the nearest exit. All classes will assemble in the field by the Heritage Baptist Church.
- Other emergency procedures are in place for severe weather conditions, lockdowns and unauthorized visitors. These will be presented and practiced by the students and staff.
- [Administrative Procedure 311, Fire Safety](#) and [Administration Procedure 165, Safe Schools](#) will be followed.



Noon Hour

- Noon hour supervision will be provided for those students who find it necessary to eat at the school. If students must eat at school, they are to remain on the school grounds for the entire noon hour.
- *Eating lunch at school is a privilege. The school reserves the right to ask students to go home if there are consistent behavior or safety concerns.*
- Students from kindergarten to grade 6, who are eating lunch at school on a regular basis, are to remain on the school grounds unless a note or phone call is received from the parent or guardian. Our grade 7 and 8 teachers will reach out to families at the start of the school year to determine if the student has standing permission to leave the grounds or is required to stay. We encourage all older students to go home if possible. Students are expected to remain off the school grounds for the entire lunch period and to go directly to their home.
- Those students that stay for lunch are expected to remain seated in their room and visit quietly until recess. They will be dismissed by a supervisor shortly after that.



Student Safety

Inclement Weather

For the safety of our children, when the wind chill factor is – 30 in the morning and at lunch (-30 for afternoon recess) or it is raining, students will need to stay indoors. Please make sure your child is dressed appropriately and prepared to go outside at all other times..

[Administrative Procedure 308, Indoor Recess Noon Hour](#) will be used for reference.

Safety Patrol

Our patrol operates at 3:30 on Darlington Street. Students from Grades 5-8 who show responsibility and leadership are selected as safety patrollers. Staff members supervise the program.

Nut Aware School

M.C. Knoll is a nut aware school. We ask that families refrain from sending lunch or snack items that contain nuts.



Student Safety

Out of Bounds

Students are only allowed in the following areas when supervised by a teacher:: staffroom, photocopy & supply room(s), P.E. equipment room, Gloria Hayden, city areas of grounds, and St. Michael's School.

Leaving the School Grounds

Students who must leave school grounds during the day are asked to report to their homeroom teacher and/or the office and bring a dated note signed by a parent/ guardian, or have a parent phone, text, or email, explaining the reason for leaving.



Student Safety

Medication

Teachers are advised not to administer any medicine to students. The administration may administer medication upon request. Contact the school for more information.

[Administrative Procedure 316, Administration of Medication to Students](#) will be followed.

R..C.M.P.

The RCMP is part of the support network for M. C. Knoll School. They visit our building often to make positive connections with children. If circumstances warrant it, the RCMP, along with parents/guardians, will be contacted for any action or behaviour that is illegal. Please contact the school if you feel a certain issue should be addressed with your child or the students in general.

Student Expectations

Student Expectations



M.C. KNOLL
Knights

RELATIONSHIPS
knights are kind.
knights are supportive.
knights are respectful.

GROWTH
knights learn.
knights work hard.
knights are always improving.

COMMUNITY
knights are safe.
knights belong.
knights have fun.



Student Expectations

At M.C. Knoll School we ask that students uphold our school values both in school and at school events. As a staff, proactive planning, positive reinforcement, and skill building will be given priority when working with students struggling to uphold these values. In some cases, when persistent rule violations are taking place, or when student behaviour is unsafe for themselves or others, more serious consequences may need to be put in place. Parents and guardians will always be consulted as part of this process.

[Administrative Procedure 351, Student Discipline](#) will be followed.



Acceptable Internet Use

- M.C. Knoll recognizes that technology enhances learning and teaching. It has opened up a world of exciting new educational possibilities in the classroom. With this, comes responsibility.
- Everyone in the M.C. Knoll community is expected to read, sign and return an *Internet Acceptable Use* form once during their school career. This form clearly lays out expectations for using the Internet. If expectations can't be followed, internet privileges may be revoked. Please note that student who do not have parent/guardian permission will not be allowed a personal device as our building has free Wi-Fi that students do not have to be on.



Cell Phones and Personal Devices

- We encourage K-6 students to leave personal devices (cell phones, video games, watches, etc) at home as their lockers do not lock. If they bring them to school, they should remain in their locker during the day at their own risk.
- For students in grades 7-8, personal devices may be used with the discretion of their homeroom teacher. If problems arise due to the use of devices outside of school but negatively affect our school environment, students will be requested to leave these devices at home and/or at the office during the day. Any infractions within school will result in the electronic device/phone being removed for the day. Parents may be contacted and asked to come and pick the phone up. If the offense is repeated, the device will be checked into the office during the day for a determined amount of days. Continued indiscretion can result in a banning of the item for the rest of the school year. A detailed cell-phone policy will be given to every student to start the school year. Please note that the school is not responsible for lost/stolen items.
- Students are expected to follow the M.C. Knoll School Technology Policy which will be shared at the start of the school year.



Student Expectations

Student Attendance

Attendance is an essential component in student achievement. We monitor monthly attendance. In the case of a student being absent greater than 20%, our school attendance team will work to support the family in improving attendance. Students with consistent, unexplained absences may be withdrawn from the school.

[Administrative Procedure 340, Attendance of Students](#) will be followed.

Conduct on the Bus

Students are required to follow posted bus regulations, [Administrative Procedure 554](#), and directions of the bus driver. Students who violate bus rules will have their bus privileges suspended for a period of time depending on the severity of the violation. Bus concerns will be brought to in-school administrators and addressed as disciplinary issues.



Student Expectations

Dress Code

The following points are expectations to follow while at school or on school-sponsored functions:

- No gang-related clothing is permitted.
- Jackets and bags (purses, backpacks) are to be left in lockers or homerooms. This will differ depending on the physical space.
- Clothing with sexually suggestive language/logos, alcohol, tobacco or illegal substance logos are not allowed.
- Clothing will demonstrate respect for the M.C. Knoll family including peers, self, and staff.

Illegal Substances

The possession and/or consumption of any illegal substance at M.C. Knoll School will result in a suspension for all students involved. There is zero tolerance for bringing illegal substances on to out campus.

[Administrative Procedure 354, Alcohol and Drug Use](#) will be followed



Student Expectations

Smoking/Vaping/Tobacco Use

The Government of Saskatchewan has mandated the Good Spirit School Division to ensure all of their buildings and properties are smoke-free. Smoking will *not* be tolerated. Tobacco and tobacco products (including vapes of any kind) are not permitted at school or on the school grounds. Any such articles will be confiscated, and violators will be asked to leave the property. Students smoking or vaping on school will be subject to a suspension.

[Administrative Procedure 152, Tobacco and Vaping](#) will be followed.

Extra-Curricular Activities



Extra-Curricular Activities

At M.C. Knoll school we believe strongly that participating in extra-curricular activities plays a vital role in developing the whole child. We strive to provide a variety of opportunities for our Knights that reflect their interests. At M.C. Knoll school participating in extra-curricular activities is a privilege, not a right. Students are expected to model our school values at all practices, games, meetings, events, and tournaments. Students must also be in good standing in terms of academic achievement and attendance in order to participate.



Extra-Curricular Participation

We believe that all children who are interested, and eligible based on the above information, should be given the opportunity to play. Coaches/Leader will determine playing time, team placement, and leadership roles based on a number of factors.

These factors may include:

- Coach/Leader availability
- Number of students signed-up
- Student experience and skill level
- Consistency with other schools in the ECDAA
- Student grade and/or age

A full list of current offering can be found at <https://mck.gssd.ca/activities-and-athletics>



Extra-Curricular Activities

Attendance

Regular attendance at practice is an expectation. Absences or individual scheduling needs should be communicated in advance to the coach/leader. Students may be asked not to participate in a performance or game if they have not regularly attended practices.

Participation

In order to get the most out of a team or club, students are asked to be coachable, receive reasonable feedback, and give their best effort. Students are asked to follow our school values in order to be eligible to participate.



Extra-Curricular Activities

Band

Band is offered to students in Grades 5 – 8, and everyone is welcome to join. Band classes take place within school hours, and a report card mark is given during each reporting period.. Students in Grade 7 and Grade 8 travel to Yorkdale Central School once every six days for a division-wide rehearsal.

Intramurals

The intramural program starts early in September and will conclude early in June. They are held during both the a.m. recess and p.m. recess. Intramurals are optional, and students can participate in the activities of their choice.

Communication



Communication

At M.C. Knoll School we are committed to effective and consistent communication with our students and families. We are constantly evaluating our communication strategies for effectiveness. Effective communication is essential in ensuring a positive school experience for all of our Knights!



Communication

SeeSaw

- Used in grades K-3.
- Should be used as a "window" into the classroom via photos, learning portfolios, etc.
- SeeSaw has messaging capacity to contact your child's teacher.

EDSBY

- Used for all attendance and report cards.
- Has a messaging feature for your child's teacher or other staff including the office.
- Grades 7 and 8 will have main assessments are posted here (ELA and Math).
- Families can book student absences through EDSBY.

*Staff are encouraged to set office hours



Communication

Google Classroom

- In place in all grades 4 - 8 classrooms.
- All main assignments should be posted.
- Students can access assignments both in the classroom and at home. Google classroom can be used to support extended absences for learning from home.

School Cell Phone

- Can be used to receive text message from, or send text messages to, families.
- Absences can be received via text.
- (306) 516 - 7818

Communication

Social Media

- We have Instagram, Facebook, and Twitter.
- Staff will use our social media account as a way to celebrate our school, advertise events, and send reminders to families.

