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# M.C. Knoll School Handbook

2024/2025





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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 designed to serve as a guiding document for M.C. Knoll students and their families. It covers important school procedures, policies, and guiding principles that students and their families should be familiar with. At M.C. Knoll School, we strive to create a positive school experience for all of our Knights, one that caters to their individual needs and helps develop them 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 essential for success both in school and 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"><li>● Knights are kind</li><li>● Knights are supportive</li><li>● Knights are respectful</li></ul>	<ul style="list-style-type: none"><li>● Knights learn</li><li>● Knights work hard</li><li>● Knights always improve</li></ul>	<ul style="list-style-type: none"><li>● Knights are safe</li><li>● Knights belong</li><li>● Knights have fun</li></ul>



# School Fees

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

Kindergarten - \$40.00 – Supplies

Gr. 1, 2, 3, 4, 5, and 6 - \$70.00 – Supplies

Grade 5 band fee - \$50.00

Grades 6 - 8 band fee - \$85.00

Gr. 7 - 8 - \$55.00 – 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



Time Table		
PERIOD	Schedule	Minutes
<b>8:35 - 8:50</b>	<b>Before School</b>	<b>15</b>
8:50 - 9:35	Period 1	45
9:35 - 10:20	Period 2	45
<b>10:20 - 10:35</b>	<b>Recess</b>	<b>15</b>
10:35 - 11:15	Period 3	40
11:15 - 11:55	Period 4	40
<b>11:55 - 12:23</b>	<b>Noon Lunch</b>	<b>28</b>
<b>12:23 - 12:27</b>	<b>Stagger time</b>	<b>4</b>
<b>12:27 - 12:55</b>	<b>Noon Recess</b>	<b>28</b>
12:55 - 1:30	Period 5	35
1:30 - 2:05	Period 6	35
<b>2:05 - 2:20</b>	<b>Recess</b>	<b>15</b>



## Starting the Day

- Supervision of students begins at 8:35 a.m. To ensure their safety, please keep children at home until just before that time.
- It is important that students arrive on time for the start of the school day, as the morning's instruction often lays the foundation for the rest of the day.



# The School Day

## *School Entrances*

We ask that all students use their assigned entrances during recess to reduce congestion at the front door, which is reserved for parents and guests. Just as we do in our own homes, all students are expected to remove their outdoor shoes at the entrance. If students arrive late, they should enter 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 parking lot. We ask that you **do not** use the staff parking lot or the fire lane for drop-off or pick-up, as this can be dangerous. Additionally, please remind your children not to cross the staff parking lot during these times. While the street or church parking lot may be a longer walk for children, 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 fortunate to have a designated driveway at the front of the school. In this driveway, priority is always given to school buses before and after school. Please be courteous and allow buses the space they need to stop and safely drop off/pick up students. Buses will stop near the staff parking lot, so we ask that families avoid stopping in that area. When dropping off students, please do so directly in front of the school entrance.

A staff member will be outside during these times. Please be respectful and follow their directions.



# 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 another identifying mark. Students are advised not to bring large amounts of money or valuable items to school. Personal valuables such as money, watches, and rings should always be kept under the student's care. Students are responsible for the safe-keeping of their own belongings.
- Any loss or damage to property must be reported to the main office. Efforts will be made to locate lost items 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 M.C. Knoll and St. Michael's Elementary Schools. With a collection of over 25,000 books, it serves approximately 800 students and 60 staff members. Students are responsible for the materials they borrow and are not permitted to borrow materials for or from other students. Books are loaned for a 14-day period, and most books can be renewed twice.

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# Student Safety



## Injury or Illness

- Any injury or illness that occurs while at school must be reported to the homeroom teacher and the office. In the case of a serious accident or illness, the emergency contacts provided on the registration forms will be used, and parents will be notified as soon as possible.
- If the emergency requires immediate medical attention, school personnel will accompany the student to the hospital and arrange 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

## *Emergency Procedures*

- Fire drills will be conducted six times a year. Routes and exits will be clearly posted. When the fire alarm sounds, everyone in the building must quickly exit through the nearest exit. All classes will assemble in the field by the Heritage Baptist Church.
- In addition to fire drills, other emergency procedures are in place for severe weather conditions, lockdowns, and unauthorized visitors. These procedures will be presented to and practiced by 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 students who need to eat lunch at school. If students must eat at school, they are required 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 regularly eat lunch at school must remain on the school grounds unless a note or phone call is received from a parent or guardian. For grades 7 and 8, teachers will contact families at the start of the school year to determine whether the student has standing permission to leave the grounds or is required to stay. We encourage older students to go home if possible. Students who go home are expected to remain off the school grounds for the entire lunch period and go directly to their home.
- Students who stay for lunch are expected to remain seated in their classroom 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 Safety

## *Biking on School Grounds*

Students approaching the school from the front (Darlington) are requested to walk their bikes once they reach school grounds. This is especially important in the tarmac area due to several recent incidents and near misses. Older students are encouraged to enter the school grounds through the Gloria Hayden lot to avoid younger students.

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# 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, we prioritize proactive planning, positive reinforcement, and skill-building when working with students who may struggle to uphold these values. However, in cases of persistent rule violations or when a student's behavior is unsafe for themselves or others, more serious consequences may be necessary. 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, opening up a world of exciting new educational possibilities in the classroom. However, with these opportunities comes responsibility.
- Everyone in the M.C. Knoll community is required to read, sign, and return an Internet Acceptable Use form once during their school career. This form clearly outlines the expectations for using the internet. If these expectations are not met, internet privileges may be revoked.
- Please note that students without parent/guardian permission will not be allowed to use a personal device, as our building has free Wi-Fi that students are not required to use.

# Cell Phones in School

based on the New Provincial Measures in Saskatchewan K-12 Classrooms

## Administrative Procedure 358: Use of Cell Phones and Electronic Devices in Schools



### DISTRACTION FREE LEARNING ENVIRONMENT

Cell phones must be silenced and out of sight during instructional time.

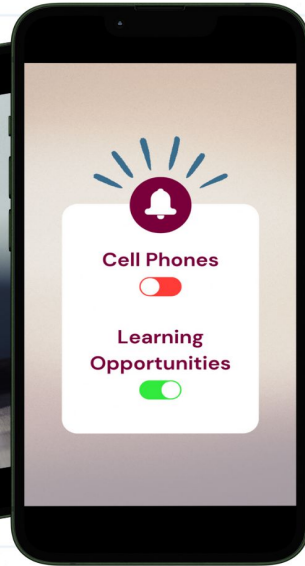
- Classrooms
- Assemblies
- Learning Activities
- Other Areas of the School

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Exceptions may be granted at the school level under specific circumstances, such as for educational purposes or health and safety reasons.

### EXPECTATIONS AND CONSEQUENCES

Each school will have clear guidelines detailing expectations and consequences for non-compliance.



Head to our website to read the full Administrative Procedure.

### USE DURING NON-INSTRUCTIONAL TIME

Students are permitted to use cell phones during breaks, lunch hours, on the bus, and other non-instructional times. This applies to all areas of the school campus during these specified times.



### EXCEPTIONS AND SPECIAL CIRCUMSTANCES

Schools must consider individual needs and circumstances where the use of electronic devices is essential for staff or student health, wellbeing, or learning support. In such cases, tailored arrangements should be made with the principal







# Cell Phones and Personal Devices

*What is a personal electronic device?*

Personal Electronic Devices: Personal Electronic Devices include, but are not limited to, any piece of lightweight electronically powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/or utility.

Examples range from hand-held lightweight electronic devices such as tablets, e-readers and smart phones to small devices such as MP3 players, smart watches and electronic toys.



# Cell Phones and Personal Devices

## *Cell Phone and Electronic Device Policy*

- Please refer to GSSD AP 358 - Use of Cell Phones and Electronic Devices in Schools.
- We strongly encourage K-6 students to leave personal devices (such as cell phones, video games, and smartwatches) at home, as their lockers do not lock. If students bring these items to school, they should remain in their lockers during the day, but please note this is at their own risk.
- For students in grades 7 and 8, phones must be placed in the designated “parking lot” during instructional time. If issues arise from the use of devices outside of school that negatively impact our school environment, students will be asked to leave these devices at home or keep them in the office during the school day. Any infractions within school will result in the electronic device/phone being confiscated for the day. Parents may be contacted and asked to pick up the phone. If the offense is repeated, the device will be held in the office during the day for a specified number of days. Continued violations may result in a ban on the device for the remainder of the school year. A detailed cell phone policy will be provided to each student at the start of the school year.
- Please note that the school is not responsible for lost or stolen items.
- Students are also expected to adhere to the M.C. Knoll School Technology Policy, which will be shared at the start of the school year.



# Cell Phones and Personal Devices

## *Areas of Increased Expectation of Privacy*

- Use of personal electronic devices is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counselling rooms).



# 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.
- Students in grades 5-8 may wear hats as long as they do not become a distraction to learning.

## 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 162, Tobacco and Vaping](#) will be followed.

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# Extra-Curricular Activities



# Extra-Curricular Activities

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





# Extra-Curricular Participation

We believe that all children who are interested and eligible, based on the criteria mentioned above, should be given the opportunity to participate. Coaches and leaders will determine playing time, team placement, and leadership roles based on several factors, which 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 offerings 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.

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# 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

## *EDSBY*

- Used for all attendance and report cards.
- Has a messaging feature for your child's teacher or other staff including the office.
- Gradebook (assessments can be viewed by parents) will be implemented school wide over the 2024-2025 school year.
- Families can book student absences through EDSBY.



# 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

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# 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.

