

# 2020-2021 STUDENT HANDBOOK

**PRINCIPAL: Mr. Kipp Bayer**

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NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_

ZIP/POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

## IMPORTANT SCHOOL YEAR DATES: 2020-2021

August 26-31 – Staff Professional Learning days  
September 1 – Re-engagement Day for all students (First day)  
September 7 – Labour Day  
October 12 – Thanksgiving Day  
October 26 – Staff Professional Learning day  
November 11 – Remembrance Day  
November 12-13 – 2-day holiday  
December 21 - January 3 – Christmas Holidays  
January 4 – Return to school  
January 29 – Staff Professional Learning day & Semester turn-around day  
February 1 – Staff Professional Learning day  
February 15 – Family Day  
February 16-20 – Winter Break  
April 2 – Good Friday  
April 3-11 – Easter Break  
May 24 – Victoria Day  
May 25 – Staff Professional Learning day  
June 28 – Last Day of classes (Gr. K-9 report cards)  
June 29, 30 – School Admin. Days  
June 30 – Report card pick up

School Calendar is available on the GSSD website.



## STURGIS COMPOSITE SCHOOL STAFF

Please see our staff list to get acquainted with our outstanding staff of teachers, support staff, bus drivers, and division-shared staff.

Mr. Bayer	Principal, Social Studies, Elem. PE
Mrs. Serdachny	Kindergarten Homeroom, Elem.
Mrs. Lesser	Gr. 1 & 2 Homeroom, Sr. Home Ec.
Mrs. Olson	Gr. 3 & 4 Homeroom
Mrs. Romanchuk	Gr. 5 & 6 Homeroom
Mr. Andrusko	PAA - IA, Math, Wellness; Gr. 7 Homeroom
Ms. Chanin	PAA – Home Ec., Arts Ed.
Mrs. Forbes / Mrs. Hurlburt	Sciences; Gr. 8 & 9 Homeroom
Mr. Hrynchysyn	Social Studies, Wellness, Wildlife, PE; Gr. 10 Homeroom
Ms. Newman	Maths; Gr. 12 Homeroom
Mrs. Peterson	English Language Arts; Gr. 11 Homeroom
Mr. Seghers	Band Director
Ms. Lewis	Student Support Teacher
Mrs. Zawislak	Admin. Assistant
Ms. Wasylenchuk	Library Technician
Mrs. Kardynal	Educational Assistant
Mrs. Meroniuk	Educational Assistant
Mrs. Sliva	Educational Assistant
Mrs. Boen	Caretaker
Mrs. Mills	Caretaker
Mr. Folk	School Counsellor (Div. professional service provider)
Mrs. Craig	Speech Pathologist (Div. professional service provider)
Mrs. Blight	Occupational Therapist (Div. professional service provider)
Mrs. Michelle Federuik	Bus driver
Mr. Benjamin Galay	Bus driver
Mrs. Marlene Palaniuk	Bus driver

Homerooms for Grades 7-12 will be used for special announcements, handouts, or as the need arises.



**Doors:** Door will open at 8:40 a.m. and teacher supervision of the playground and bus drop-off begins. Students are encouraged to arrive at school after 8:40 a.m.

### SCHOOL DAY SCHEDULE Kindergarten – Grade 6

<b>8:55 a.m.</b>	Classes begin
<b>8:55 - 10:30 a.m.</b>	Classes
<b>10:30 - 10:45 a.m.</b>	Recess
<b>10:45 – 11:15 a.m.</b>	RTI
<b>11:15 a.m. - 12:15 p.m.</b>	Classes
<b>12:15 – 1:10 p.m.</b>	Lunch hour
<b>12:15 – 12:30 p.m.</b>	Eat in classrooms if staying for lunch
<b>12:30 – 1:10 p.m.</b>	Noon Recess
<b>1:10 – 2:20 p.m.</b>	Classes
<b>2:20 – 2:30 p.m.</b>	Recess
<b>2:30 – 3:25 p.m.</b>	Classes

### SCHOOL DAY SCHEDULE Grade 7-12

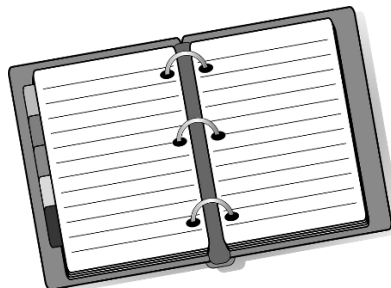
<b>8:55 am</b>	Classes begin
<b>Period 1</b>	8:55 a.m. – 10:00 a.m. (5 min. transition)
<b>Period 2</b>	10:05 a.m. – 11:05 a.m.
<b><i>BREAK</i></b>	11:05 a.m. – 11:15 a.m.
<b>Period 3</b>	11:15 a.m. – 12:15 p.m.
<b><i>Lunch Hour</i></b>	12:15 p.m. – 1:10 p.m. (5 min. transition)
<b>Period 4</b>	1:15 p.m. – 2:20 p.m. (5 min. transition)
<b>Period 5</b>	2:25 p.m. – 3:25 p.m.

### REPORTING PERIODS Grades K-9

Term I - Friday, November 6, 2020  
 Term II - Friday, March 19, 2021  
 Term III - Monday, June 28, 2021

### REPORTING PERIODS Grades 10-12

Semester I – Term I Friday, November 6, 2020  
 Semester I – Term II Friday, February 5, 2021  
 Semester II – Term I Friday, March 26, 2021  
 Semester II – Term II Monday, June 28, 2021



## STUDENT FEES

**Kindergarten and all new students K-6 - \$40.00 (this includes headphones & supplies purchased by teacher)**

**Grade 1 – 6 - \$25.00**

**Grade 7 and new students to SCS - \$65.00. This includes:**

**Caution Fee \$40.00 (all new students to SCS)**

**Student Fee \$10.00**

**Consumption Fee \$15.00 (art supplies, workbooks, etc.)**

**Grade 7-12 returning students - \$25.00. This includes:**

**Student Fee \$10.00 and consumption fee \$15.00**

**Sports Fees are assessed per involvement**

**CAUTION FEE:** This is a one-time fee charged to Grade 7 and new students, to cover the loss of textbooks, library books, or damage to school property. The caution fee is refundable to students leaving the school, providing: all class and library books or materials have been handed in; all PAA fees have been paid; all athletic fees have been paid, and there has been no loss or damage to school property. All students must maintain their caution fee level.

**STUDENT FEE:** This yearly fee includes the cost of locks and the use of a regular student locker. Students also receive a Student Handbook. Gym lockers are an extra \$5.00 (Gym lockers are available for students grade 7-12)

### SUBJECT FEES:

- IA PAA Fees: Gr. 7 - \$15.00 Gr. 8 -- \$25.00  
Gr. 9-12 -- \$10.00 + materials
- HE PAA Fees: \$15
- Band – Gr. 4-5: \$25.00
- Students will also be expected to pay for the cost of any projects in either class.

All cheques are payable to Sturgis Composite School.



## COURSE OFFERINGS

### GRADES K – 6

English Language Arts, Science, Social Studies, Health, Arts Education, Math, Physical Education

**Grades 4, 5** – Band

### GRADES 7 - 9

English Language Arts, Practical & Applied Arts (PAA 7-9), Science, Social Studies, Health, Career Guidance, Arts Education, Math, and Physical Education.

Junior Band – Day 6 @ 1:15-2:15 pm

### GRADES 10 - 12

SEMESTER 1		
Grade 10	Grade 11	Grade 12
ELA A10	ELA 20	ELA A30
History 10	Health Science 20	Math Foundations 30
Math Workplace & App. 10	History 20	Math Pre-Calculus 30
PAA - IA 10	Math Foundations 20	Physics 30
Science 10	PE 20	PE 30
SEMESTER 2		
ELA B10	Environmental Science 20	ELA B30
Math Foundations & Pre-Calculus 10	Math Pre-Calculus 20	Biology 30
PAA - Home Ec. 10	Math Workplace & App. 20	Calculus 30
Wellness 10	PAA – IA 20/30	Chemistry 30
Wildlife Management 10	Physical Science 20	History 30

Band 10, 20, 30 – Day 4 @ 12:15-2:15pm    Intermediate/Sophomore Band – Day 6 @ 1:15-2:15pm



## ADDITIONAL COURSE OPPORTUNITIES

Many classes are also offered online through province-wide distributed learning course delivery and the GSSD Distributed Learning Center. See Mr. Bayer to register for these courses.

### The GSSD Distributed Learning Schedule of Online Offerings:

Grade 10	Grade 11	Grade 12
Accounting 10 (Sem. 1, 2)	Accounting 20 (Sem. 1, 2)	Biology 30 (Sem. 1)
English Lang. Arts A10 or B10(Cont.)	ELA 20 (Cont.)	Chemistry (Sem. 2)
History 10 (Cont.)	Environ. Science 20 (Cont.)	Calculus 30 (Sem. 2)
Robotics & Automation 10 (Sem. 2)	Forensic Science 20 (Sem. 2)	ELA A30 or B30 (Cont.)
Math Workplace & App. 10 (Cont.)	Hockey Officiating 20L (Sem. 1, 2)	Entrepreneurship 30 (Sem. 1, 2)
Math Fdn & Pre-Calculus 10 (Cont.)	Health Science 20 (Sem. 1)	Financial Literacy 30 (Sem. 1, 2)
Science 10 (Cont.)	Math Foundations 20 (Sem.1)	Interior Design 30 (Sem. 1)
	Math Pre-calculus 20 (Cont.)	History 30 (Cont.)
	Math Workplace & App. 20 (Cont.)	Kinesiology 30 (Sem. 2)
	Photography 20 (Sem. 1, 2)	Math Foundations 30 (Sem. 2)
	Physical Science 20 (Sem. 1, 2)	Math Pre-Calculus 30 (Sem. 1)
		Math Workplace & App. 30 (Cont.)
		Law 30 (Sem. 1)
		Life Transitions 30 (Cont.)
		Physics 30 (Sem. 2)
		Psychology 30 (Sem. 1, 2)

## COURSE OFFERINGS INFORMATION

### CREDIT REQUIREMENTS

Courses needed to graduate: 24 credits (5 of which must be at the 30 level, 3 of those five must be ELA A30, ELA B30, and Social Studies 30 or History 30)

All offered level 10 courses	ELA 20
History 20	PE 20 or 30
20 level Math	a level 20/30 Science
2 PAA credits @ the 10, 20, or 30 level	

### 1. SCHOOL POLICY

Sturgis Composite School requires minimum credits per grade: Grade 10 - 10 credits; Grade 11 - 8 credits; Grade 12 - 8 credits. Permission from the principal must be received for any deviations.

### 2. STUDENT TIMETABLE CHANGES

Any course changes must take place within the first 10 classes of the course. Any student in Div. IV planning to change or terminate a course must discuss his/her intentions with the course teacher as well as the principal; and gain their approval. Signed permission from the parent/guardian must also be received. Any changes that do not follow these guidelines must be approved by administration and the student's parents.

### 3. POST-SECONDARY EDUCATION

Students wishing to enter post-secondary education are encouraged to choose classes that will allow them some flexibility. Students must acquire at least 24 credits to achieve a complete Grade 12 standing. If you have questions talk to Mr. Bayer.

## 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 ensure the continuity of the educational process. Time lost from class is ir retrievable 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 for Gr. 7-12 is taken at the beginning of every scheduled class, and for Grades K-6 in the morning and afternoon.

### **ABSENT PROCEDURE:**

1. The parent or guardian is to notify the school of any absence and provide a reason for the absence. A phone call, or written notice from the parent or guardian is required.
2. The parent or guardian should also contact the school if the student is required to leave school at some time other than the end of the school day.
3. Students must sign out in the office if leaving school early.





# STUDENT EXPECTATIONS

Sturgis Composite School is a part of the Good Spirit School Division. The following Sturgis Composite School policies reflect the direction taken in the GSSD Administrative Manual. Where applicable the division policy will be referred to directly.

## **CODE OF CONDUCT (Administrative Procedure #350)**

### **Background**

Division schools operate with good discipline in order to:

- \* Develop students' knowledge, attitudes, and skills that will assist them in conducting themselves according to appropriate standards of behavior
- \* Provide classroom conditions which will contribute to effective teaching and learning, and protect the health and safety needs of the school, and
- \* Help students to become the best that they can be

The Division encourages the cooperative efforts of students, parents, teachers, administrators and School Community Councils in providing well-disciplined and educationally productive environments in our schools.

### **Procedures**

#### **1. Students are to:**

- Be diligent in pursuing their studies
- Attend school regularly and punctually
- Cooperate fully with everyone involved in providing education programs and services
- Comply with the rules of the school
- Account to their teachers for their conduct
- Respect the rights of others
- Respect and care for personal and public property
- Be polite and display good manners.

#### **2. Parents will help students meet the Code of Conduct when they:**

- Send children to school rested, clean, fed, and ready to learn
- Ensure that the child attends school regularly
- Are aware of the child's work, progress, and problems - by talking to the child about school, by looking at the child's work and progress reports, and by participating in school programs and activities when possible
- Maintain continuing contact with the child's teacher and principal about the progress of the child's education
- Reinforce at home the importance of acquiring the knowledge, skills, and values needed to function effectively in society
- Take part in school programs that enable parents to participate in making educational decisions
- Respond to communications from the child's school
- Hold the child responsible for the work, attendance and behavior expected for the child's education
- Treat school personnel with courtesy and respect.

### **3. Teachers and/or staff will help students meet the Code of Conduct when they:**

- Create and maintain a safe, caring atmosphere within the classroom and the school
- Create an environment which helps students learn to accept themselves and others by becoming competent, fulfilled and independent persons
- Prepare diligently and search constantly for ways to set students up for success, to be winners not only by the quantity of knowledge they absorb but also by their desire to learn
- Create and maintain cooperative relationships between the school and the family
- Inform parents through conferences and report cards, about the academic and social progress of their children
- Provide professional advice to parents with regard to the educational needs and recommended programs for their children
- Maintain their professionalism by keeping up with current educational thought, continuously searching for ideas, materials and experiences to use in helping students
- Treat students and parents with courtesy and respect

**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 in order 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 in most classes. Therefore, it is important to submit assignments on time to avoid lost marks.

## **SCHOOL DISCIPLINE POLICY**

Students who violate behavior-related rules will be subject to disciplinary measures including reprimands, detentions, temporary removal from class, loss of privileges, or suspension from school. Students who infringe on the rights of others will be dealt with **FIRMLY**.

**NOON DETENTION:** A teacher-supervised area in the school is designated for serving detentions. Detentions are served from 12:45 – 1:10 p.m. daily. A record of detentions will be kept by the school and monitored by the principal.

**CONSEQUENCES:** Step 1- Teacher talks to student. Step 2 - Teacher talks to students' parents. Step 3 - Teacher/Student/Principal --- Loss of privileges, In-School Suspension (1-3 days), Suspension from school (1-10 days), Expulsion from school.

**SERIOUS INFRACTIONS:** Persistent failure to do school work, damage to school or personal property, truancy, smoking on the school grounds, rough language or undesirable behavior 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.

## GENERAL CONDUCT

### **1. ELECTRONIC DEVICE POLICY: (As per GSSD Administrative Procedure #358)**

Cell phones, iPods, and other such devices are not to be in use or turned on during class time unless directed by an instructor. Misuse of these devices will be subject to the following consequences:

1. First Offense – phone/device will be taken to the office and student can sign it out at the end of the day.
2. Second Offense – phone/device will be taken to the office, parent(s) contacted and arrangements will be made for the parent to pick up the phone/device.

For extracurricular activities phones/devices are encouraged to be out of sight.

### **2. ALCOHOL AND DRUGS: (As per GSSD Administrative Procedure AP354)**

Students may not bring alcoholic beverages, drug paraphernalia or illegal drugs onto school property or to a school sponsored activity, nor may any student attend school or participate in a school sponsored activity while under the influence of alcohol or drugs. Offenses will be dealt with under the Education Act.

### **3. TOBACCO PRODUCTS: (As per GSSD Administrative Procedure #162)**

All buildings and property operated by the Division shall always be free from the use of tobacco and smoking products. Vehicles on school property are also considered smoke-free. All school activities, whether on Division property or not, shall be smoke and tobacco-free activities. Smokeless tobacco products are not allowed.

### **4. ABUSE: (As per GSSD Administrative Procedures AP165, AP175)**

Sturgis Composite School will not tolerate any physical, verbal, or sexual abuse towards any of their students or staff. Disciplinary action will be taken by school administration. The RCMP may be notified and the victim's parents or guardians may proceed with criminal charges.

### **5. LANGUAGE & BEHAVIOR:**

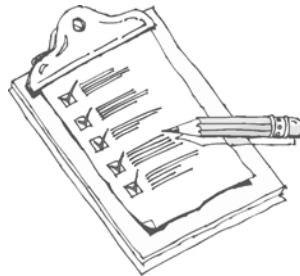
The Saskatchewan Education Act forbids the use of profane or improper language or any other types of gross misconduct. Disciplinary actions (as per the Act) may be taken by school administration.

### **6. DRESS CODE:**

Good grooming, cleanliness and appropriate dress are expected of each student. Hats are not to be worn in the school. Anyone caught in violation, may have his or her hat confiscated and held until the end of the school year. "Short" shorts, halter-tops, t-shirts with offensive messages are examples of inappropriate dress.

### **7. FOOTWEAR:**

Students are to have footwear for their Physical Education classes that DO NOT mark the gym floor. During curling, students MUST have a pair of shoes to change into once they reach the curling rink. Students who do not have a change of footwear will not be allowed to curl.



## ADDITIONAL INFORMATION

- 1. DOORS:** Door will open at 8:40 a.m. and teacher supervision of the playground and bus drop-off begins. Students are encouraged to arrive at school after 8:40 a.m.

**Locked Door Policy:** All entrance doors are locked at 9:00am except for the main doors. Supervising teachers will ensure the doors are locked for remainder of the day. They will be open during the lunch hour. Parents and visitors are to use the front entrance.

- 2. BUS LOADING & UNLOADING:**

Bus loading/unloading will take place from the main doors of the school and north along Durham Street (from the double exterior gym doors north along the sidewalk).

- 3. STUDENT DROP OFF & PICKUP:**

Parents/guardians, dropping students off for school, should park by the main sidewalk from the south end by the playground up to the midpoint of the gym. This is our designated drop off/pick up area. The Staff/student Parking Lot is *not* for student pickup.

- 4. RECESS & NOON HOUR K – Gr. 6:**

It is school expectations that students Kindergarten to Grade 6 will be sent outdoors to play at recess and noon hour to take advantage of the fresh air and exercise necessary for productive learning. Please keep in mind the weather and ensure that your child has the proper footwear and clothing.

- 5. LOCKERS: (As per GSSD Administrative Procedure AP356)**

Lockers are the property of the Sturgis Composite School and may be subject to inspection by the administration. Students are responsible for ensuring that the lockers are kept in good order. In order to protect personal belongings, which should be kept in their lockers, each locker must be kept locked and the combinations only used by the assigned student. The school is NOT responsible for the loss of valuables from lockers.

- 6. RECORD OF LEAVING SCHOOL:**

Students in grades 10-12 have open campus privileges. Students are allowed the privilege of leaving school premises during times when the student does not have a class scheduled. When assemblies, or special events are scheduled, all students are expected to be present.

All students who leave (on a spare, going to an appointment or leaving) school during school hours are required to sign out. The SIGN OUT SHEET will be in the office. Students (Gr.7-12) may leave the school premises at noon without signing out. They must be back for their afternoon classes. Although no supervision is provided when the student is off school property, the school reserves the right to suspend this privilege if the student's behavior is found to warrant such a restriction.

- 7. USE OF VEHICLES:**

Students driving a vehicle to school should have precise instructions from their parents for the use of that vehicle during the school day. Students are to park their vehicles in the school parking lot north of the school directly even with the Staff parking (along the sidewalk; plugin spots are for staff), or on the street across from the Skating & Curling rinks.

- 8. BICYCLES, SKATEBOARDS, SCOOTERS, ETC.:** Students riding bikes to school should park them in the bike racks provided as soon as they arrive at school. Bikes should remain there until the student is leaving for home. Skateboards, scooters, etc. follow the same basis of rules – put away until needed to use them to return home.

## INTRAMURAL AND EXTRACURRICULAR ACTIVITIES

### 1. INTRAMURALS:

For students there will be various intramural activities in the gym, rink, and curling rink that they will be able to sign up for at various times throughout the year. The emphasis will be on participation.

Come on out and join in the fun!

Our intramural program will only work if you come out and get involved.

You can MAKE IT HAPPEN!

### 2. EXTRACURRICULAR ACTIVITIES:

Sturgis Composite offers a wide range of activities that 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. Due to limited enrollments or rosters in some activities, selection may be based on ability and attitude.

Some of these activities are:

Yearbook, SADD, Band, Drama, SRC, Curling, Cross-Country, Volleyball, Soccer, Track & Field, Badminton, Lacrosse, Golf, Archery, Basketball

## TEAM TRAVEL POLICY

Sturgis Composite School expects all students to travel, as a group, to and from the school authorized event if they:

- are members of a school team
- accompany a school team or
- are members of any group or class within the school

Students may get their parents to fill out a “Student Driver Submission Form” each year if they are travelling to extracurricular practices or games in another community.

Contact the General Office, or Mr. Bayer for one of these forms.



## GENERAL INFORMATION

### **1. PROPERTY DAMAGE: (As per Administrative Policy AP351)**

Any damage to school or personal property should be immediately reported to the office, preferably by the individual responsible. An individual found responsible for damage may, upon investigation, be required to replace or repair the damaged object at his/her own expenses, or to bear all or part of the costs of such replacement or repair, plus the costs, if any, of identifying the person(s) responsible. In addition, damage which results from vandalism or other malicious or illegal acts, may be dealt with as a disciplinary matter, or may be referred to the RCMP for investigation.

### **2. MEDICAL EMERGENCIES, ACCIDENTS AND INJURIES: (As per Administrative Policy AP315)**

If an accident or illness on school property or during a school activity results in a situation which may require medical attention, or if property damage is involved, the circumstances must immediately be reported to the staff member in charge, who will assess the situation and take appropriate action. In the case of a medical emergency school officials will try to notify next of kin as soon as the emergency has been dealt with. In all cases, the staff member dealing with the situation must ensure that an accident report is filled out at the office.

### **3. SEARCHES: (As per Administrative Policy AP356)**

School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or substance that represents a material threat to school routine or is prohibited by school board regulations or by law. The RCMP may be involved in searches upon the request of school administration.

### **4. VISITORS TO THE SCHOOL:**

Parents, guardians, and other visitors are welcome to visit. Please check in at the Office to let us know that you are here.



**GSSD Logo** depicts two students holding hands, touching toes and forming a heart between them. Good Spirit is a family in which good values and morals are demonstrated and in which learning is accomplished in a caring environment.

Located Within Treaty 4 Territory  
and the Traditional Homeland of the Métis

**Our Motto** ... Students Come First

**Our Mission** ... Building Strong Foundations to Create Bright Futures

**Our Vision** ... Learning Without Limits ... Achievement For All

**Our Values** ... Belonging, Respect, Responsibility, Learning and Nurturing