

BIGGAR CENTRAL SCHOOL 2000

2007 - 2008 Parent & Student Handbook



**"Striving Today
to Succeed Tomorrow"**

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1.0 2006 - 2007 SCHOOL YEAR

Month	Special Events	No School
August	Wed. Aug 29 th - 1 st day of Classes	
September	Tues. 4 th Pre-K starts Thurs. 13 th - School Pictures	Mon 3th - Labor Day Mon. 10th-Early Dismissal
October	????-Intervention Interviews	Mon. 1st-Early Dismissal Mon 8th - Thanksgiving Mon. 22rd-Division Inservice
November	Fri. 2 nd -Report Cards Grades 1-12 Mon. 19 th -23 rd -Bookfair Tues 20 th 7-9:30 P/T Interviews	Mon. 5th-Early Dismissal Mon. 12th - School Holiday Wed. 21st a.m P/T Interviews. Wed. 21st p.m. no school
December	Tues. 18 th -Band Concert Thurs. 20 th - Christmas Concert Fri. 21 st - Last day of classes	Mon. 3rd-Early Dismissal
January	Mon. 7 th -Return to classes 21 st - 25 th - Final Exams (tentative) Mon. 28 th -New Semester Starts	Mon. 7th-Early Dismissal
February		Mon. 4th-Early Dismissal 21st-22nd - Teacher Convention 18th-22nd - February Break
March	????Wed. 28 th -Interviews (no buses) Wed. Mar. 19 th -Travel Club leaves for London/Paris	Mon. 3rd-Early Dismissal Fri. 21st-Good Friday-Easter break begins
April	Fri. Aug. 18 th -Report Cards Thurs. 24 th -Author's Showcase	Mon. 7th-Early Dismissal
May	Fri. 9 th - Mother's Day Tea Fri. 23 rd /24 th - Band Trip	Mon. 5th-Early Dismissal Mon 19th - Victoria Day
June	Fri. 6 th - Kindergarten Grad ???-Elementary Track Thurs. 12 th - K-3 Fathers' Day Picnic Fri 13 th - 4-6 Fathers' Day Golf 23 rd -26 th Final Exams Fri. 27 th - Report Card Day	Mon. 2nd-Early Dismissal Thurs. 26th - Teacher work day Fri. 27th-Report Card Day (no buses)

2.0 BCS2000 STAFF:

J. Sopczak (Principal) – ELA/Math 8
T. Dollansky (VP) - Guidance/Work Exploration 10
L. Wright (VP) - Phys Ed.
N. Back - Kindergarten
S. Beckett-Education Assistant
M. Blakely - 6-12 French, ELA 9
N. Chupik – Sr. Math, 9/10 History
H. Courville- Sr. Math, 9/10 History
T. Darroch - Gr 4 & Special Education
B. Devenny - Education Assistant
D. Drover-Alternate Education Program
J. Elliott - Gr 6
T. Epp – Health 7-9, ELA 20, Communications,
Psychology, Social Studies
B. Farrell – Janitor
P. Filipowich- Special Education
C. Gosselin - Art 7-12, Home Ec
J. Gosselin-Education Assistant
L. Harris-Desrosiers-Education Assistant
S. Hill - Education Assistant
S. Hollman - Special Education Coordinator
P. Holt - Secretary
C. Isinger - Gr 4 & Special Education
M. Jackson - Computers 7-12, Accounting
K. Johnson - Gr 10 ELA, Grade 7
W. Johnson - Chemistry, Biology, SUPPORT
L. Knezevic - Janitor
D. Kurulak - Gr 7 Science, Practical and
Applied Arts

L. Larson - Pre-Kindergarten, French 4/5
K. Litwinow-Education Assistant
P. McCallum- Education Assistant, SUPPORT
D. McMahan - Grade 5
D. McNulty- Janitor
D. Meger - Secretary

J. Meszaros-Education Assistant
B. Nesbitt - Career Work Exploration, History,
ELA 9 & 20, Media Studies
S. Neufeldt-Education Assistant
T. Newton-Education Assistant
M. Peters- Life Skills
D. Schmeiser- ELA & History 12, Band 7-12
L. Scott - Gr 2
S. Stefanick – Library Technician
D. Thomas - Sr. Math, Physics
P. Voll – Janitor
T.J. Wright- Grade 8, Phys. Ed.
J. Zagoruy –Grade 3

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Interns: D. Anderson, K. Johnson, G. Smith

2.1 Biggar Central School 2000 Community Council

Will Johnson-Chair	Cheryl Zidkovich-Vice Chair
Lori Angelopoulos-Treasurer	Patti Herbal-Secretary
Jeff Sopczak-Principal	Cathy Fick-Member
Kim Johnson-Staff Rep	Rene deMoissac-Member
Stephanie Schmeiser-Student Rep	Michelle Keith-Member
Kelsey McCallum-Student Rep	Carla May-Member
	Penny McCallum-Member

2.2 SUN WEST BOARD OF EDUCATION BOARD MEMBER

Karen Itterman 948-2729

3.0 PRINCIPAL'S MESSAGE

Welcome to BCS2000 for the 2007/2008 school year. Our school and community has been fortunate to have a large number of new families join our school this year. We encourage all those familiar with our school to welcome the new students and parents and help get them involved in our school. We would also like to welcome our new staff members and interns.

Our school is quite unique in that we are the largest of the K-12 schools in Sun West School Division. We are the only school to also have both a Pre-Kindergarten program (one of 2 in Sun West) and an Alternate Education Program (one of three storefront schools in Sun West).

With this being our second full year under the new Sun West School Division,

parents are becoming familiar with the new forms and paperwork that is part of our many activities. Thank you to all for your cooperation and participation in the student activities at BCS2000.

As we go through this school year, we may sometimes take activities and programming for granted. It is important to celebrate and become involved in the many extra-curricular activities and SRC spirit days. We can also be proud of the strong academic programming that is offered to students of all abilities.

In closing, thank you to each and every parent and student who contributes to our school and takes advantage of all that is offered. Have a great year.

4.0 LINES OF COMMUNICATION

Who should you talk to if your child appears to have a problem? We suggest that the first person to whom you need to talk to is the classroom teacher. Find out what the problem is and if there are any solutions that can be worked out between yourself and the classroom teacher. If a solution still does not seem possible, the next person in line for you to see is the Principal. If there is still no resolution, the Division Office in Rosetown can be contacted and the Director of Education can hear your case. Should the problem still exist to your dissatisfaction, you may set up an appointment to meet with the Sun West Board of Education. Should there ever be such a major problem that even here you receive less than satisfaction, your final route of appeal lies with a letter to the Minister of Education.

This all sounds very complicated but we want you to be aware of the right of your child to an appropriate education. The staff at Biggar Central School 2000 is committed to this end. We have no fear in disclosing to you the options available all the way to the Minister of Education, because we intend to help you solve the problem here before you ever have to leave the building.

Suggestions for students who find themselves in a disagreement with a teacher:

- 1) try to discuss the matter with the teacher in private (if possible, outside of class time). Attempting to discuss/argue/resolve the matter in front of the class is not a good option. Younger students should feel free to take a friend with them.
- 2) let the teacher know what steps you have already taken and what other options you have thought of already
- 3) try to discriminate between the factors you can control and the one you cannot
- 4) the procedure set out in 'Lines of Communication' applies to students as well as parents.

5.0 REPORTING TO PARENTS

It is in the best interest of each student that communication between parents and teachers be open. Parents must be aware of their child's behaviour and performance in school and we at the school will make an honest effort to keep parents informed in between report cards as well. Parents and teachers should work together to plan for improvements in the child's behaviour and performance in school.

Below are the initiatives taken at the school to keep parents informed about school activities and programs and about individual student performance/behaviour.

Report Cards - Elementary Grades (1-6) will have 3 report cards, PK and K will have 2 report cards, while at the High School level (7-12) there will be 4.

Intervention Interviews (7-12) - parents and students are requested for interviews

prior to

the midterm exams

Parent Teacher Interviews

- after first report card

- after third report card

Letters to parents

- after incidents of concern

- after special occurrences in class or special accomplishments in class

- Student Awareness Forms (7-12)

Phone calls to parents

- when teacher concerns (both positive and negative) about student performance and/or behaviour are raised.

Meeting with parents

- Parent Information evenings

Newsletter to parents

- Newsletters go out every Friday. You can have it emailed to you or they can be picked up at the office.

**If your child is not bringing them home you are missing vital information.

This is our mode of getting all types of information home to

you!

6.0 BELL TIMES

For the 2007-2007 the bell times will be as follows:

<u>Grades 7-12</u>		<u>Grades K-6</u>	
Warning Bell	8:55	Warning Bell	8:55
<u>Period One</u>	8:59 - 9:50	Class starts	9:00
<u>Period Two</u>	9:52 - 10:42		
Break	10:42 - 10:52	Recess	10:38 - 10:52
<u>Period Three</u>	10:54 - 11:46		
Lunch Hour	11:46 - 12:44	Lunch Hour	11:50 - 12:50
Warning Bell	12:39	Warning Bell	12:45
<u>Period Four</u>	12:44 - 1:35	Class starts	12:50
<u>Period Five</u>	1:37 - 2:27	Recess	2:27 - 2:41
Break	2:27 - 2:36		
<u>Period Six</u>	2:38 - 3:30	End of Day	3:30

6.1 TELEPHONE

If parents need to contact students during class time, a message will be taken at the office, and the student will be called to the office at break/recess/noon/end of day. A phone is available outside of the main office for students. K-6 students may use the phone with the permission of their teachers. We thank you for making after school play arrangements prior to school time.

7.0 TEXTBOOKS

Textbooks are provided free of charge for each student. However, if a textbook is damaged or lost a charge will be levied.

8.0 PHYSICAL EDUCATION UNIFORM

Students in grades 7-12 who are enrolled in physical education classes are required

to wear P.Ed. uniforms supplied by the school at a reasonable cost. Students are to wear these uniforms during all regularly scheduled physical education classes unless there is an outside activity involved. PLEASE NOTE: Shoes that leave black marks are not allowed in the gym.

8.1 INDOOR SHOE POLICY

Students are asked to have a separate pair of shoes to wear indoors during weather conditions that require students to remove their shoes. At present about 90+% of all students take Phys. Ed. Their gym shoes can be used for this purpose.

A green light/red light system will be used at all doors. If the red light is up, please remove your shoes. If the light is green, please use your own judgement as to whether your shoes need to be taken off.

All students have a location for their shoes. In Gr 7-12, each locker has a plastic tray for your shoes. In both red and green light situations, students are asked to leave his/her outside shoes off until they are dry/clean.

9.0 LOCKERS AND LOCKS

Lockers and locks (7-12) are provided for all students. Students are asked to keep their lockers neat and closed at all times. Problems with lockers or locks should be reported to the office. All (7-12) students will be required to keep their locker locked. A damage deposit is not charged for the lock or lockers. A fee will be levied if the lock is not returned, or if the locker is damaged or in need of cleaning.

10.0 BICYCLES & SCOOTERS

We ask that bicycles be parked in the bike rack located at the school. Scooters may need to be collapsed and put in lockers or a specified area. It is wise to have your bicycle serial # recorded at home and/or your scooter properly marked.

11.0 PHOTOGRAPHS

Individual student photographs will be taken in the fall of the year. Students with brothers and sisters at St. Gabriel's will qualify for the family plan. Josten's has been the school photographer for the past number of years. Lifetouch has purchased Josten's and will be the photography company this year. McMaster's will be taking Cap & Gown pictures for Gr 12's in the fall. Kindergarten Cap & Gown will be taken later in the year by Photos by Jocelyn.

12.0 LOST AND FOUND

After an honest effort has been made to find a lost article and you are unable to do so, report the loss to the office. On the other hand, if you find an article, please turn it in to the office - someone may be looking for it. A student missing books and items should check with their teacher. Lost articles of clothing (i.e. phys ed clothing) should be checked for at the Phys Ed office or at the main lost and found located at the K-3 entrance. Lost and found items will be put out for parents to claim at various times throughout the year. Items not claimed will be passed on to charitable organizations.

13.0 ACCIDENTS/ILLNESS

If a student is injured or becomes ill, the parents are notified. If the office is unable to contact the parents, the student is taken to the hospital. All injuries and illnesses during school time must be reported to the office before the student signs out. It is critical that a contact person and number be supplied in case of emergencies - please do so on the appropriate form. The Sun West School Division has accident insurance for all students engaged in authorized school functions. Parents may also purchase optional student accident insurance (available in September)

14.0 DRIVER EDUCATION

A course involving classroom study as well as the practical phases of motor vehicle operation is offered each year to eligible students. Students may enrol in Driver Education for the current school year, if:

- a) they are enrolled in grade 10, or
- b) they are 15 years old by December 31 of the current school year. Those eligible will take the course in early October.
- c) students turning after the cut off date will take Driver Education in the early Spring.

Preparation for, and the writing of, the provincial learner's license is included in the scope of regular offerings of the school and therefore, proper attitude and behaviour is a necessary requirement for successful completion.

Please Note: Driver education is now mandatory by the Province of Saskatchewan in order for a person to obtain their license.

15.0 CAREER GUIDANCE

During your years at BCS2000 you will be faced with many decisions and a need to establish goals. For those needing to make career decisions, please take advantage of the various resources (BCS2 staff members, the library, the internet, the Community College). Mrs. Dollansky will meet with each student at designated times during the year for Grades 10-12. Students and parents in Grades 8 & 9 are also strongly encouraged to make use of this service.

A new initiative is being carried out in Sun West School Division this year entitled "Career Planning 10". In approximately 15 hours of class time throughout the year all grade 10 students will have the opportunity to create a Employability Skills Portfolio. This portfolio will be updated as the student moves through grades 11 and 12. The portfolio will be available for the student to use during the interview process when they search for their first job or apply for post secondary education after graduation.

16.0 PERSONAL COUNSELLING SERVICES

At times during the school year, individuals may encounter personal or family crisis. Counselling services are accessible at BCS2000. Mr. Jack Andrews & Ms. Stacy Moskalyk, of the Heartland Health District is available for private individual or group counselling. He also makes home visits. Mr. Andrews and Mrs. Janelle Dobson (Public Health Nurse) can be contacted at the Wellness Center at 948 - 6707.

17.0 PARKING

The student parking lot is located in the Eastern 3 rows of parking in BCS2000 parking lot. Students are asked to use this parking lot, rather than the street. The

streets surrounding the school are residential parking and parking for parents picking up their children. When parking in the student parking lot, please park within the designated stalls. Parents who need to park in front of the school during the day are reminded to check the signage as to when vehicles need to be clear for buses.

18.0 SUPERVISED DETENTION ROOM

From time to time the Administration finds it necessary to keep students in at noon hour for various disciplinary reasons - mainly lates. We recognize the use of detention as a serious matter and treat it as such and ask students to keep the following in mind regarding detention:

1. Students will be required to bring work into the detention room.
2. When students are assigned detention they are required to be in the room from 11:55 - 12:30.
3. Students who miss detention will serve double. This will only be allowed once/term.

19.0 NOON LUNCH

All students who remain at school during the noon hour are required to stay in the designated lunchrooms until 12:00 (7-12) and 12:20 (K-6). K-6 students may not leave the school grounds without written permission for each occasion.

20.0 BILLETS FOR BUS STUDENTS

Students travelling to school by bus are asked to provide the name, address, and phone number of a billet in Biggar at which they can stay in the event of extreme weather.

21.0 ARRIVING EARLY FOR SCHOOL

Students K-6 are expected to go outside prior to school (and recess). Supervision starts on the playground at 8:40a.m. and at 12:20p.m. noon. While we appreciate that students may wish to come to school early, we also want them to understand that teachers also have commitments when they arrive at school.

The gym may be open in the morning for students in Grades 7-12 who arrive early at school (8:30a.m.). The majority of students 'shoot hoops' or play volleyball. The guidelines set for students who participate are that they wear gym shoes and avoid activities that involve body contact. We take pride in having our facilities open to the students. Students who desire to arrive at the school prior to 8:30am are asked to do school work or visit in the commons area if they are not working with a teacher. Roaming the hallways is not an option.

22.0 ALLERGIES

As with any large group, there are individuals who have severe allergies that we all must be aware of and work together to avoid & eliminate dangerous situations for these individuals in our school.

Life threatening allergies - in our school, we have individuals who have life threatening allergies to peanut products and latex products (balloons, rubber gloves). We would ask that all parents and students avoid sending such items to school. Should you have any questions, please feel free to contact the administration.

Pets - should you wish to bring a pet to school for show and tell, we ask that you contact the student's teacher. Pets will be shown outside on the playground with the teacher, students and parents.

Fragrances & Scents-we encourage everyone to use fragrance free products in the school as several staff and students are severely allergic to fragrances.

23.0 ACCESS TO THE SCHOOL AFTER 4:30pm

When students and parents need to gain access to the school before or during an extra-curricular practice, the SOUTH Gym Entrance should be used (directly off of the elementary playground). The front doors are normally locked at 4:30pm. When a practice is taking place in the gym, the coach will have the South door open. Team members should use this entrance as well.

24.0 STUDENT REPRESENTATIVE COUNCIL:

The SRC is elected each year at BCS2000 to organize and direct student activities.

<u>Senior Rings</u>	Lisa Dollansky	Spencer Silvernagle
<u>Junior Pins</u>	Julianna Tan	Jordan Horst
<u>Secretary</u>	Christina Tan	
<u>Treasurers</u>	Stephanie Schmeiser	Carissa Isinger
<u>Publicity</u>	Marelize Muller	Elyse Beckett
<u>Sports Representatives</u>	Tekarra Wilkinson	Kyle Pickett
<u>Members at Large</u>	Jordan Sherbino, Jessica Zimmer, Kelcie Newton, Jordyn Litwinow, Paige Irvine, Chelsey Antonenko, Samantha Desrosiers, Wesley Tornberg, Natalie Wong, Noah Shamon, Sara Taylor	
<u>Teacher Supervisors</u>	Mrs. Johnson	Mrs. Darroch

General Aims of the SRC

- To form an organization to unite and initiate all activities within the school, which are for entertainment, physical development and education.
- To arrange for and finance entertainment, sports activities, and education projects so far as it does not conflict with the course of study.
- To promote harmonious relations within the school and outside with the public.
- To promote school spirit.

School Colors

The colours of BCS2000 are intended to promote the identity of our school. The greater the similarity of colours and cresting, the more significant these become. The colours are identified as green, gold and white with the crest of a torch or the Blazer logo included.

Yearbook

The Yearbook is an essential service provided by the Yearbook Committee. The yearbook is being produced in-house with the goal of creating a document that captures the year's activities. Attempts are being made to keep the high quality while bringing down the price in the hope that each and every student is able to purchase a yearbook each year. Each student in grade 7-12 will receive a yearbook (funded through their student fee). Students in K-6 are encouraged to purchase as well.

24.1 EXTRA-CURRICULAR ACTIVITIES

Following is a list of extra-curricular activities in which students may be involved outside of the school hours this year. A majority of the following take part in the Div III & IV level. There are opportunities for students in Grades K-6 to take part in specific activities.

Cross-Country
Volleyball
Football
Golf (Fall & Spring)
Yearbook
SRC
Curling
Basketball
Badminton
Travel Club
Track & Field
Stage Band
Cheerleading

Photo Club At BCS2 we believe that extra curricular activities are a large and important part of our school program at the 7-12 level. But with that being said, we still believe that school is more important than the fun activities. If one is not able to attend school for a portion of the school day due to illness, personal commitments, or the student has been suspended, the extra curricular activities are not an option on that same day. If you have a specialist appointment that was previously booked, please contact your coach/supervisor or Administration to enquire if you are eligible. Should you believe you are in a situation that is an exception to the rule, please contact the Administration and your coach/supervisor prior to attending the activity.

24.2 INTRA-MURAL NOON ACTIVITIES:

K-6 intramural activities occur throughout the year at recess and noon hour. Four house teams compete for an award presented in June. At the 7-12 level, students are offered a variety of activities during the school year. The activities range from pure sports such as volleyball - to sport based activities (ie - 'Bump' during basketball season). All students are urged to participate in intramural activities.

24.3 SRC FEES

The SRC FEE covers all student-based activities: ie. leadership activities, color day awards, special theme days, dances, gym blast, guest speakers, driver costs on year end / field trips, a portion of the sporting activities (a large portion of sporting costs are covered through the canteen sales). The Yearbook is a separate cost that is mandatory for all in Grades 7-12. Students in PK-6 may purchase.

25.0 GENERAL SCHOOL FEES

A FEE SHEET, sent out in earlier August will indicate the total fees that will be due. If you cannot determine your total fees due, please contact the office and they will help you out.

26.0 STUDENT'S RESPONSIBILITIES

Students who attend BCS2000 assume many responsibilities. Each student is expected to derive maximum benefit from the excellent academic program and the extensive extra-curricular activities, while being increasingly aware of the rights and needs of all members of the school community.

Routines of conduct and deportment are based on the assumptions that students who enrol at BCS2000 desire to learn, wish to attend the classes they select, know how to behave in a reasonable manner, and have a strong sense of self-discipline and self-respect. Teachers at BCS2000 see a clear necessity for a set of rules that will assist the

learning process and foster the development of self-discipline and self-esteem. Our staff recognizes that teachers and students should demonstrate a genuine interest in, and respect for, each other. To guide student behaviour in the school, we list in order of priority, the following principles:

1. The goal of disciplinary procedure is to promote students' responsibility for their own behaviour.
2. There should be an established set of rules in the school known to, and understood by, staff and students.
3. Students who break school rules will face consequences for their actions.
4. Teachers will handle minor discipline problems themselves.
5. The Administration must take over major discipline problems.

27.0 SCHOOL TRIPS (Grade 11/12 B.C. Ski Trip and BCS 2000 Travel Club)

Presently we participate in two extensive trips that involve students in grade 11 and 12. Those wishing to become involved in the Travel Club will join in June of their grade 9 year and travel in the spring of grade 11. Ski trip participants may travel in both their grade 11 and 12 years (first opportunity always offered to grade 12s)

The purpose of these trips is to offer our students the chance to experience the world outside of our school walls. They will meet new people, see new things, and have fun with their peer group.

All must recognize the following points:

- every individual must follow all school guidelines while on their trip (ie. drug and alcohol protocols, student conduct, dress code, etc.)
- behavior prior to the trip may affect their opportunity to travel.
- they may travel only if they are full time in their appropriate grade (participants must be full time grade 11 students)

28.0 BULLYING AND HARASSMENT

For the past several years, our school and the former Biggar School Division focussed on the social problems of Bullying and Harassment. At no time do we believe that the problems that we are witness to at BCS2000 are isolated to our school. Society in general is laden with such behavior on the part of individuals on a regular basis. But what we do believe is that we can make a difference. By consciously targeting negative behavior and reinforcing positive options, the students at BCS2000 will have a better opportunity to partake in an atmosphere that does not condone or accept such negative behavior.

Bullying

The staff at BCS2000 took the initiative to create guidelines that they would implement in order to reduce the amount of behavior that is typical of bullying. The following are the guidelines and procedures that will be used by the staff at BCS2000:

- a) When a staff member feels there is behavior typical of bullying, they will speak to the student directly to inform them that such behavior is unacceptable. (This will usually be done in private.) The staff member will then document this situation.
- b) If the behavior/actions persists in future situations, the staff member will once again speak to the student, contact the parents, and make documentation.
- c) The administration will receive the documentation after the parent/teacher contact has occurred.

One must realize that the staff are not and do not want to be the 'Bullying Police'. Our intent is to make students and parents aware of what individuals are doing, and how it is having a negative affect on the learning environment within the classroom, and on the school culture in general.

The following are simple guidelines that can followed:

- a) The school and classroom is a public setting. The make up of the student body and classes in general are a combination of friends, acquaintances, strangers and people who dislike each other. The lines between friends and enemies change on a daily basis. The result of this is that we ask that individuals do not make comments that others may find offensive.
- b) The kind of behavior (actions and exchange of words) that is accepted in the circles of friends, on teams, and in vehicles as friends hang out, is asked to be kept there - not in classrooms and hallways where all individuals are exposed to it and cannot avoid it.

NOTE - all students (K-12) will receive a presentation/instruction focussing on identifying and eliminating bullying behaviors with the school

Harassment

Sun West School Division No. 207 has adopted an administrative procedure (No. 505) stating that *“all members of the education community have the right to work and learn in a respectful environment that is free from harassment and violence. Sun West School Division is committed to creating and maintaining work environments where employees, students and volunteers are treated with respect and dignity. The Board recognizes its responsibility to provide education regarding harassment and work place violence, and to provide the opportunity for training to resolve situations that occur.”*

29.0 SMOKING

Biggar Central School 2000 is a non-smoking facility as are all Sun West schools and grounds.

Once a student arrives at school, they are responsible to the school. Should smoking be part of his/her routine, we ask that they get in his/her vehicle and leave the grounds in order to smoke (do not sit in the parking lot). The other option is to walk out the front doors and go to Main Street.

30.0 ALCOHOL AND DRUGS

In 2004, BCS2000 created a new policy on alcohol and drugs that reflects many of the current practices. The following is the introduction to the policy. Should students or parents wish to view the policy in its entirety, please contact the Principal for a copy.

Rationale

The school environment must be alcohol and drug free to provide the best opportunities for student growth and development. Biggar Central School 2000 is concerned about student physical and mental health and recognizes that drug abuse and chemical dependency interfere with a student's well-being and ability to perform.

Policy

The school environment will be alcohol and drug free. The staff of Biggar Central School 2000 will work cooperatively with students, parents and others toward resolving the problem of alcohol and drug abuse of students by:

- a) promoting prevention strategies;
- b) providing educational opportunities and materials;
- c) taking appropriate actions in response to alcohol and drug related incidents;
- d) facilitating consultation and rehabilitation by referral to appropriate agencies.

BCS 2000 Intent - The Zero Tolerance Rule

At BCS 2000 we mandate zero tolerance to “drugs” on any given school day, at extra-curricular activities or school-related functions (dances, sports events, field trips, etc.) There is no amount of alcohol or drugs that a person may consume or possess that would be acceptable.

31.0 STUDENT DRESS EXPECTATIONS

Students are expected to conform to certain dress standards acceptable to standards of today’s workforce and society. We request that you use the following guidelines:

- a) no obscene t-shirts
- b) no coats or hats in the classrooms or hallways
- c) no short-shorts or spandex shorts (mid-thigh walking shorts are considered appropriate)
- d) shirts must be worn in the school
- e) no hats, t-shirts, sweatshirts, etc. that promote the use of drugs or alcohol.
- f) t-shirts must cover the midriff (halter tops are not allowed)
- g) no backless shirts, halter tops, skinny-strapped tank tops, swimsuits (unless under clothing), or inappropriate clothing and no undergarments may be showing.

The above expectations are set in order to assist the students in preparing themselves for the standards that are acceptable in today's society and its work force. By being able to make such choices students will find themselves better prepared for various job placements. We ask that all parents be aware of what their child is wearing to school, and encourage them to dress appropriately.

32.0 BEHAVIOR OF THE STUDENTS WHILE BEING TRANSPORTED

The transportation of student is a daily part of our school. Students are transported from the rural areas to and from school. Students are also transported for curricular and extra-curricular events. During such times, special care is taken to ensure the safety of all involved. It is crucial that students exhibit appropriate behavior.

Students are responsible to the school during all times of transportation. The rules and guidelines set out by Division Policy, School Policy, and the Education Act will be applied and used for reference for all activities.

33.0 EXAMS and ASSIGNMENTS (Gr 7-12)

Students' final standing in courses will be determined by classroom work, assignments, and exams. In addition to more frequent, small exams teachers give during the year, there will be major comprehensive exams (finals) in late January and June. These results comprise a significant portion of the final standing.

Procedures when exams are missed:

Students must have valid reasons for missing any exam, but only a medical certificate or compassionate reason will excuse a student during January and June exams. If a student must miss a teacher's exam for a valid reason and know in advance, he/she must advise the teacher. If the student does not know in advance he/she must see the teacher immediately upon his/her return to school to arrange for the test. **THE STUDENT SHOULD INITIATE DISCUSSION WITH THE TEACHER.** The absence from school must be for a valid reason before the teacher will consider the test for the student.

Any student caught cheating or gaining an unfair advantage on any exam will be given 0 (zero) on that exam, and referred to the office. If a student is caught cheating or

gaining any unfair advantage on a final exam he /she may also lose the opportunity to write any other final exams for the period of one year, as is stated in the Department of Education regulations. The privilege of participation in Graduation Exercises may also be withdrawn.

When a student misses an exam, he/she will be expected to make arrangements before 9:00 a.m. on the day of his/her return to school, to write the exam. If arrangements are not made, the student may be given "0" on that exam.

If the reason for the absence is not valid, as per the student absence policy, the student will be given "0" on that exam.

Assignments:

At BCS2000 we believe that students in grades 6-12 need to complete each and every assignment as designated by the teacher. The time frame in which the assignment is completed is as important as completing the assignment itself.

In Grades 6-12, if a student is not complete on the day (and set time) that the assignment is due - the assignment is late.

- a) The student has up to 3 school days to submit the assignment.
- b) The assignment will be docked 10% a day
- c) If it is not in after the 3 day period, it needs to be completed and the student will receive 50% of the graded mark.
- d) At this point, the teacher will create a plan of action that will ensure that the incomplete assignment is submitted within 10 days of the original due date.
- e) The assignment needs to be completed to avoid INCOMPLETE status in that class.

NOTE** - Incomplete status has 2 meanings - incomplete with the consequences and actions as listed. There is also the Incomplete status on the report card.

At reporting periods the classroom teacher will decide if a mark or an INC will be placed on the report card. The actual mark will be put on the mark sheets submitted to the office. If the mark is not on the report card, then the teacher will call home indicating what the actual mark is. When the student is no longer INC, the teacher will contact the parents to inform them of the change in the status of the student.

34.0 ATTENDANCE and ABSENT SLIPS

1. According to the Saskatchewan Education Act, students are held responsible to report absenteeism and reasons for absenteeism to the school principal. In this regard a note or phone call from a parent to the general office personnel will suffice.
2. Students who know they will be absent in advance are asked to bring a note from home or have their parent call before the absence, if possible. Students who are planning any extended leave are requested to discuss this leave at least two weeks prior to departure date.
3. If the absence is unexpected students shall bring a note from the parent or guardian, or a phone call to the general office, on the day of his/her return to school, explaining the absence.

34.1 Procedure for Confirmation (Gr 7-12)

If a student has not had his/her absence resolved at the office, he/she is not allowed to stay in class. They will be sent to the office to resolve the absence. If you are aware of your son or daughters absence in advance, please contact the office (prior to 8:30) and his/her name will be added to the attendance list.

1. Student attendance is reviewed regularly during the school year. Letters will be sent

to parents to keep them informed of total number of absences in cases where the administration feels attendance is becoming a concern.

2. Parents and students are reminded that student absence from class is a very serious matter and should be avoided if at all possible. Acceptable reasons for absence are those that are medically or compassionately related. Parents should be reminded that one of the main reasons students have difficulty in their classes is due to poor attendance.

3. Students who arrive late during the first 25 minutes of class will be considered late, and after the first 25 minutes of class will be considered absent.

34.2 Consequences for Absenteeism

Students missing school without a valid reason may be required to make up the time missed at noon hour or after school, or may be suspended in-school or out-of-school. Students are expected to take part in special school-based activities. During such events, the administration will expect an official note (from Doctor, appointment, etc). If a parent feels there is a specific reason for the student's abs on such times, please contact the Administration PRIOR to the event to see if the abs can be arranged.

For students in Grades 10-12 regular attendance is a priority. The nature of the curriculum and instruction require a diligence with respect to their attendance. The following guidelines shall be used for students in Grades 10-12:

- 1) Students in Grade 10 must take a full-load of classes and may not drop a class. If a student is required to discontinue a class as a result of poor attendance, they will be required to spend the designated periods in a pre-arranged location.
- 2) Students in Grade 11 who are required to discontinue a class as a result of poor attendance may be designated a part time student or required to spend the designated periods in a pre-arranged location.
- 3) Students in Grade 12 who are required to discontinue a class as a result of poor attendance may be designated a part time student.

NOTE** - part time student programming may be facilitated through the Alternate Education Program.

The following guidelines will be used for student absenteeism at the Grades 10 - 12:

- 1) an absence is either school based (&/or unavoidable) OR non-school based
 - a) school based - Weather, bus, driving test, extra curricular, music
unavoidable - compassionate, medical, sick, pre-arranged family vacations, pre-arranged helping at home
 - b) non-school based - skipping, slept in, hunting, shopping, non-school sporting events, work, exclusions from class, suspensions
- 2) When a student's academic progress in a class is being affected due to absenteeism, a meeting will be held with the parents, student, class room teacher(s), and Administration.
- 3) Exceptions will be limited to students who suffer from long-term illnesses, have extended family holidays, or other administration-approved leaves from school. Students who are planning any extended leave are requested to discuss this leave at least two weeks prior to departure date. Failure to comply with this procedure may be treated as a non-excusable absence.

Procedures With Respect to Student Absenteeism

The assumption is made that the action of requiring a student to discontinue a course of study as a result of missing more than the allowable number of absences (as set in the above) is based on the student's poor academic achievement. Examples of such are:

- incomplete assignments
 - poor test scores resulting from not having covered appropriate material
 - incomplete notes
- 3 absence from class discussions and activities

# of Abs	Student	Parent	School
5	sign sheet & discuss with teacher	may receive call from teacher IF student progress in affected	Administration is notified by teacher
10	sign sheet & discuss with teacher (will attend meeting if needed)	receive call from teacher &/or Administrator (if required, a meeting will be set)	Administration informed, will facilitate meeting if required.
Note 1	A meeting may be set at any point in the process if student progress has been affected by absenteeism		
Note 2	A meeting will outline concerns, set action plan, and determine time frame for resolution.		

35.0 DROPPING/PICKING UP A CLASS (7-12)

As outlined at the annual Information on Registration Meeting, students and parents are advised to carefully select classes for the next year. Students are not allowed to randomly pick up or drop a class.

Should a teacher advise administration that a student not take a class or discontinue a class, the Administration will determine an alternate plan. Should unforeseen circumstances come to light, the Administration may allow the picking up or dropping of a class.

36.0 SIGN OUT PROCEDURE (K-12)

Should a student need to leave school between 9:00 and 3:30 for any reason, s/he must sign out at the office. There will be a book provided for students to record the time and reason for leaving. If students do not sign out we will assume that the reason for absence is inexcusable and will be dealt with accordingly. If returning to school the same day, the student should report to the office, and then to their assigned class.

37.0 LATE SLIPS (Gr 7-12)

A late slip will be given when a student is late for class. The consequences will be:

- 1st late slip in the term- warning, no consequence
- 2nd late slip in the term - detention
- 3rd late slip in the term – detention (parents may be called at this time)
- 4th late slip in the term - in-school suspension or loss of spares

Please note - when a late slip becomes 20 school days old, it is destroyed. This allows the student a chance to reduce their chance of suspension should they choose to change their habits.

Students forgetting materials will be dealt with by the classroom teacher and, if necessary, the Laggard Policy (not with a Late Slip)

37.1 Procedure when late for Class

Students late for class must report to the general office for a "late slip". This slip provides the time, class, and reason for lateness. The following procedure will be followed:

- a) Inform the secretary you need a late slip for class.
- b) State the reason to the secretary.
- c) If the reason is acceptable, the student will still be given a late slip which will allow them to get into the classroom. The late slip at the office will be discarded by the office and not counted.
- d) If the reason is unacceptable, the late slip will be registered for the student. The principal or vice-principal may then talk to the student to determine if further action is necessary.

NOTE** If you would like to set your watch/clock to our school clock, phone 310-8463 (toll free time check number!)

38.0 FULL-TIME/PART-TIME STUDENTS

Since it is the philosophy of BCS2000 to offer as many courses as possible to our students, we recommend that students take enough courses to be a full-time student. With the numerous choices that one has in completing their education, BCS2000 believes it offers a program that focuses on both the academic and the social maturation of the individual. The following are the criteria, which MUST be met in order for a student to be considered FULL TIME.

- 1) All students who are in Grade Ten must have a full timetable. Note – students in Band may end up with 1 spare.
- 2) All students who are in Grade Eleven may have a maximum of 7 spares in only 1 of the semesters OR 3 spares in both semesters.
- 3) All students in Grade Twelve must take a minimum of 4 classes each semester. Non-semestered classes count as ½ class for this purpose. (A max of 10 spares/semester) - Note – there may be some students that have 11 spares due to timetable structure. Please check with Administration if you have more than 10.
- 4) All students who are considered full-time MUST take the compulsory courses as outlined by BCS2000 Administration and the Dept of Education Guidelines.
- 5) Correspondence courses cannot be used as a substitute for a timetabled subject.
- 6) For the purpose of defining the term Part-time Student - at BCS2000 a part-time student is viewed as an individual who is focussed on completing his/her education requirements. A desire for more spares is not an acceptable rationale that is supported (Note- ** Part-time students should not be confused with that of Adult students). A student who is wishing to maximize spare time while achieving their Province of Saskatchewan Grade 12 status, will be directed towards the Community College Adult Education program &/or the Alternate Education Program.

PART-TIME STUDENTS ARE INELIGIBLE FOR THE FOLLOWING ACTIVITIES

- 1) Any scholarships which are administered by the Biggar Central School 2000.
- 2) Holding a position on the Student Representative Council.
- 3) To participate on any high school sports team or extra-curricular activity. This does not include intramurals at noon hour.
- 4) Participation in school sponsored trips, such as the Grade 11-12 ski trip or Travel Club.
- 5) Participation in the Graduation ceremonies.

PLEASE NOTE: Once a student has registered as a full-time student, s/he will NOT be allowed to voluntarily drop a class to become a part-time student.

The reason for this policy is that BCS2000 only employs enough staff to cover the courses offered. We believe that in most cases the amount of time allotted to full time students for study hall is sufficient. We also feel in most cases students who have more than the allowed number of spares tend to waste this time. We feel students would be far better off taking a full slate of classes. Students who are part-time will be required to leave school during their spare periods because we do not have the staffing to supervise those students.

39.0 BCS2000 GRADUATION REQUIREMENTS

Graduation at BCS2000 is recognized as a significant academic accomplishment. We see it as much more than "the social event of the year". To participate in our graduation exercises a student must meet the minimum standards set out. To encourage students to seek their true academic potential and to reinforce the academic accomplishment of graduation we remind students that there will be no exceptions to these requirements.

The term Graduation has two meanings:

- a) obtaining the proper requirements needed to meet the standards set by the Government of Saskatchewan, and
- b) meeting the requirements as set by Biggar Central School 2000 in order to participate in the Graduation Ceremonies.

To be eligible to partake in BCS2000's Graduation Ceremonies, a student must meet the following criteria:

1. On the third term report card, the student must obtain a mark of 40% or higher in each subject which will be used to meet the criteria as set by Sask Learning.

Note #1 If a student has a required mark below 40%, s/he will NOT be put on the graduation list. A meeting will be offered with the parents, student, Administration, and the applicable teacher(s). The needed changes in the student's habits will be discussed. A course of action will be charted with specific indicators and a mutually agreed upon date will be determined when such will be re-evaluated. At this time, if the process has been successful, a final date will be determined where the preset indicators can be evaluated. At that time, if the evaluation is successful, the student will take part in the Graduation Ceremonies. If the preset indicators have not been

met, the process will be terminated.

Note #2 If a student is above 40% but below 50%, s/he will be on the graduation list BUT will be on probation. A meeting will be held with the parents, student, administration, and the applicable teacher(s). The same process will be followed as in note #1. If the process is terminated, the student will be removed off of the graduation list. If the process is successful, and the preset indicators are achieved prior to the final examination, the student will remain on the graduation list.

Note #3 If a student falls below 50% after the third term report card and prior to final examinations, a meeting will be held with the parents, student, administration, and the applicable teacher(s). A course of action will be mutually agreed upon. Our intent is to ensure that s/he maintains a passing mark prior to the final examination.

2. If a student has failed a needed subject in semester 1, the following shall apply and supersede #1:

Using the marks of Semester 1 final grades, and Term 3 grades, the student will have a total of 6 marks/points to apply to a single subject (in theory only). This would be done only if it would move the subject mark to at least 50%, thus meeting the credit requirements as set by the Dept of Education. In using this option, the average of each subject must be a minimum of 50%, not the 40% as used in #1.

3. If a student is taking a Correspondence Course, the following shall apply and supersede #1:

The student must be eligible to write the final exam in (or before) the Correspondence School's June session. The Correspondence school will be contacted by the Administration in the last week of May to enquire if the student has met the Correspondence School's guidelines for eligibility.

IF the student is eligible s/he will be eligible to partake in BCS2000's Graduation Ceremonies. IF they are not eligible, s/he will NOT be eligible to partake in BCS2000's Graduation Ceremonies

40.0 SUPPORT/PYRAMID OF INTERVENTION

SUPPORT/Pyramid is both a new program and an extension of the philosophy of finding ways to assist students in completing their work and passing the class. A structured program incorporates teacher initiated supports and structure, with parental contact and may eventually get to the stage where the student will be given the additional support of personnel in an even more structured setting. Parental support is a significant element in this program. Should your child be in need of such, you will find out more when you are contacted.

41.0 CELL PHONES

Over the last two years, cell phones (text messages) have begun to become the focus of students' attention rather than the learning activities within the school and classrooms.

We are asking that students do not use their cell phones (calls or text messaging) at school. From when the student enters the school until the time they leave the school, cell phones should not be used or seen. If they are put in the locker, please put on mute.

The need to contact a staff member or student in an emergency, or to deliver an important message, during the school day can be facilitated by the secretaries at the office.

Thank you for leaving your phone at home, in your vehicle or in your locked locker. If phone is used in school the parent will be contacted to come and pick it up.

42.0 EXTRA-CURRICULAR LIST FOR 2007-2008

The following list of activities are available for students at BCS 2000. The supervising teacher's names are listed. Feel free to contact them at any time if you have questions regarding the

activity. ART CLUB-Mrs. Gosselin, Mr. Kurulak
AUTHORS' SHOWCASE – Mrs. Isinger, Ms. Chupik, Mrs. Robertson, Mrs. Peters
BOOK FAIR – Mrs. Hollman
CANTEEN-Mrs. Johnson, Ms. Chupik
CHEERLEADING – Ms. Chupik, Mrs. Litwinow
CHOIR- Mrs. McMahon, Miss Smith
DISPLAY CABINETS- Mrs. Scott, Mrs. Back
ELEMENTARY HOUSE LEAGUE- Mr. Elliott
ELEMENTARY SUPPORT – Mrs. McMahon, Miss Smith
ELEMENTARY TRACK- Mr. Larson, Mr. Elliott
FAST – Mrs. Isinger, Mrs. Darroch, Mrs. Dollansky, Mr. Sopczak
FATHER'S DAY GOLF – Mr. Elliott
FOOTBALL- Mr. Thomas, Mr. Sopczak
GOLF- Mr.L. Wright, Mr. Elliott
GRADE 4-6 VBALL- Mrs. Scott, Mrs. McMahon, Mrs. Isinger
GRADUATION- Mrs. Darroch, Mrs. Johnson, Mrs. Peters, Mrs. Gosselin, Mrs. Dollansky,
Mr. Schmeiser, Mr. Thomas, Mrs. Stefanick, Mrs. McCallum
HOMEWORK CLUB – Mrs. Isinger, Mrs. Scott, Mrs. Robertson, Mrs. McMahon
HORTICULTURAL CLUB- Mr. Larson
JR. BOYS BASKETBALL- Mr. Johnson
JR. BOYS VOLLEYBALL-Mr. Johnson, Mrs. Courville
JR. GIRLS BASKETBALL- Mr. Nesbitt
JR. GIRLS VOLLEYBALL- Mr. TJ Wright, Miss Johnson
JUNIOR BADMINTON- Mr. Jackson, Mr. Sopczak
JUNIOR CURLING- Mr. Larson, Mrs. Peters
MEDICAL ALERT – Mrs. Isinger, Mrs. McMahon
PHOTOCLUB – Mr. Kurulak
REMEMBRANCE DAY – Mr. Thomas, Mrs. Robertson, Mrs. Zagoruy, Mrs. Courville
SENIOR BADMINTON- Mr. Johnson, Mr. Epp
SENIOR CURLING- Mrs. Silvernagle
SR. BOYS BASKETBALL- Mr. TJ Wright, Mr. Thomas
SR. GIRLS 'B' VBALL – Mrs. Darroch, Miss Angelopoulos
SR. GIRLS BASKETBALL- Mr. Lex Wright
SR. GIRLS VOLLEYBALL-Mr. Epp, Miss Kennon
SR.BOYS VOLLEYBALL- Mr. Nesbitt, Mr. Anderson, Miss Blakely
SRC-Mrs. Johnson, Mrs. Darroch, Mr. Drover
STAGE BAND- Mr. Schmeiser
TOURNAMENT COORDINATOR – Mrs. Dollansky
TRACK & FIELD- Mr. Jackson, Mr. Nesbitt, Mrs. Courville, Mrs. Newton
TRAVEL CLUB –Mrs. Darroch, Mrs. Isinger
X COUNTRY- Mrs. Hollman, Mr. TJ Wright, Mrs. Newton
YEARBOOK- Mr. Jackson, Mrs. Zagoruy, Mrs. Peters, Mr. Schmeiser

