

Milestone School



Cougars

Successful Learners

Responsible Citizens

STUDENT/PARENT HANDBOOK

2017-2018

Milestone School

Contact Numbers:

Office Phone: 306-436-2292 (Message Manager before 8 am,
306-436-2136 during noon and at 4:15 pm)
Student Phone/Hallway: 306-436-4661 (not answered during class time)
Fax: 306-436-2236

Mailing Address:

400-415 Prairie Ave.
Box 478
Milestone, SK
S0G 3L0

Email:
milestoneschool@pvsd.ca
Web Site:
<http://milestone.pvsd.ca>

Prairie Valley School Division Education Center

Director
Mr. Ben J. Grebinski

PVSD Office: 306-949-3366 877-266-1666 Toll Free
Transportation: 306-949-6566 866-488-4788 Toll Free

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Up Front

Milestone School Staff 2016-2017

Administration	Principal	Mrs. Shelly Gorski	Vice Principal	Mrs. Ferrah Graham
Teaching and Support Staff	Arts Education	Ms. Sara Bechard	Custodians	Ms. Cathy Scheller
	Band	Mr. Chris Jacklin		Mrs. Andrea Pageau
	Career Guidance	Mr. Rick Bohay		Mrs. Barb Moore
	Instructional Team Coach	Mrs. Sarah Stone	Administrative Assistants	Mrs. Teresa Shindelka Mrs. Janice Wolfmueller
	Learning Support	Ms. Sarah Punshon Mrs. Nicole Towriss	Educational Assistants	Mrs. Jacki Carr Mrs. Jennine Brooks Ms. Tish Jennings Mrs. Tammy Thomas Mrs. Denise Lucyk Mrs. Kathy Johnson
	Kindergarten	Mrs. Chelsea Heck		
	Grade 1/2	Ms. Amanda Kessler		
	Grade 2/3	Mr. Lyle Popovic		
	Grade 4	Mr. Alex Meeres	Library Assistant	Mrs. Janice Wolfmueller
	Grade 5/6 A	Ms. Sarah Anderson		
	Grade 5/6 B	Ms. Jolene Bowes	Bus Drivers	Mrs. Mary Ellen Strickland Mr. Kirby Ulrich Mr. Ron Sherman Mr. Tim Vanstone Mr. Larry Stephenson
	Grade 7/8	Mrs. Ferrah Graham		
	Grade 8/9	Mr. AJ Zech		
	Social Studies – 7/8/9	Ms. Brooklyn Orban		
	Grade 10	Mr. Rick Bohay		
	Grade 11	Mr. Michael Armstrong		
	Grade 12	Mrs. Sarah Stone		
Intern	Ms. Paige Herzberger			

Bell Schedule

Elementary	
8:55	Warning Bell
9:00-10:33	Classes
10:33-10:48	Recess
10:48-12:21	Classes
12:21-1:11	Noon
1:11-2:13	Classes
2:13-2:28	Recess
2:28-3:30	Classes
3:30	Dismissal

High School	
8:55	Warning Bell
9:00-10:02	Period 1
10:02-10:09	Break
10:09-11:11	Period 2
11:11-11:19	Break
11:19-12:21	Period 3
12:21-1:16	Lunch
1:16-2:18	Period 4
2:18-2:28	Break
2:28-3:30	Period 5
3:30	Dismissal

Calendar

August/September						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5 D1	6 D2	7 D3	8 D4	9
10	11 D5	12 D6	13 D1	14 D2	15 D3	16
17	18 D4	19 D5	20 D6	21 D1	22 D2	23
24	25 D3	26 D4	27 D5	28 D6	29 D1	30

October						
S	M	T	W	T	F	S
1	2 D2	3 D3	4 D4	5 D5	6 D6	7
8	9	10 D1	11 D2	12 D3	13 D4	14
15	16 D5	17 D6	18 D1	19 D2	20 D3	21
22	23	24 D4	25 D5	26 D6	27 D1	28
29	30 D2	31 D3				

November						
S	M	T	W	T	F	S
			1 D4	2 D5	3 D6	4
5	6 D1	7 D2	8 D3	9 D4	10	11
12	13	14 D5	15 D6	16 D1	17 D2	18
19	20 D3	21 D4	22 D5	23 D6	24	25
26	27 D1	28 D2	29 D3	30 D4		

December						
S	M	T	W	T	F	S
					1 D5	2
3	4 D6	5 D1	6 D2	7 D3	8 D4	9
10	11 D5	12 D6	13 D1	14 D2	15 D3	16
17	18 D4	19 D5	20 D6	21 D1	22 D2	23
24	25	26	27	28	29	30
31						

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8 D3	9 D4	10 D5	11 D6	12 D1	13
14	15 D2	16 D3	17 D4	18 D5	19 D6	20
21	22 D1	23 D2	24 D3	25 D4	26 D5	27
28	29 D6	30 D1	31			

Student Days (184)
D2, D4, D6 – K Days

Statuary Holidays,
Designated Breaks
and Arbitrary Days
Off

Non Student Days
(10)

Non Student Days:
Parent/Student/
Teacher
Conferences Day
off in Lieu (2)

Parent/Student/
Teacher
Conferences -
Evenings

Provincial Exam
Days (regular
classes in effect)

February						
S	M	T	W	T	F	S
				1 D2	2 D3	3
4	5 D4	6 D5	7 D6	8 D1	9 D2	10
11	12 D3	13 D4	14 D5	15 D6	16 D1	17
18	19	20	21	22	23	24
25	26 D2	27 D3	28 D4			

March						
S	M	T	W	T	F	S
				1 D5	2 D6	3
4	5 D1	6 D2	7 D3	8 D4	9 D5	10
11	12	13 D6	14 D1	15 D2	16 D3	17
18	19 D4	20 D5	21 D6	22 D1	23 D2	24
25	26 D3	27 D4	28 D5	29 D6	30	31

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 D1	10 D2	11 D3	12 D4	13 D5	14
15	16 D6	17 D1	18 D2	19 D3	20 D4	21
22	23 D5	24 D6	25 D1	26 D2	27 D3	28
29	30 D4					

May						
S	M	T	W	T	F	S
		1 D5	2 D6	3 D1	4 D2	5
6	7 D3	8 D4	9 D5	10 D6	11 D1	12
13	14 D2	15 D3	16 D4	17 D5	18	19
20	21	22 D6	23 D1	24 D2	25 D3	26
27	28 D4	29 D5	30 D6	31 D1		

June						
S	M	T	W	T	F	S
					1 D2	2
3	4 D3	5 D4	6 D5	7 D6	8 D1	9
10	11 D2	12 D3	13 D4	14 D5	15 D6	16
17	18 D1	19 D2	20 D3	21 D4	22 D5	23
24	25 D6	26 D1	27 D2	28	29	30

Mission/Vision/Values

Our Mission: Developing Successful Learners and Responsible Citizens

Milestone School is a kindergarten to grade 12 school that is the educational center of a warm, friendly, bustling community that has much to offer. With a student population of just over 240 students and a dedicated staff of 25 teachers and support staff, 3 caretakers and 5 bus drivers. Milestone School lends itself to developing close relationships with families and the larger community. To be highly effective, our school strives to function as a learning community where all members of the team - teachers, support staff, administrators, caretakers and bus drivers - work in co-operation with the Division Board and the local School Community Council, and the community. As we work together to achieve this common mission, students will recognize that high student achievement and responsible citizenship are the expected outcomes at Milestone School.

Our Vision: A Community of Learning

We envision a school as a community of learning where...

1. There is a mutual respect, honesty, responsibility and cooperation among the school community.
2. The environment is a safe, caring, secure and inviting place which promotes student learning.
3. Curriculum and instruction match the needs of all students so they may achieve success in learning.
4. Students are equipped with skills and a work ethic which enables them to apply their learning in meaningful context as lifelong learners.
5. All students have an opportunity to become involved in school activities and their accomplishments are validated and celebrated.
6. All students are equipped with skills that will allow them to make informed decisions about their community and society that are consistent with the principles of democracy, equality and justice.

Our Values: We will Promote, Model and Facilitate.....

responsible citizenship within the school community; **lifelong learning** among students and staff; **honesty and integrity** as key foundations to character building; **success in learning**, defined as achieving one's individual potential, for each and every student with a **caring community**, encouraging **respect** of self, others and property.

Although it is the parents' overall responsibility to teach their children the skills and values necessary for success in the world at large, it is the school's responsibility to ensure students understand how to apply and demonstrate these values within the school environment. While these values are sometimes viewed differently, the overall outcome is best when one reinforces the other.

Learning Improvement Plan

The school based administrators work with the school staff to develop a Learning Improvement Plan (LIP) to identify areas of focus. A LIP has goals set for learning improvement based on school data and aligned with division and education sector goals. The LIP is a document that sets out specific outcomes and measurement tools for the year. At the community level, School Community Councils set goals to support achievement of the school-level learning goals identified by staff as part of the LIP for the school.

Goals for 2017/2018

1. 75% of students in grades 1-8 will be reading at or above grade level.
2. 80% of students in grades 2-9 will be at or above grade level in math as determined by Number Strands Assessment.

Curriculum

Every school in Prairie Valley School Division follows the Saskatchewan Ministry of Education's provincially prescribed curriculum. As well, students' educational needs are supported through a variety of services and programs, including locally-determined options, school resource centres, student service teams, career counselors, child and family social workers, and access to educational psychologists, occupational therapists and speech-language pathologists. At Milestone School we offer all mandatory courses as well as many options. Please see the courses offerings document on the school website for all courses being offered at this time.

Attendance

Attendance Policy

As student absences affect learning, Prairie Valley School Division believes 95% attendance, including both excused and unexcused absences, is a reasonable target. The school would very much appreciate the cooperation of parents and students with regards to attendance. Consistent student attendance is important for a number of reasons. Observing the attendance regulations can assure that both the school and the parent know of the whereabouts of the child. Good attendance is essential for a student to gain the greatest benefit from the school experience and develop habits necessary in the work force. Additionally, regulations regarding attendance for Milestone School are in keeping with the Education Act and the PVSD Board of Education Procedures. Parents are obliged by law to see that their children attend school regularly and punctually. The Act requires that an acceptable reason for any absenteeism be given to the school. Reasons given as acceptable are: illness, medical or dental treatment, or travel in the company of the parent. **In the best interest of your child's learning, please schedule appointments if at all possible to avoid missing school.**

Reporting an Absence/Late

Foreseeable Absence

1. When it is known in advance that a student will be away, the parent can send a note dated and signed to validate the absence. Grades K-12 give their notes to the homeroom teacher.
2. The parent may call the office at 306-436-2292. If no one is available to answer the phone, please leave a message. Please note the message manager is available 24 hours a day, 7 days a week.
3. The student is responsible to see that reasonable progress continues during the absence and work missed is caught up.

Unforeseeable Absence

1. When an absence cannot be foreseen, as in the case of sudden illness, the parent can proceed as in point 2 above. No note is required if a phone call is made.
2. No student will be excused during the school day without prior permission of the parent or checking with the office.
3. If a student must leave the school during the school day, he/she should check with the office before doing so.
4. Additionally, students arriving late should report to the office for a late slip before proceeding to class.
5. Parents should be aware that **unaccounted absences** will result in a follow-up call from the school. Parents are asked to provide all their numbers (home, work, cellular) to the school. While messages will be left, it is important for student safety that the school speak directly to a parent or guardian in regards to unaccounted absences.
6. The student is responsible to see that reasonable progress continues during the absence and work missed is caught up.

- Phone calls are made for all unaccounted student absences.
- Attendance is also monitored using the percentage of absenteeism, including both excused and unexcused absences, and the total number of absences. After either 10 % absenteeism and/or after ten absences/lates, a phone call or a letter will be sent home. The student may be required to attend an administration/teacher/parent meeting. If absences/lates are deemed excessive, division personnel may be asked to participate.
- Absences/lates will be considered daily for K-6 while for 7-12 by subject classes.

Our school operates from 8:55 to 3:30 on a daily basis. **We ask that town students do not arrive at school prior to 8:45 a.m. unless they are involved in a supervised or scheduled activity such as teacher support/extra help or extra-curricular activities.** The staff is generally in the school prior to 8:25 a.m. but staff meetings, parent-teacher conferences and other preparations for class are often scheduled at this time. School playground supervision starts at 8:45 a.m. Your cooperation is greatly appreciated.

Daily Essential Information

Billets

In September a form is sent home for all students to be filled in regarding emergency billet locations. Identifying a billet is required by PVSD. Please notify the school if you are unable to arrange for a billet.

Communication

Communication between teachers and parents is an important aspect of your child's education. Where a conflict arises between a student and the school administration or the staff, the procedure established to resolve the grievance shall be as follows:

- The parent and/or guardian of the pupil should discuss the matter first with the teacher concerned.
- If the issue is not satisfactorily resolved, the matter should then be brought to the attention of the Vice-Principal/Principal
- Should the Vice-Principal/Principal not be able to resolve the matter satisfactorily, then the Principal shall notify the Director of Education or designate of the issue, who in turn may require that the matter be brought to the attention of the Board of Education.
- If a grievance occurs and is not resolved to the satisfaction of the parent, the grievance may then be submitted to the Board of Education in written form.
- In all instances, the Principal and the Director of Education shall document each case brought to their attention.

Contacting Students

If you need to talk to your son/daughter during school hours, we recommend that you call at the breaks or during the noon hour if possible. Please restrict requests for immediate contact with a student to genuine emergencies only. Do not text your child during class times as this may result in the loss of their cell phone for a period of time. If it is an emergency, call the office and we will call your child to the office to take the emergency call.

Electronic Devices

Personal electronic devices (PED's), such as iPads, iPods, etc. may be used in class at the individual teacher's discretion. PED's are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. Milestone School assumes NO RESPONSIBILITY for the safety, security, loss, repair or replacement of PED's that students may choose to bring to school. Use of photographic devices will not be permitted at any time in the change rooms, bathrooms and gym. Photos of others can only be taken according to PVSD policy.

Emergency/Evacuation Plans

Responses and/or practices are done at our school for a variety of emergencies including fire, tornado, chemical spills, bomb threats, and intruders. A critical incident response guide is reviewed and updated annually. It is our objective to provide a safe and secure environment for all students and staff.

Teachers will give specific directions during emergency events. It is VERY important that everyone follow these instructions quickly and quietly to best ensure your safety and the safety of others.

When the fire alarm rings:

1. Leave everything as is – books, pencils, etc.
2. Those sitting in the row next to the windows, close windows.
3. Leave the room single file to the proper exit, as indicated by the signs in each room.
4. The last one out of the room is to turn the lights out and close the door.
5. Line up outside in your designated areas for roll call. In the case of cold or winter weather, teachers are to move with their classes to the unaffected school in an orderly fashion. *NOTE: During drills student will be told to wear their outside clothes; during an alarm, this will not occur.*
6. Wait outside until the bell rings to signal re-entry or administration indicates all clear.

Emergency School Closure

In the event of an emergency closure, the Principal, in consultation with the Division, will determine if classes have to be suspended. This will be done if conditions are such that the students and staff are at a health risk. When this is the case, bus drivers, staff, parent/guardians will be notified using the most effective and expeditious means available.

Home Logic

Home Logic is an internet-based program whereby parents and students can access their attendance and progress reports from any computer, anywhere, anytime. Parents and students are provided with different passwords which can be obtained by contacting the school office. We encourage parents to check Home Logic regularly. If you have any questions or concerns please contact the subject teacher.

Late Slips

If students are late for class, they are required to check into the main office upon entering the school before reporting to class. They will be issued a late slip that they must present to the teacher upon entering the classroom. These late arrivals will be recorded in their attendance. For grade 7-12 students, three or more lates will result in the student completing their classwork in an administrator office for the remainder of the class period.

Library

Each student of Milestone School is assigned a patron barcode. This barcode is used to sign out library materials. All materials are catalogued in a computer database. Depending on the type of book (picture book, novel, etc.), the student may have the materials for a period of one to three weeks. If the student has a very large amount of over dues or lost books, they may be asked to return books before they sign out more. When the materials are due, the student must either return or renew them. At the end of the school year, any materials **not** returned to the library will be **charged** to the student at the replacement cost. Also, any materials **damaged** by the student (due to ill treatment), will be **charged** to the student at the replacement cost.

Lockers and Locks

Students from grades 7 to 12 are expected to keep their lockers secured. The school strongly recommends that students from grades 7 to 12 have their **lockers locked at all times**. The school assumes no responsibility for lost items from unlocked lockers. We also highly recommend that valuable electronic items, etc. should not be brought to school. Locks are available from the school office. No personal locks. Locks are assigned to students upon entering grade 7 and that lock will remain with the student until they depart Milestone School. Lost or damaged locks can be replaced at the recovery cost of \$6.50. Damaged lockers will be subject to a repair fee.

Lost and Found

Lost and Found items will be placed in the respective bins in each building. The Elementary School bin is located in the main porch and the 5-12 building bin is located near the 7/8 entrance (west front doors by gym). These items are displayed in the hallway periodically and will be donated at the school breaks such as Christmas, February break, Easter and at the end of the year in June.

Lunch Periods

Students will eat their lunch in lunchrooms designated for their class and should remain in their assigned lunch areas until released by the supervisor. Students from the town of Milestone are encouraged to go home for lunch. If a student in gr. K-4 is to stay for lunch, a note should be sent to the homeroom teacher in the agenda. Microwaves are available in designated lunchrooms.

- When released from their designated lunch areas, students may access the following areas:
 - **Grades K-4** – the outside elementary play area
 - **Grades 5-6** – the school high gym on designated days, the library, their own homeroom at the discretion of the homeroom teacher, the outside play area (east side and back of the high school)
 - **Grades 7-8** – the high school gym on designated days, the grade 7 and 8 homerooms at the discretion of the homeroom teacher, library, behind the high school

- **Grade 9-12** – the high school gym on designated days, their own homerooms at the discretion of the homeroom teacher, the hallways, senior lunch room or behind the high school.
- All students may access approved curricular or extra-curricular activities when appropriate.
- Sports/games are not to be played on the front lawn of the high school.
- The west side of the high school including the parking lot is off limits to students.
- Bus students in grades K-8 must have parent permission in order to leave the school grounds during the lunch period. This permission must be communicated with the office via a note, e-mail or phone call **on a daily basis**.
- Bus students in grades 9-10 must have a signed blanket parent permission form in order to leave the school grounds during the lunch period. This form must be on file with the office. Students may leave with daily permission as well.

Morning Announcements

Announcements are made over the intercom system each morning at 9:00 a.m. If the public wishes to have announcements made, please call the school's administrative assistant.

Newsletter and Updates

We will be sending newsletters to everyone's home through email and online on the Milestone School web site during the year. Please read these newsletters carefully, as there are often important notices and reminders contained in them.

Off Campus Privileges

Students in grades kindergarten to 8 must remain at school. Parental permission to leave the school grounds is required on a daily basis. This may be done in the form of a note to the homeroom teacher or by phoning the office. Students in grades 9-12 must have a signed blanket parent permission form in order to leave the school grounds. This form must be on file with the office. Students may leave with daily permission as well.

Parking and Speed Limit

Students who drive to school must park in the student parking stalls on the west end of the high school. The bus/emergency lane must be kept clear of vehicles. Students are not allowed to park on the street at either end of the school. Please drop off students behind the posted signs to ensure the best visibility and mobility for our bus drivers as they enter and leave out bus lane. It can be difficult for drivers as they maneuver into our bus lane while parents are dropping students past the posted signs.

Permission Click

Permission Click is an online tool that allows teachers and administration to electronically send permission slips, forms, and payment collections to parents. We must have an email address on file for your student in order to receive this service.

School Clothing

Cougar wear is offered for sale throughout the school year. Please call the school office to see samples or to purchase clothing.

School Messenger

School Messenger is an automated email and telephone message system that will be used to inform parents and/or guardians of upcoming events, cancellations or other school messages.

Supervision

Teacher supervisors are on duty at noon-hours in the high school: in the gym, in the halls, outside and in the library. Students in the elementary school will be supervised on the playground at all times during the school day. Please do not send your students to school before 8:45 as **morning supervision begins at 8:45**.

Visitors

Visitors to the schools are expected to make their presence known to the administration by contacting the office before proceeding with student contact or other business in the buildings or on the grounds.

Students and visitors are to take off footwear in inclement weather. Students should have indoor shoes and use them appropriately.

Academics

Academic Integrity Policy

To ensure academic integrity and student responsibility in Prairie Valley School Division, students are expected to:

- Assume responsibility for their own learning, including getting to school and class on time; attending school regularly; submitting work on time; and doing their best on tests and assignments;
- Take personal responsibility to be aware of the short and long-term consequences of submitting plagiarized material and late assignments;
- Seek practical ways to avoid plagiarism when preparing assignments by using guidelines provided by the teacher;
- Document their sources of information properly by using footnotes or other references, and place a bibliography or list of references at the end of the assignment to indicate the sources used.

Consequences of academic misconduct will be consistent and fair according to the Prairie Valley School Division Administrative Procedure on this matter.

Awards and Scholarships

	Award	Description	Reward	Presenter
Celebrate Assembly Term Awards	Student Leadership Award	Presented to 1 student from each homeroom in recognition of his/her positive leadership at Milestone School	Certificate	Principal
	Responsible Citizen Award	Presented to 1 student from each homeroom in recognition of his/her contributions to creating a caring community at Milestone School	Certificate	MSCC
	Success in Learning Recognition	Presented to 1 student from each grade (K-12) in recognition of his /her achieving his/her individual potential	Certificate	Principal
	Honour Roll Grades 6-12	Presented to students achieving an 80% or above average in all their subjects	Certificate	Homeroom Teacher
	Attendance Award	Perfect attendance through the term	Certificate	Homeroom Teacher

	Award	Description	Reward	Presenter
Graduation Ceremony Awards	Angela Moats Award	Presented to a graduating student who demonstrates determination to make the most of themselves regardless of academic standing	\$1000 Scholarship, Keeper plaque from family	Lee Moats family
	Lieutenant Governor's Award	Presented to the graduating student with high academic average in social science and demonstrates interest in politics/social affairs	School plaque and keeper plaque	Senior social sciences teacher
	David Hawkins Memorial Scholarship	Presented to a graduate who demonstrates excellent citizenship, positively contributes to school spirit and exhibits consistent determination toward self-betterment.	\$1000, Keeper plaque from family	Hawkins Family
	Fellowship Award	Presented to the graduating student who shows support and tolerance for their peers; voted on by graduating class	School plaque	Principal

	Valedictorian	Determined by School Administration based on the highest average of the following 30 level courses at the term 3 report cards: 2 ELA 30 level 1 Social Science 30 level (Social Studies or History) 1 Natural Science 30 level (Phys, Chem, Bio) 1 Mathematics 30 level 2 Electives 30 level (top 2 courses not used above) The student must exemplify the spirit of Milestone School - models school values of leadership, learning, integrity, honesty, caring, respect and responsible citizenship. Students taking a full course load and meeting both the above criteria will be the first considered	keeper trophy	MC of Graduation Ceremonies
	PVSD Student Success Award	Presented to a graduating student with intense or diverse needs demonstrating achievement in academics, arts, athletics, etc.	School plaque, Certificate and keeper plaque	Board Member
	Director's Award for Achievement	Presented to a graduating student that demonstrates achievement in academics, athletics and the arts	School plaque and Certificate	Director or Designate
	PVSD Student Leadership Award	Presented to the graduating student who demonstrates leadership in learning and life	School plaque and keeper plaque	Board Member

June Awards	Award	Description	Reward	Presenter
	Honour Roll	Presented to grade 6-12 students who have achieved an 80% or above average for the school year	Certificate	School
	Edith Strand Award	Presented to the grade 6 student with the highest overall average	School plaque and keeper plaque	School
	Affinity Credit Union Award	Presented to the grade 7 student with the highest overall average	School plaque and keeper plaque	Representative from Affinity CU/School
	Hoff Agencies Award	Presented to the grade 8 student with the highest overall average	School plaque and keeper plaque	Representative from Hoff Agencies/School
	Richardson Pioneer Award	Presented to the grade 9 student with the highest overall average	School plaque and keeper plaque	Representative from Richardson Pioneer /School
	Prairie Sky Co-op Award	Presented to the grade 10 student with the highest overall average	School plaque and keeper plaque	Representative from Prairie Sky Co-op /School
	Teeger Plumbing and Heating Award	Presented to the grade 11 student with the highest overall average	School plaque and keeper plaque	Representative from Teeger Plumbing & Heating/School
	RCMP Award	Presented to the grade 11 student with the greatest improvement in grade 11 core subjects through the year	School plaque	Representative from the RCMP/School
	Prairie Players Award	Presented to the grade 12 student with the highest overall average	School plaque and keeper plaque	Representative from Milestone Prairie Players School
	Attendance Award	Presented to the student(s) who have perfect attendance through the school year	School plaque and keeper plaque	MSCC/School
Affinity Credit Union Scholarship	Awarded to a grade 12 student who is a member of the ACU. An application Must be submitted by early May to be considered for the competitive award	\$500, Certificate	Representative from Affinity Credit Union/School	

	Centennial Merit Scholarship	Presented to a grade 12 student entering U of R with an average of 92% or higher	\$2000	Principal
	Access Communications Centennial Scholarship	First based on community involvement and secondly academic achievement – application to Access required.	\$200, Certificate	Representative from Access Communications
	Karen Williams Bursary— Milestone Prairie Players	Can be awarded to 3 grade 12 students entering post-secondary. Must assist Milestone Prairie Players for 50 volunteer hours including the performances	\$500, Certificate	Representative from Prairie Players/School
	Parrish & Heimbecker, Ltd. Bursary	Presented to the graduating student entering agriculture who demonstrates academic achievement and character	\$400 Bursary, School Certificate	Representative from Parrish & Heimbecker Ltd. /School
	Dirt Hills Award and Scholarship	Presented to a graduating student entering wildlife, agriculture, engineering, biology or veterinary medicine	\$500, School Certificate	Representative from Dirt Hills
	Athlete Awards -Junior (gr. 7-9) female, male -Senior (gr. 10-12) female, male	Presented to the athlete who demonstrates a positive attitude, effort, commitment and achievement in athletics through the school year; as voted on by the coaches	School plaque and keeper plaque	School

	Award	Description	Reward	Presenter
Grade 12 – Fall Open House Awards	Governor General's Award	Presented to the grade 12 student with a high academic average and has contributed to the school; based on official transcripts	Medal and Certificate	Principal
	Government of Saskatchewan Proficiency Award	Presented the grade 12 student with the highest overall marks; based on official transcripts	\$400 and Certificate	Principal
	James E. Bradley Memorial Scholarship	Presented to the grade 12 student with the highest overall average and is entering an engineering or agriculture program at the university level; based on official transcripts	\$500 (approx.), Certificate	Senior Science Teacher
	Betty Anne Ohrt Scholarship	Presented to the grade 12 student with the highest overall average and is entering nursing or medicine; based on official transcripts	\$100, Certificate	Ohrt Family
	Marian Hersberger Memorial Scholarship	Presented to the grade 12 student with the highest overall average and is entering the College of Agriculture at the University of Saskatchewan; based on official transcripts	\$280 (approx.), Certificate	Hersberger Family

Course Information

Milestone School offers all required academic courses for all grades as outlined in the provincial curriculum, as well as many elective and optional courses. High school students will receive course selection information each spring for the following year.

Course Withdrawal and Spares

Students in grade 10 are not allowed to withdraw from courses of study since they are required to carry a full load (10 credits).

Students in Grades 11 and 12 are also strongly encouraged to carry a full course load (10 credits/year).

Students are considered enrolled in a class until they have completed the Student Withdrawal Form with all signatures in place. A student must have the written permission of the guidance counsellor, subject teacher, parent and principal in order to drop or change a class. Withdrawal date is the first Friday of each semester.

Students who have **unassigned time** in **grades 11 and 12** shall remain in a designated area using this time as a

study/work period. Students who wish to leave the school during unassigned time must have a permission form filled out and signed by their parent/guardian. When leaving the school, they must report to the office.

Driver Education

This class is given each school year to those students 14 years, 9 months of age as of the date of commencement of the program. The program consists of 30 hours of in-class instruction and a minimum of six hours of in-car instruction. The in-class component is generally offered after school so as not to conflict with academic courses of study. However, students might be pulled from their regular classes when driving with the driver-trainer. Classroom teachers are expected to be notified, ahead of time, as to the student's intent to go driving with the driver-trainer. Any assignments missed while the student is driving are the responsibility of the student. Students are not permitted to go driving if there has been a test scheduled for the student during that time. Any changes to the Driver Education program will be communicated to parents as soon as possible.

Evaluation and Reporting

Pupil progress is reported throughout the school year. This year report cards will be sent home 3 times for Kindergarten to grade 9.

Report 1 – November 17, 2017

Report 2 – March 13, 2018

Report 4 – June 27, 2018

This year report cards will be sent home twice per semester for students in grades 10 to 12.

Semester 1 – Mid-term Report – November 17, 2017

Semester 1 – Final Report – January 31, 2018

Semester 2 – Mid-term Report - March 26, 2018

Semester 2 – Final Report - June 27, 2018

Fees - Curricular

PVSD and Milestone School will not collect student fees for compulsory student courses and activities. Agendas, for example, are covered by our school based budget as we believe these are an essential item for learning success. Curricular field trips will not have student fees. (Exception being: Ski Trip, Outdoor Ed (7 & 8) and Science Centre overnight). Any fees collected will be for elective courses. These fees will be collected based upon a cost-recovery model. **Please submit fees for the programs by September 30th.**

	Description	Grades	Amount
Student Fees	Band	6 & 7	\$35
	Band	7 -12	\$30
	Band Trips	6-12	Cost Recovery
	PAA 10/20/30	10-12	\$30 + additional charges for projects that are taken home
	Welding Gloves	10-12	\$15
	PE 20/30	11 & 12	\$30
	Excursions, trips (Science Center, skiing, Outdoor Ed, etc.	K-12	Cost Recovery
	Drama/Theatre Arts	10-12	\$30
	Wildlife 20	11/12	\$30
	Design Studies	10-12	\$30
Replacement of locks, textbooks, resource materials, uniforms, etc	K-12	At Cost	

*Please see page 16 for Extra-curricular fees.

Final Exams

Final exams for grades 10-12 will be scheduled during division approved final exam periods in January and June. Final exam schedules will be published on the school website in September (1st semester) and February (2nd semester). Students in grades 10-12 are required to attend school throughout the final exam period. School buses will run on their regular schedules during exam periods. Regular attendance protocol continues.

Graduation

Students who have completed a minimum of 24 credits who have the potential to attain a complete grade 12 standing will be allowed to participate in graduation ceremonies. Milestone School's grad policy states "to be eligible for Gr. 12 graduation, a student must be enrolled in enough credits to complete a Gr. 12 standing in that academic year." Grad will be organized by a committee of staff and graduates. Parents of students in grades 10 through 12 provide integral support of this celebration. A \$35 fee for graduating students will be collected to cover the costs of keepsakes and for a small portion of the rental of Milestone Rink for the graduation ceremonies.

Homework

1. **Homework/Incomplete assignments** – All course carry with them the expectation that all homework assignments will be completed by the due date assigned.
 - Grade 7-8: Students are expected to hand in assignments on the due date at the start of class unless prior arrangements have been made with the teacher or due to exceptional circumstances. 7/8 students who have not handed in the assignment on the due date will be expected to arrange a time with the teacher to complete the assignment. An NHI grade, which counts for zero, may be given if assignment remains incomplete. The parent may be contacted at the discretion of the classroom teacher.
 - Grade 9-12: Students are expected to hand in assignments on the due date at the start of class. If the assignment is not handed in, it will receive a grade of NHI, which counts for zero on report card. Parents may be contacted by phone or email at discretion of the classroom teacher. Late assignments **will not** be accepted!
 - For students involved in extra-curricular activities, coaches will be notified of any incomplete assignments. If the student has not handed in or complete an assignment, therefore resulting in an NHI/zero, then the student will not be able to participate in the next extra-curricular activity.
2. **Missed assessments/ presentations** – Parents need to notify the school if a student is going to be absent the day of an assessment or presentation. They need to confirm they are aware that the student is missing the assessment or presentation.
3. **Absences** – The student is responsible for catching up on missed instructional material.

Parent Conferences

Parent/Student/Teacher Conferences are a key part of our communication strategy regarding your child's progress. We have moved to a web-based scheduling application we call the *Milestone School Conference Manager*. This application allows you, as a parent, to use the Internet to check our teachers' conference schedules and book appointments quickly and easy. Please plan on booking and attending a parent-teacher conference with the applicable teacher(s) for each child you have attending the school.

Conference Dates: November 21 and 22, 2018; March 27 and 28, 2018.

Supply Lists

Supply lists will be sent home each year along with final year-end report card. They are also posted on the school website.

Textbooks

All textbooks have a barcode and are part of our library database. Each student will be signed out textbooks at the start of the year or semester under his/her library patron barcode. Each student is responsible for looking after the textbooks he/she was assigned. After receiving their texts, students should write their names in the front cover. **Students will be charged for any books that are damaged or not returned.**

Code of Conduct

Care of Property

Students are expected to respect school property. All repairs or replacements, which result from carelessness or malicious damage, will be paid for by the individual or group responsible. The staff is asked to report any damages as soon as they occur.

Students are responsible for the care of their own property. All personal textbooks and gym equipment should be clearly marked with the owner's name. Money or valuable items such as jewelry, I-Pods, MP3s, cellular phones, etc., should not be left unattended or left in the change rooms when the student is involved in physical education classes or in extra-curricular activities. The school carries no insurance on student property and is not responsible for the safety of such items.

Students and visitors are to take off footwear in inclement weather. Students should have indoor shoes and use them appropriately.

Cellular Phone Policy

Cell phone use **is allowed** during the lunch period and breaks except in bathrooms or change rooms for privacy reasons. During class times, cell phone use is restricted to educational purposes only as determined by the classroom teacher. If phones are not required during class, students are asked to store them elsewhere which may include their locker. Otherwise, students will be asked to store their cell phones in designated space during class. Cell phones will be left in the classroom when the students go to the washroom. If a student is caught using their cell phone during class for non-educational purposes, an ODR will be filled out by the teacher and the student will relinquish the phone. It will be kept in the office for the remainder of the day. The student is responsible for retrieving the phone at the office at 3:30.

Disciplinary Policy

All staff members will work as a team with discipline at Milestone School. Every staff member has full authority and responsibility for each student at Milestone School. This includes sharing information and documenting each student's inappropriate behaviour. Milestone School staff believes it is important that students understand there are positive consequences for good behaviour. We are committed to implementing Positive Behaviour Interventions and Supports (PBIS) as part of our discipline policy. PBIS is not a program or curriculum, it is a way of "doing business" in schools. It can play a significant role in helping develop a positive culture, which can eventually work itself into the day-to-day operation of the school.

Positive Behavioral Interventions

Milestone School embraces the development of good citizens and character building as a priority. Prevention creates more positive than negative consequences. Positive school-wide behavioural expectations are defined, taught and encouraged with all students. Positive Behavior interventions are based on the school's vision, mission and values.

Milestone School staff believes it is important that students understand there are positive consequences for good behaviour. We are committed to implementing Positive Behaviour Interventions and Supports as part of our discipline policy.

Positive/appropriate behaviours can be reinforced by:

- Staff recognition
- Peer recognition
- A phone call/letter to parent/guardian
- Increased privileges
- Rewards and awards (including the Celebrate Assembly—see awards page 22)

We view discipline as a learning experience, an opportunity to learn from one's mistakes, make restitution when possible, and make correct decisions. Consequences are an integral part of our discipline policy. We attempt to provide consequences for misbehaviour that are logical, related to the offence, and provide an opportunity for restitution. Consequences will always be fair but not

necessarily equal. A consequence that is effective and appropriate for one student may be ineffective and inappropriate for another. When students are in doubt about the appropriateness of a particular behaviour we expect them to be guided by common sense, respect, and common courtesy.

Discipline at school is most effective when support and cooperation are given at home.

EVERY STUDENT SHALL: (based on Education Act)

- Attend school regularly and punctually;
- Bring and effectively manage their supplies and materials that have been provided by the parent/guardian and the school;
- Observe the expectations and rules of school personnel;
- Be attentive, on task, work diligently, respect the right of others to learn, and act in such a way so as to promote an environment conducive to learning;
- Through language and actions, show courtesy for and respect of self, other students and staff as well as personal and school property;
- Follow school conduct regulations;
- Conduct themselves appropriately as representatives of the school during extracurricular activities; and
- Conform to all regulations of the school approved by the Board of Education and/or the principal and submit to such discipline as would be exercised by a kind and judicious parent.

CONSEQUENCES

Staff members at Milestone School attempt to select consequences that best meet the need of both an individual student and the school as a whole. Depending upon many factors, including the age of the student and the nature of the offence, possible consequences for inappropriate behaviour include the following:

- Reminder of the rule
- A warning with respect to the violation of the rule
- Detention
- Being spoken to by the principal
- A phone call to the parent/guardian
- Action planning for improved behaviour
- Removal from extra-curricular activities
- Verbal or written plans or agreements
- School or community service (e.g. cleaning)
- Removal of privileges
- In-school suspension
- Out-of-school suspension

Minor offences are dealt with at the discretion of individual staff members. Major offences are dealt with at the discretion of school administration.

Dress Code

Students are expected to dress in a neat and acceptable manner. Coming to school in appropriate attire shows respect for self and others as well as the school. No belly button or midriff is to be exposed. Also, no short shorts or skirts. All shorts and skirts must be longer than fingertip length when hands are placed at the sides. Outfits with "spaghetti straps" are not to be worn, or clothing that exposes underwear. Garments suggestive of sex, alcohol, drugs, racial discrimination, or gang colors and symbols are not acceptable. Hats are not to be worn in the school, except for special events. Footwear must be worn in the building at all times. Student will be asked to change into something they have at school – gym clothes, or cover with a sweater or jacket; or change into clothing provided by a friend or the school; or, failing that, will be asked to go home and change, even if that means a parent must come and get them or bring suitable clothing. This would be a minor ODR for first offense or major if repeated behavior and parents will be contacted.

Food and Drink Policy

Pop and energy drinks are not allowed in the classroom—water only! No food is allowed in classrooms during instructional time unless approved by a teacher.

Hat Policy

Hats must be removed upon entering the school and placed in lockers. If a student wears a hat during the school day, the student will be given a verbal warning. If the student is warned again, the hat will be taken by the teacher and the student can retrieve their hat from the teacher by 3:30 pm. An ODR will be completed. Hats are allowed after 3:30. Every Friday, students may wear hats for a \$2.00 donation to our Foster Child.

Language Policy

Students are expected to use language appropriate to the school environment. Inappropriate language/swearing is not acceptable. When a student swears, they will be referred to the administrator office immediately and will spend the remainder of the class/ one class working on class assignments in the office. An ODR will be completed.

Internet/Computer Usage

Milestone School is exceptionally well equipped with computers and portable labs. We cannot impress strongly enough the importance of student responsibility that accompanies the privilege of accessing our computer equipment.

Whereas there are a number of firewalls to block usage on sites schools might consider inappropriate for student use, on a global network it is impossible to control access; however, we believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain materials that are not consistent with the education goals of Milestone School.

Guidelines for Acceptable Use of Computers and the Internet

1. Any use of the Internet shall be for the exchange of information in order to further a person's education and research.
2. At all times, consider the following standards: Is it safe? Is it appropriate?
3. Do not view, display or send offensive text and pictures. Should you accidentally come across material of this nature, it is the student's responsibility to leave the offending site immediately.
4. Use appropriate language when communicating with others on the Internet.
5. Never give out your personal information such as your home address or telephone number.
6. Obtain the consent of your teacher before:
 - Sending email
 - Accessing chat line/discussion groups/newsgroups
 - Printing
7. Do not download inappropriate audio, video or graphics.
8. Do not download or install programs onto any computer.

Students will be held accountable for their actions and will lose their privileges if the Guidelines of Acceptable Use Policy is violated.

Smoking and Tobacco Usage

Absolutely no smoking or tobacco use is allowed on school property. This includes e-cigarettes and vaporizers.

Extracurricular Athletics and Clubs

Activity List

Milestone School recognizes the importance of strong extra-curricular programs. It is our belief that school programs should develop academic, aesthetic, athletic, leadership, social and emotional skills in students. All students are encouraged to participate in some aspect of the school's clubs, teams, committees and interest groups. We believe this is an excellent way for students to develop personal interests, skills, self-confidence, self-esteem and lifelong friendships. The following extra-curricular opportunities may be offered at Milestone School:

Athletic Programs

Cross Country
Volleyball
Basketball
Flag-football
6 man tackle football
Curling
Badminton
Track & Field

Arts/Aesthetics Programs

Drama
Choir – Jr & Sr
Jazz Band

Other Programs

Book Club
Board Games Club
Craft Club
Student Leadership Council
Yearbook
Junior SLC
Senior SLC
Cooking Club

Athletic Awards

See page 9 – June Awards.

Building and Facility Use

Application can be made to Prairie Valley School Division for use of the School building and/or grounds. This application can be found online at PVSD under Publications, Administrative Procedures, Facilities, Form 9030.1 – Application and Authorization for Facility or Grounds Use.

Code of Conduct – Students and Parents

Student Code:

In order to participate in the extracurricular programs at Milestone School, the following rules must be upheld:

- I realize it is an honour and a privilege to represent Milestone School. I will conduct myself at all times in a manner that demonstrates caring and respect to all and brings respect to me and Milestone School.
- I must maintain a satisfactory standing in all my subject areas and adhere to the rules of our school. I must remember that education comes first, and the team/club is second. If I fail to do this, I may lose my opportunity to participate in extracurricular activities.
- I must remember that participation in the extracurricular program is a privilege, not a right.
- If my classroom/school behavior is not acceptable, I will be ineligible to participate. Decisions in this regard will be made in consultation with the school administration and program supervisor.
- I must attend school for the full day prior to participation in any activity or game. If I must be absent, the reason must be acceptable to the administration and program supervisor.
- Lack of commitment to practices, rehearsals, or meetings may result in decreased opportunities to participate in the program.
- Once you make a commitment to a program, you must follow through with your commitment. An exception would be if the program supervisor and student reached a mutual agreement that departure from the program is in the best interest of all concerned.

Parent Code:

- I will recognize that my child's participation in a school activity is a privilege. Participation in an extracurricular activity allows my child to grow and to develop lifelong skills, and to represent our school and community in a variety of circumstances and competitions.
- I will remember that positive behaviour and attitudes begin with me. I will respect all officials, coaches/advisors, participants, and other parents.
- I will respect the coach's/advisor's knowledge of the activity and the dedication he/she shows by volunteering time to coach my child. All decisions regarding participation and strategies rest with the coach/advisor.
- I will support the school's decisions regarding issues which might arise in such areas as discipline, travel, attendance at practices, and expectations of parents' support.
- I will support my child's involvement in extracurricular programs by volunteering where needed.
- Understanding that teamwork and good citizenship is critical to my child's participation, I will praise my child for demonstrating good effort and positive attitude, and encourage my child to think about what is best for the group rather than focusing on self-interest.
- I will appreciate the important role and difficult job of officials. I will model respectful acceptance of their decisions as a natural part of competition.

Extra-Curricular Fees

Students who participate in an extracurricular sports activity are required to pay a sports fee per sport with the exception of 6-man tackle football which has a different fee structure. Please submit to the Milestone Admin office within one week of the commencement of the season or before participation in the first game or competition, whichever comes first. The fee may be paid in cash or by cheque (**payable to Milestone School**) and a receipt will be issued.

	Description	Grades	Amount
Extra-Curricular Fees	Senior Girls Volleyball – travel	10-12	\$50
	Other Sports travel and expenses (referees, etc.) Track & field, badminton, Jr. volleyball, flag football, curling, etc.	7 -12	\$25
	Drama (participation in Regional Drama Festival)	5-12	Cost Recovery
	Cooking Club	5-12	\$20 per quarter (Sept – Dec, Jan – Mar, Apr – June)
	6-Man Tackle Football (transportation, camp, officials, etc.)	9-12	\$125
	6-Man Tackle Football – new player fee (girdle, mouth guard, ball, socks, etc.)	9-12	\$72
	Graduation	12	\$35 (not including banquet cost)

Extra-Curricular Travel

Travelling by a chartered school bus is the preferred mode of transportation in PVSD. In the event that school activities require the use of private vehicles, students must be driven by a responsible adult who has completed a driver's authorization form, a criminal records check, and been approved by the principal. Students may NOT drive themselves.

Intramural Activities

Intramurals for grades 5 - 12 are conducted over noon periods under staff supervision. These activities are not compulsory but once a student has indicated he or she will be involved in a certain activity, every effort should be made to be there.

Student Leadership Council

Students are elected to represent the student body each fall for the upcoming year. The executive consists of a President, Vice President, Secretary and Treasurer.

Yearbook

The yearbook captures, in print and picture, the main events of the school year. It is the product of many hours of effort by a small group of students and staff who enjoy photography, graphics and meeting numerous deadlines. Their pleasure derives from the knowledge that the yearbook is the most enduring souvenir of a person's school life. The cost of a yearbook is \$25.

Food Service

Birthday Lunch

A celebration of birthdays happen in the K-4 building quarterly throughout the school year to celebrate student birthdays.

August, September and October	Celebration October 30, 2017
November, December and January	Celebration January 29, 2018
February, March and April	Celebration April 30, 2018
May, June and July	Celebration June 22, 2018

Canteen

Milestone School operates a canteen available to students in grades 5-12, during the lunch hour from 12:21-12:45. This is not a full service lunch but carries snack foods and emergency lunch options.

Health Services

Accidents, Illness and Injury

Cold and flu spread very rapidly in a school environment. In the interest of keeping everyone safe and healthy, please keep your child at home if they are ill. As a guideline, if they are too ill to go out at recess, they are generally too ill to attend school. In the fall, parents fill out a form designating another adult as emergency support in the event they cannot be reached. This form will also have space to inform the school of any specific health problem school staff should be aware of. Where a student becomes ill or injured while under the supervision of the school, the teacher in charge will take only such measures that are well within his or her capabilities before calling medical personnel and the parent, guardian, or emergency contact indicated on registration information. If one of these individuals cannot be reached, staff members will keep the child comfortable at school. For serious illness or injury, EMS will be contacted.

Except where situations obviously require an ambulance, parents will be asked to transport, or see to the transport of the student to medical facilities. Hospitals require parental consent when attending to juveniles. Therefore school personnel do not transport students unless the parent cannot be contacted or cannot provide transportation.

Insurance

PVSD carries accident insurance for all student and staff through Industrial Alliance Pacific. The coverage is for school hours and student activities. Parents are given the option of purchasing additional insurance to cover their children for non-school hours and non-student activities. These forms are given out at the beginning of each school year.

Parent Organizations

School Community Council

Parents are encouraged to participate in the school. If you are interested in volunteering, please call us at 306-436-2292. The Milestone School Community Council generally meets at 7:00 p.m. Please check the school website for confirmation of meeting dates. The School Community Council welcomes parents to attend meetings, become involved and support school programs and special events. More information can be found on our website:

<http://www.pvsc.ca/school/milestone/Pages/default.aspx>

SCC Members and Positions:

Chair:	Melissa McCloy	Principal:	Shelly Gorski
Vice Chair:	Meghan Stephenson	Vice Principal:	Ferrah Graham
Secretary:	Leanne Sjodin	Staff Rep:	TBD
Treasurer:	Chelsey Mandel	Division Rep:	Judy Bradley
Members:	Sandi Deveraux Jennifer Brown Cara Williams		

Transportation

Bus Regular Route

Bus students should be punctual so the driver can stay on schedule. Drivers wait for no more than **two minutes** at each stop. The driver is in charge of the bus and students. Students must obey the driver and safety rules at all times. Students shall observe the rules as established by PVSD and the driver. It is the driver's responsibility to report misconduct and other violations to the school administrators. Buses arrive at school in the morning at 8:45 and depart from school at 3:35.

Bus Route Cancellations

The Director of Education or designate, in consultation with the Supervisor of Transportation shall cancel some/all bus routes and or close the school(s) when the weather dictates as per school division policies and procedures. Buses may be cancelled in certain areas or the entire division pending consideration of the following factors:

- Wind chill, visibility (storm/blizzard condition)
- Road conditions, time of year (amount of daylight)
- Hours, forecast for the day, input from drivers.

The decision to cancel buses must be made by 6:30 am and will be announced on local radio stations, posted on the division website at www.pvsc.ca and, notification will be sent to the families by School Messenger. **Bus cancellation does not mean school classes are cancelled.**

School buses will never run early for the afternoon run. They will operate at normal times or not at all. **It is important to note that bus cancellation does not automatically mean that schools have been closed. Stay tuned to the radio and website for the most up to date notifications!** The closure of school in the event of weather would be communicated via radio, School Messenger and websites as soon as such a decision has been made. Please note that the closure of school in its entirety due to weather conditions is a very rare occurrence. When utilities are inoperable, the Principal, in consultation with the Director and or designate, will determine if classes have to be suspended. When this is the case, bus drivers will be contacted and messages carried over radio stations if necessary.

With a temperature of -27 (with or without the wind chill), an indoor recess will be called.

Guest Riders

Both the parents of the regular rider and the guest rider who will ride on a bus that he/she would not normally be on, must contact both the bus driver and school either by sending a note of permission with the student or by calling the school office. This includes students from town or students who might normally be on a different route. Otherwise, the guest rider will not be allowed to ride on a bus. Additionally, guest riders will only be permitted on buses if room permits and if the individual driver agrees to transport guest riders.