

KCI Student Handbook

Mission Statement: Keep Caring Important

Kamsack Comprehensive Institute (KCI) is committed to providing a safe, caring environment where all can reach their unique potential as life-long learners.

Each of the key elements of the Spartans' Code of Conduct is addressed in the K.C.I. student handbook.

The student handbook will be:

- Reviewed prior to the beginning of the school year.
- Distributed to all students upon registration at the Kamsack Comprehensive Institute.
- Reviewed in each homeroom during the first week of school.
- Sent home with each student.

NOTE: Parents/Guardians are expected to read and discuss the handbook with their child.

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Good Spirit School Division

In January 2006, the Board of Education of Good Spirit School Division began the development of the Administrative Procedures Manual and Board Policy Handbook. These two key documents provide us with our operational framework. Our foundational statements developed through this process are:

Our Motto	Students Come First
Our Mission	Building Strong Foundations to Create Bright Futures
Our Vision	Learning Without Limits... Achievement for All
Our Values	Belonging, Respect, Responsibility, Learning & Naturing and Perseverance
Our Aspirational Statements	Students Learning and Well-being Equitable and Balanced Opportunities Accountability for All People Engagement Sustainable Infrastructure
Literacy Shared Beliefs	Early intervention builds strong foundations for bright futures Positive relationships and high expectations for all results in student success All students will achieve given the proper support Students' success is a shared responsibility... we are in this together.

The Good Spirit School Division Web Site is www.gssd.ca to view the Administrative Procedures Manual and Board Policy Handbook.

GSSD Code of Conduct

(GSSD Administrative Procedure 350)

Background

Division schools operate with good discipline to:

- Develop students' knowledge, attitudes, and skills that will assist them in conducting themselves according to appropriate standards of behavior,
- Provide classroom conditions which will contribute to effective teaching and learning, and protect the health and safety needs of the school, and
- Help students to become the best that they can be.
- The Division encourages the cooperative efforts of students, parents, teachers, administrators, and School Community Councils in providing well-disciplined and educationally productive environments in our schools.

Procedures

Students:

Students are to:

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

Parents:

Parents will help students meet the Code of Conduct when they:

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

Teachers:

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

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

Schools:

Schools will ensure that individual school codes of conduct are consistent with this Administrative Procedure.

LEGAL REFERENCE: SECTION 85, 87, 108, 109, 150, 151, 175 EDUCATION ACT

KCI Mission, Vision, Values, Goals

Our Motto	Keep Caring Important
Our Mission	Committed to providing a Safe, Caring Environment where All can Reach their Unique Potential as Life-Long Learners
Our Vision	Learning Without Limits... Achievement for All
Our Values	Belonging, Respect, Responsibility, Learning, Nurturing, Perseverance

KCI School Goals

At KCI we are striving to provide a wide variety of educational experiences to meet the needs and interests of all students.

1. **WE ACKNOWLEDGE** the harms of the past and we work at answering the calls to action as outlined in the TRC.
2. **WE PROMOTE** opportunities for academic excellence.
3. **WE STRIVE** to build positive relationships with our community and surrounding communities.
4. **WE ENSURE** a safe and engaging environment in which students will want to work and socialize.
5. **WE PROVIDE** opportunities for leadership development.
6. **WE AIM** for effective home and school communication.

KCI will strive to enrich each student with the values of friendship, empathy, compassion, acceptance, recognition, honesty, and respect

Compelling WHY?

- Part one: As we move toward Truth and Reconciliation, the education platform must be used to help facilitate righting the wrongs of the past. We at KCI are committed to answering the calls to action outlined in the TRC.
- Part two: Schools are influential on students, and we understand the influence we have as educators. We are using our time with students to not only focus on academics but helping their journey to develop positive community values in critical.

KCI School Community Council

KCI's School Community Council, collectively

1. PROMOTES the participation of parents & the community for the general improvement of educational services in our school.
2. PARTICIPATES in the planning and monitoring processes related to the Schools Learning Improvement Plans.
3. APPROVES fundraising activities, school fees & the student code of conduct.
4. PROVIDES feedback on procedures and programs to the principal.
5. REPORTS to parents and community on its plans, initiatives and outcomes on the expenditure of funds related to the operation of the School Community Council.

Member Name	Position	Email
Shelley Filipchuk	Chair	roadside@sasktel.net
Andrea Marsh	Vice-Chair	andrea.marsh@gssd.ca
Wendy Becenko	Secretary	wendy.becenko@gssd.ca
Caitlin Lucash	Treasurer	veregin322@gmail.com
Amanda Burback	Past-Chair	amanda.burback@gmail.com
Anna Cymbalisty	Member, parent	anna.cymbalisty@gssd.ca
Laureen Spivak	Member, parent	lmispivak@gssd.ca
April Macdonald	Member, parent	Info@aprilmacdonald.ca
Mohammad Zahirul Khaiyum	Member, parent	mzkhaiyum@gmail.com
	First Nations Representative	
Barb Tetoff	Community Representative	barb.tetoff@gssd.ca

Annual Meeting Date and Time:	November 15, 2022
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Regular Meeting Dates and Times

Date	Time	Date	Time
September 20, 2022	5:00 PM	February	
October		March 17, 2023	5:00 PM
November 15, 2022	5:00 PM	April	
December		May 16, 2023	5:00 PM
January 17, 2023	5:00 PM	June	

Meeting Locations	KCI Library
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Spartans



Code Of Conduct

S

Show Pride and Spirit !

P

Prepare for the tasks of the day.

A

Apply themselves to their academic studies and to their school activities.

R

Respect the rights of individuals and property.

T

Trust others in the Spartan community.

A

Attend regularly and are punctual.

N

Nurture each other to achieve success.

S

Seize the Day ! (Carpe Diem)



KCI Behavior Matrix

Code of Conduct	Expectations
Show pride and spirit!	<p>Take Pride in your school.</p> <p>Be a willing participant.</p> <p>Be committed to teams, clubs, and activities.</p> <p>Be proud of your accomplishments and celebrate the achievements of others</p>
Prepare for the tasks of the day	<p>Have materials and supplies ready.</p> <p>Keep work organized and neat.</p> <p>Have lunch/snacks during break time.</p> <p>Leave food and drinks out of the labs and gyms</p>
Apply themselves to their academic studies and to their school activities	<p>Work through the entire class. Be aware of bell times – classes will run through the entire class.</p> <p>Be inquisitive and seek help when necessary.</p> <p>Complete all work on time.</p> <p>Take initiative.</p> <p>Listen attentively.</p> <p>Cell phones/Electronics may be used for educational purposes only.</p> <p>Record of adaptation forms will be filed</p>
Respect the rights of individuals and property	<p>Let your classmates learn.</p> <p>Be courteous.</p> <p>Address adults in the school by their title – Mr./Mrs./Miss</p> <p>Use appropriate language in the classroom.</p> <p>Dress, speak, & act appropriately</p> <p>Keep your hands and feet to yourself.</p> <p>Treat property with care – no vandalism.</p> <p>Accept personal responsibility.</p> <p>Use garbage cans and recycle.</p> <p>Treat others respectfully – Bully Free.</p> <p>Classrooms are a hat free zone.</p> <p>Bandanas are not allowed to be worn at any time.</p> <p>Jackets and backpacks should be stored in your locker and not worn in class</p>
Trust others in the Spartan Community	<p>Be aware of the needs and concerns of others.</p> <p>Behave safely.</p> <p>Get to know the people around you.</p> <p>Share your thoughts with others</p>
Attend regularly and are punctual	<p>Attend each class & RTI every school day.</p> <p>Arrive at class on time.</p> <p>Inform the office if you know you are going to be absent.</p> <p>Choose your break options quickly and clear the hallways.</p> <p>Arrive at your supervision stations on time</p>

<p>Nurture each other to achieve success</p>	<p>Accept that all individuals are unique. Encourage others to be involved. Include others in conversations and activities. Be a peacemaker. Encourage and support others. Compliment others Spartan Spirit cards filled out by staff. Positive Phone calls made home</p>
<p>Seize the day (Carpe Diem)</p>	<p>Encourage/practice positive risk taking. Be engaged and apply yourself. Maintain a positive attitude</p>

KCI Bell Schedule

	START:	END:
PERIOD 1	8:54 AM	9:55 AM
Transition Time	9:44 AM	9:56 AM
PERIOD 2	9:56 AM	10:56 AM
Morning Recess	10:56 AM	11:06 AM
Transition Time	11:06 AM	11:07 AM
PERIOD 3	11:07 AM	12:08 PM
LUNCH	12:08 PM	12:53 PM
Transition Time	12:53 PM	1:00 PM
PERIOD 4	1:00 PM	2:00 PM
Afternoon Recess	2:00 PM	2:10 PM
Transition Time	2:10 PM	2:11 PM
PERIOD 5	2:11 PM	3:12 PM

KCI Map & Staff Room/Extension List

OFFICES

Position	Contact	Ext	Room
Principal	Mark Lucas	223	54
Vice P	Laura Reilkoff	227	61
Indigenous	Tiare Laporte	342	42
Asst Admin	Wendy Becenko	221	53
Finance	Michelle Tomochko	222	8
Guidance	Mandy Reilkoff-Leis	230	65
SST	Cara Shabatoski	233	62
Library	Barb Tetoff	226	58
Servery	Amanda Vidomski	232	23
Caretakers	Martin Leis	391	91
Athletics	Ryan Lambert		63

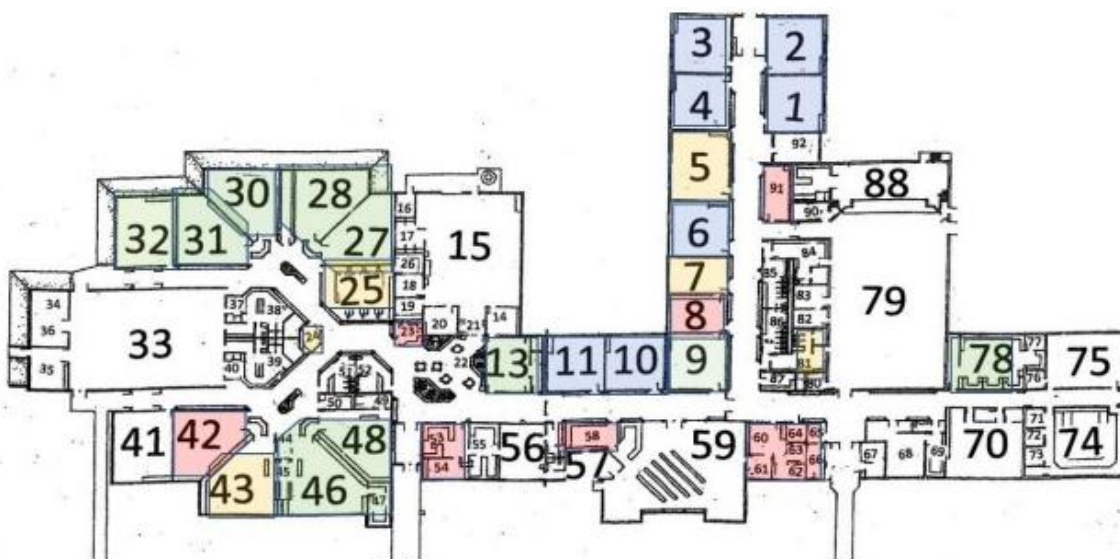
Art	370	70
Band Room	374	74
Fitness Room	341	41
Gym 1 Office	382	82
Gym 2 Office	337	37
Library	359	59
Office Workroom	229	55
Resource Room	375	75
SEL	368	68
Staff Room	224	56

5-9 HOME CLASSROOMS

Class	Contact	Ext	Room
5A	Shelby Stefanyshyn	302	2
5/6	Michelle Guillet	303	3
6/7	Jayden Lang	304	4
7A	A. Sipple/G. Tulloch	306	6
7B	Miranda Wardle	301	1
8A	Ryan Lambert	311	11
8B	Simone Homeniuk	310	10
Jr. Computer Lab		305	5
Jr. Open Classroom		307	7

SENIOR CLASSROOMS

Class	Contact	Ext	Room
9A	Joanne Schwartz	332	32
9B	Taylor Dietrich	331	31
Sr. MAT	Zac Fedorak	346	46
10A / Sr. ELA	Patricia Ives	330	30
Sr. SCI/PED	Kody Rock	348	48
11 / Sr. SOC	Wendy Shabatoski	328	28
PAA/Life Skills	Kasen Palamar	378	78
12 / BAND	Darren Kitsch	327	27
PAA	Brian Angeloni	313	13
10B	Laura Blender	309	9
Chem Lab		343	43
Sr. Tiered Lab		325	25
Sr. Open / Isolation Room		225	24



General School Policies

Attendance

All students are expected to attend all classes every school day. Students who are absent from class or classes for avoidable (or unexcused) reasons will be considered truant and will warrant disciplinary action.

For the purpose of this policy “**unavoidable**” (or excused) reasons for an absence will include the following:

1. **illness**.
2. **medical** appointment.
3. **compassionate**.
4. **bus** not running.
5. **trip** (as outlined in The Education Act, 1995).
6. **school** sponsored functions.

Procedures for Parents/Guardians of Absent Students:

- If a student is absent from school, the parent/guardian shall report the student’s by:
 - phone prior to 9:15 a.m. with an explanation (306-542-2521) or
 - absence notification on Edsby.
- If absence notification is not made, the student must bring an explanatory note. This note, which is to be turned into the school office **prior to the absence or WITHIN 3 SCHOOL DAYS** of the student returning to class, must be dated, signed by the parent/guardian, and indicate a reason for the absence from school. Failure to contact the school will result in the absence being recorded as unexcused. From this point, responsibility passes to the student.
- **IMPORTANT:** If there has been no phone call or note received at the office within **seven days** as detailed in the Attendance Policy, the student will be or may be classified as “Unexcused.”
- School Messenger – A Note to Parent.
 - **What is SchoolMessenger?**
It is an automated phone and email system that will inform you:
 - of any periods that your child has an **unexcused absence** during the school day.
 - of any special announcements issued by KCI.
 - **How does it work?**
You will hear a message that will inform you that it is KCI calling and the reason for the call. The message will ask you to press a number on your telephone keypad to confirm you have received the message. Pressing the button indicates that the message has been heard by someone in your household and will not try to contact others on your student contact list.
 - **How do I stop getting messages from SchoolMessenger?**
We are committed to providing a Safe, Caring Environment where All can Reach their Unique Potential as Life-Long Learners. To avoid unnecessary absence calls:
 - please be sure to inform the school of your child’s excused absence (See above instructions)

Procedure and Responsibilities for the Student:

- Attend each class every school day.
- Provide appropriate documentation if absent for any unavoidable reason. This could include a phone call or a note from the parent/guardian or a note from a doctor.
- Provide this documentation prior to the absence or within 3 school days of returning to school.

- Students must inform teachers when they know they will be absent for all in class scheduled evaluation (exams, presentations, etc.).
- Avoidable absences are evidence of an attendance problem and will lead to follow-up action by the staff.

Consequences of Irregular Attendance

There may be several consequences for missing classes due to avoidable or unexcused reasons. These will include:

- At **5 absences** classroom teacher contact with the parents/guardian in the form of a phone call.
- At **10 absences** administrative contact with the parents/guardian by phone or letter.
- At **15 absences** development of an improvement plan in meetings with the student, the parents/guardian, the classroom teacher(s), and the administration. May include credit rescue.
- At **20 absences** student may be removed from the class.

If the attendance problem continues, further action may include:

- An attendance plan/contract and/or implementation of the Student Performance and Accountability Policy.
- Declaration of truancy (for students under 16 years of age).
- Loss of credit or withdrawal from the class.
- Referral to the Superintendent of Schools.

Announcements

School related announcements are to be recorded online. Announcements will be read at 9:50 a.m. in first period class and can be viewed on the school communication televisions, beside the bulletin board outside the office and on the Edsby Student/Parent app.

Bus Operation during Inclement Weather

(GSSD ADMINISTRATIVE PROCEDURE 550 TRANSPORTATION SAFETY)

1. It is left to the discretion of the bus driver as to whether she/he will operate her/his bus when weather and road conditions are in doubt. It is, however, the parent's responsibility to decide whether their children shall travel on the bus in these circumstances.
2. If the bus driver decides not to operate his/her bus, he/she will notify the school principals involved and attempt to contact all parents on his/her route.
3. If all parents cannot be contacted, the bus driver shall notify FOX or CJGX of the bus cancellation or early departure.
4. It is the bus driver's responsibility to obtain "contact" parents for his/her route. The names and telephone numbers of such people are to be posted in the bus. The role of the "contact" parent is to assist in phoning other parents re: bus cancellations and early departures.
5. If weather conditions deteriorate after the children have been delivered to school the bus driver in conjunction with the school principal(s), and if deemed necessary the bus foreman shall decide if it is necessary to send the buses home early. Every effort shall be made by the bus driver, in conjunction with the principal, to notify the parents concerned and/or deliver the students to a prearranged place.

6. It is the responsibility of the bus driver to have each family on her/his route plan for another home (if necessary) where their children may be delivered should the buses pick up students before the regular dismissal time.


Cashnet Online for Students

Welcome to SchoolCashOnline


Fast. Safe. Convenient.

For safety and efficiency reasons, Good Spirit School Division would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE!


It takes less than 5 minutes to register. Please follow these step-by-step instructions so you will begin to receive email notifications regarding upcoming events involving your child.



Step 1
Register



Step 2
Confirm Email



Step 3
Add a Student

Go to
<https://gssd.schoolcashonline.com>
and click on Register.

- ✓ Enter in your first name, last name, email and create a password.
- ✓ Select a security question.
- ✓ Check YES to receive email notifications


A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account (check spam).

The confirmation link will open the School Cash Online site, prompting you to sign into your account. Use your email address and password to log in.

This step will connect your child to your account.

- Enter the School Board Name.
- Enter the School Name.
- Enter Your Child's First Name, Last Name and Birth Date.
- Select Continue.
- On the next page confirm that you are related to the child, check in the Agree box and select Continue.
- Your child has been added to your account.

If you require assistance, select the SUPPORT option in the bottom right hand corner of the screen or go to helpdesk.support@schoolcashonline.com


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Cell Phones and Other Recreational Electronic Devices in Schools

Inappropriate use of cell phones, camera cell phones and other recreational electronic devices can interfere with an individual's right to privacy, the pupil's right to a safe and caring environment, and the teaching and learning process.

Use of cell phones, camera cell phones and other recreational electronic devices are not allowed in classrooms. These items when in use by a student will be confiscated by the teacher and delivered to the principal or designate.

Computer Use, Camera Phones and Digital Cameras

Upon registration all parents and students must complete and return to the school authorization that makes each student responsible for using the KCI computer network in an appropriate manner. Teachers will review this agreement with students at the beginning of each school year.

Camera phones and digital cameras pose a problem when students take pictures and download them to the Internet. This should not be done without seriously considering what the consequences may be. We are providing supervision of computer activity in the school, and it would be difficult for a student to do this from a school computer. However, students have access to the Internet outside of the school. When student take pictures during the school day, they do not have permission to download these pictures.

Damage to Property

Pupils who willfully or ignorantly destroy or damage school property will be held financially responsible for their actions.

Discipline Policy

The Education Act (1995) (152.1) states that every student is subject to the general discipline of the school. This means that in KCI the "Golden Rule" applies. If you are in doubt about your behaviour, ask yourself:

"Am I doing anything which will disturb others?"

"Am I breaking any of the rules of common courtesy toward my classmates, the school staff or the citizens of the neighbourhood?"

If you can answer "no" to both above questions, your behaviour is most likely to be acceptable.

Context of Bullying, Intimidation or Harassment

All high-risk behaviours will be taken seriously, and high-risk students will be assessed accordingly. KCI will respond to serious violence or threat making behaviours.

Definition

“Bullying is a conscious, willful and deliberate hostile activity intended to harm” (Coloroso, 2002)

The act of bullying, intimidation or harassment is not acceptable at KCI.

The Four Markers of Bullying or Harassment

1. An imbalance of power
2. Intent to harm
3. Threat of further aggression
4. When bullying escalates unabated – terror

Types of Bullying

VERBAL BULLYING	any exchange of words that are negative (i.e., taunting, name calling, putdowns)
INDIRECT BULLYING	hidden and hardest to detect (i.e., kicking, glares, looks, ostracising, hitting, pinching)
PHYSICAL BULLYING	any physical contact that has the intent to harm (i.e., kicking, hitting, pinching)
CYBER BULLYING	any derogatory text messages sent through cell phones and/or computers (i.e., internet web sites, emails, MSN)

EXCERPTS FROM THE BULLY, THE BULLIED, AND THE BYSTANDER, BARBARA COLOROSO 2002.

WWW.KIDSAREWORTHIT.COM KIDS ARE WORTH IT, INC. PH: 800-729-1588 FAX: 303-972-1204

Procedures for dealing with Behaviors that are Inappropriate and/or considered “Acts of Harassment, Intimidation or Bullying”

- Staff members will inform the students(s) of the inappropriate behavior.
- The staff member is expected to complete a “Review 360” referral.
- The “Review 360” referral will be reviewed by school administration and appropriate action, or recommendations will be given to homeroom teachers or supervisors.

If an inappropriate behavior continues the administration may choose 1 or more of the following options

- Appropriate discipline for that youth
- Refer to school counsellor.
- Letter of Reprimand will be sent to the parent/guardian.
- Phone call or a meeting with the parent/guardian
- Loss of school privilege (lunch hour)
- Refer to outside agency.
- Suspension from school pursuant to Section 154 of *The Education Act 1995*.

Edsby

Edsby provides a way for parents and guardians to receive school updates, calendar events, view student progress and much more. It will help simplify communication among and between teachers, students, and parents.

Good Spirit School Division - Student Access to Edsby

The Edsby Mobile App enables you to keep up to date with your school life from the convenience of your smartphone.

- Download the Edsby App (IOS or Android)
- Server Name: GSSD
- Once you are connected to GSSD (see screenshot below)
- **Select:** Sign in with Office 365
- **Username:** [\[studentID\]@gssd.ca](mailto:[studentID]@gssd.ca)
- **Password:** Same password you use to log into Chromebook
- Click here to learn more about the [Mobile App](#)
- Go to Edsby to set-up your Notifications

Logging in to Edsby from a Chromebook

- Go to: <https://gssd.edsby.com/>
- **Select:** Sign in with Office 365
- **Username:** [\[studentID\]@gssd.ca](mailto:[studentID]@gssd.ca)
- **Password:** Same password you use to log into Chromebook

StaySafe 9:59 AM 71%

Edsby

Sign in to
Good Spirit School Division

Username

Password

Log In

OR LOGIN WITH:

Sign in with Office 365

Forgot Password?

Choose Another Server

Emergency Evacuation

(GSSD ADMINISTRATIVE PROCEDURE 165)

Background

The Division shall strive to ensure that each student and staff member is provided with a safe environment. The Board is committed to creating and maintaining an environment in schools where students, staff, parents, and others feel safe. To this end, the Division shall establish a protocol for responding to immediate risks within a building, student threatening behaviors, and traumatic events.

Procedures

Specific procedures for emergency evacuation:

1. When the alarm sounds, students shall stand and wait for the designated teacher to go to the door and check the escape route. A student shall close classroom windows.
2. At the teacher's command, the students shall move (single file) through the evacuation route to the designated outside gathering area. The first student of each room (nearest the door) shall hold the door until the class has passed, then close the door and follow the class.
3. Movement shall be a quick walk - never run, delay, push. Yield to classes ahead of your class.
4. In the interest of orderliness, it is imperative that students refrain from talking, laughing, or entering in any form of "horse play".
5. Students shall form in rows according to homerooms across the street on the south side of the school.

6. After taking attendance, students and teachers shall wait for further instructions. If the evacuation is a drill, the "all clear" will sound (two bell rings on exterior bell).
7. If the fire alarm sounds during a break or lunch hour, students shall leave the school through the nearest and safest exit. Students are to gather at their homeroom station for attendance.

Extended Holidays

Students taking holidays during the school year are advised to contact the school to arrange for completion of work or examinations missed. This is the student's responsibility.

Lates

The beginning of class is a critical time in the overall learning process. When a student is continually late, corrective steps will be taken by the teachers and the administration. The Education Act (1995), Section 158 supports this policy. If a student is later than 15 minutes, he/she will be marked absent for the class. Students will not be allowed into class after 30 minutes.

Leaving School

A student who is ill and wishes to leave the school should come to the office. Parents/Guardians will be notified before the student is allowed to go home. Students who have appointments must have the parent/guardian phone or send a note to the office stating why the student is to be excused.

Locks/Lockers

A locker and a school lock will be made available to each student. Replacement of damaged or lost school locks can be done through the office. Lockers must not be left unlocked, and students must pay for lost or damaged locks.

Lockers and desks are the property of Good Spirit School Division and are under the direct control and supervision of school administration. The administration reserves the right to perform a locker or desk search any time that concerns exist about proper use, or for prohibited or dangerous contents.

Medication

(GSSD ADMINISTRATIVE PROCEDURE 316)

Students taking necessary medications should report this to the General Office so that the information may be included on the student file and noted by all teachers. School personnel will not provide medication to students unless requested to do so by the pupil's parent or guardian. Parents wishing school personnel provide medication to their child will be required to complete the "Administration of Prescribed Medication" form which is available at the office.

Non-Medical Use of Drugs

(GSSD Administrative Procedure 354)

Background

All Division personnel are expected to uphold the law in preventing the unlawful possession of, use of, supplying of, or trafficking of solvents, intoxicants, controlled drugs, restricted drugs, or narcotics.

Procedures

1. The principal will ensure that all staff in his/her school are informed regarding the procedures to be followed when dealing with instances of non-medical use of drugs.
2. When a student is found to be in possession of, or distributing, illegal substances such as, solvents, intoxicants, controlled drugs, restricted drugs, or narcotics within a school, on Division property, or during an activity sponsored or approved by the Division, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall then:
 - a. Inform the parents.
 - b. Report the incident to the police.
 - c. Suspend the student.
 - d. Investigate the incident; and,
 - e. Determine if a recommendation for expulsion or other action is required.
3. When a student approaches a staff member on school property or at an activity sponsored or approved by the Division, seeking help regarding an illegal substance and at that time is found to be in possession of an illegal substance, the staff member shall attempt to confiscate the illegal substance in an appropriate and lawful manner and report the incident to the principal. The principal shall then:
 - a. Dispose of the illegal substance in the manner defined in 1.5
 - b. Develop a program of assistance for the student; and,
 - c. Strive to provide the necessary resources to help the student either through the school or by referral to another appropriate agency.
4. When a student's behavior while at school or while involved in an activity sponsored or approved by the Division indicates possible substance abuse, the staff member observing the behavior shall report the situation to the principal and shall then inform the parents of the student's behavior.
5. When a student is found to be undergoing a severe reaction while at school or while involved in an activity sponsored or approved by the Division, the required medical treatment shall be provided pursuant to:
 - a. Administrative Procedure 315 – Illness/Injuries at School and
 - b. Administrative Procedure 553 - Transportation of Ill or Injured Students.
6. Any illegal substance confiscated or found by staff members on Division property or while involved in an activity sponsored or approved by the Division shall be turned over to the police for disposal and a request made to the police to whom the substance is delivered for confirmation of the identity of the substance through some appropriate analysis.

7. When an illegal substance has been confiscated or found by staff members on Division property or while involved in an activity sponsored or approved by the Division and is not part of an attempt by a student to seek help regarding an illegal substance, the staff member shall cooperate with the police by identifying the student when a request for such identification is made by the police.
8. The principal shall ensure that all staff members in the school are informed or advised regarding the appropriate handling of issues resulting from the possession, distribution or use of illegal substances. This training shall include information as to the steps a staff member is able to take to confiscate a suspected illegal substance legally and appropriately.
9. The principal, in cooperation with the School Community Council and the school community, shall ensure that educational programs and community resources are focused on the resolution of the problems and reasons leading to, and resulting from, the non-medical use of drug.

Noon Hour

The servery will be open at morning recess and noon hour. Sparty's Tuck Shop is open periodically at noon for snacks. Dates and times will be included on announcements.

Poster & Signage

All posters put up in the school must be approved by the principal or person designate.

School Opening & Closing

Students should not arrive prior to 8:40 a.m. and should depart within 10 minutes of dismissal unless they are participating in an after-school activity under staff supervision. These procedures are to ensure safety of students. Students may be in the gymnasiums, weight room and industrial arts shop only when supervised by a staff member.

Smoking / Vaping

K.C.I. is a non-smoking non-vaping school – no smoking/e-cigarettes/vapes are allowed within the building or on school grounds by staff, students or others using the school. The school strongly discourages students from smoking.

Student Dress

Students should dress appropriately for a workplace. Clothes which have messages which are offensive to certain groups of people or include profanity are not acceptable. Clothing which is too revealing because it is torn or not designed to be worn in a work environment is also unacceptable. If these guidelines are not observed, students may be sent home to change.

Student Fees

Grade(s)	Fee	When	Amount
5 – 12	Lock - optional	One time	\$10.00
7 – 12	Caution – Refunded in Gr. 12	One time	\$25.00
5 – 12 Optional Band Classes	Instrument Rental	One Time Per year	\$50.00

1. **Lock Fee** – Students are encouraged to purchase locks from the school. Locks are warranted for breakage if the student is enrolled at KCI.
2. **Caution Fee** - All students in Grades 7 to 12 enrolling in our school for the first time are required to make a \$25.00 deposit as a caution fee. This fee remains on deposit for the years in which the student remains in the Kamsack Comprehensive Institute. The caution fee is refunded at the end of the student's last year at the KCI (less adjustments for that year). The student is responsible for any damage to or loss of school property. Students are required to bring their balance back to \$25.00 if they lose or damage a textbook.
3. **Extra-Curricular Activity Fees** - Students on school teams and/or travelling clubs will be assessed a fee to offset the costs associated with the activity. These costs include equipment, uniforms, and transportation.

Student Leadership Council (S.L.C.)

The Student Leadership Council provides many student leadership opportunities for KCI Spartans. Participating in S.L.C. provides students with the opportunity to plan and organize activities for our students. Student activities motivate students, develop leadership and other social skills, promote positive self-concepts, provide students opportunities to learn how to handle meaningful responsibility, and link academic learning with practical skills. In the process, student activities stimulate school spirit and help to create a positive school climate, foster regular attendance, and recognize students for their non-academic talents.

Student Responsibilities

(SUMMARIZED FROM DUTIES OF PUPILS, SECTION 150 OF THE EDUCATION ACT, 1995)

Students who attend KCI should realize that to be successful in any course or activity requires a reasonable degree of diligence and application. Therefore, it becomes the responsibility of the students to:

- Attend regularly and be punctual.
- Be prepared for the day's activities.
- Establish a personal routine for homework and home study.
- Apply themselves to their studies and to those school activities in which they choose to take part.
- Be courteous, friendly, and respectful to all persons.
- Conform to the rules of the school.
- Respect the rights of everyone in the school.
- Respect school property.

Telephone Calls and Messages

There is a phone available in all classrooms for local calls. Students will not be called out of class for telephone calls except for emergencies. Messages will be passed on to students at the earliest convenience.

Use of Motor Vehicles

The use of all motor vehicles, cars, trucks, motorcycles, snowmobiles, all-terrain vehicles, etc. is for transportation to and from school only. A student parking lot is located on the north end of the school. The school does not take responsibility for the vehicles through the school day. The school yard is the private property of the Good Spirit School Division and the students do not have permission to use the vehicles in the school yard. Reckless or erratic driving will be reported to the R.C.M.P. Parking is not allowed in the bus zone at any time.

Visitors

To ensure the safety of the students and staff

- all entrance doors except for the main door by the office will be locked after 9:00 a.m. each day.
- all visitors to the school are to make their request at the main office. This includes parents and guardians. The office will attend to your request.
- Teachers will not permit students to leave a classroom without authorization from the office.

This policy applies throughout the school day and includes the noon hour.

Weapons

(GSSD ADMINISTRATIVE PROCEDURE 353)

The Division does not permit the possession of explosives, firearms, and/or other dangerous instruments on its property, on the way to and from school, or during any school related activity unless for special purposes in authorized activities where the principal has granted special permission. Offenders in possession of firearms, explosives, or items of similar danger will be subject to reprimand, suspension, expulsion, or other forms of discipline.

School Academic Policies & Programs

General Requirements for Graduation

To graduate, the following chart outlines the credit requirements for grades 10, 11 and 12.

Credit Requirements for grades 10, 11, and 12

Regular Program—24 Credit Policy

Grade 10	Grade 11	Grade 12
minimum 8 credits	minimum 16 credits	minimum 24 credits (5 of which must be at the 30 Level)
Compulsory Courses:	Compulsory Courses:	Compulsory Courses:
English Language Arts A 10 and English Language Arts B 10;	English Language Arts 20;	English Language Arts A 30 and English Language Arts B 30;
Social Studies 10, History 10 or Native Studies 10;	a mathematics at the 20 level;	Social Studies 30: Canadian Studies, History 30: Canadian Studies or Native Studies 30: Canadian Studies;
Science 10;		
a mathematics at the 10 Level;		a science at level 20 or 30 *
		a social science at level 20 or 30
3 electives at Level 10, 20 or 30		6 additional elective credits at level 20 or 30
2 credits in arts education or practical and applied arts at level 10, 20, or 30		
Wellness 10, Physical Education 20 or Physical Education 30		

Note:

- One credit = 100 hours of instruction and a minimum percentage of 50.
- Modified courses (11, 21, 31 and 10 A, 20 A, 30 A) can be used to fulfill requirements in the required courses of study, specified areas of study and electives.
- Locally developed courses (designated with an L) may be used to meet elective requirements only.
- Graduation requirements are minimum requirements for Grade 12 standing. Students may choose to exceed these requirements.
- This credit requirement change came into effect for students graduating in the year 2000.
- *Science 20 or 30 prerequisites must be met unless the student is an adult by definition of [The Education Regulations, 2019](#).

Secondary Level Courses of Study

Level 10 (Grade 10)	Level 20 (Grade 11)	Level 30 (Grade 12)
Required Courses of Study		
English Language Arts A 10 English Language Arts B 10 Science 10 One of: Math: Foundations and Pre-calculus 10 Math: Workplace and Apprenticeship 10 One of: Social Studies 10 History 10 Native Studies 10	English Language Arts 20 One of: Math: Foundations 20 Math: Pre-calculus 20 Math: Workplace and Apprenticeship 20	English Language Arts A 30 English Language Arts B 30 One of: Social Studies 30: Canadian Studies History 30: Canadian Studies Native Studies 30: Canadian Studies

Course Enrollment

To ensure that students maximize their opportunities while attending our school, KCI has policies in place indicating the number of classes students must take.

- **Students in Grades 5 to 10** are expected to carry full academic loads.
- **Grade 11 students** are required to enrol in at least nine classes, but they are encouraged to take ten classes.
- **Grade 12 students** must enrol in at least eight classes (four in each semester), but they are encouraged to take ten classes.

Study Periods/Library Period

Students with “spares” may

- study in the library,
- study in the Cultural Room, or
- if in Grades 11 or 12 leave the school with parent permission.

Because their presence outside of classrooms can be disruptive to the classes in session, loitering in the halls during class time is not permitted. Being allowed to leave school premises during spares is a privilege.

Abuse of this privilege will result in withdrawal of the privilege. Examples of abuse would include:

- returning late for class,
- driving carelessly,
- being involved in activity off premises that is illegal, or annoying to the public, etc.

Parent/Teacher Interview Days

Parent-Student-Teacher interviews may be scheduled at any time during the year. They may be requested by either parent or teachers. Students should be encouraged to accompany their parents/guardians to these interviews. Teachers will provide a verbal comment in conjunction with students' mark at all levels. Learning behaviors will be included in the report Student grades will be reported.

Guidance & Counselling Program

KCI provides personal counselling, career education and assistance to students making class selections.

Scholarships and Awards

A complete list of local scholarships plus other scholarships is available from the Guidance Counsellor. KCI has a tradition of recognizing ***Academic and Extra-curricular Excellence!*** The "Spectacular Spartan" events take place in June.

KCI has many ***"Spectacular Spartans"!***

The Resource Centre

The Resource Centre is open from 9:00 to 11:40 am and 12:10 to 4:00 pm. The centre includes a wide selection of reference books, fiction, non-fiction, vertical file materials and audio-visual material as well as internet access. The Resource Centre staff is pleased to assist students in locating and using all materials and students are encouraged to use the Resource Centre on a regular basis. The Centre is to be always a quiet study area; it should not be used as a visiting area.

KCI Distributed Learning Rules and Procedures

Please review the following rules and procedures for Distributed Learning here at KCI. To take a distributed learning class, you must agree to the following:

1. If you are taking a distance learning course for the first time,
 - a. you will have a tutorial scheduled into your timetable.
 - b. During this tutorial, you will report to the library where you will have your attendance taken and you can work on your class for the entire period.
2. If you have ***successfully*** passed a distributed learning course previously **and** at the recommendation of your facilitator,
 - a. you will not be scheduled into a tutorial and
 - b. You can complete the course off-site if you wish, provided you meet the requirement in #2a.
3. If at any time you are designated in the "red zone" (far behind the pace) on the DL progress spreadsheet,

- a. you will have to report to the library to complete your DL class until you reach the “green zone”.
4. If a DL course is offered face-to-face in the school,
 - a. you must take the course face-to-face if you are interested in it.
 - b. Any deviation from this must be approved by the school principal.
5. If you are in grade ten, you can take one DL course.
6. If you are in grade 11 or 12, you can take up to two DL courses each semester, provided you meet the requirement of #2 & #3.

Criteria for Valedictorian

The Valedictorian should be the best representative of the graduating class with respect to the Spartan Code of Conduct:

Integrity is stressed.

Valedictorians participate in the extra-curricular life of KCI and must maintain an average of at least **80%**. Being chosen to be Valedictorian is an honor for a KCI student. First semester final marks and second semester mid-term marks will be used to determine the average.

The same criteria as used for Academic Achievement will be used to determine average.

That criterion is:

- English LA A30
- English LA B30
- History/Social Studies/Native Studies 30
- Best Math at the 30 level
- Best Science at the 30 level
- Elective #1 (30 level)
- Elective #2 (30 level)
- **Exchange students** do not qualify to be the valedictorian.

The Valedictorian is nominated by the students. The initial student list will be submitted to the staff of KCI who may make additions to or deletions from the list based upon the above criteria. **The principal will make final decisions.**

Note: the official graduation list will be finalized by May 30th.

11. Report Cards

There will be three reporting periods for students in grades 5 to 9. Secondary level students will receive four report cards.

Grades 5-9:	November	Grades 10-12:	November
	March		February
	June		April

June

Grades 5-9 Outcome based Report Cards.

Grades 10-12 Percent grades for all subjects.

Letter Grades	A+	A	B	C	D	F
	90-100	80-89	70-79	60-69	50-59	0-49

Intramural / Extracurricular Activities

A student can have fun and learn from participation in activities available both within and outside of regular school hours. It is KCI's experience that the happy and satisfied student is the one who participates in these activities. Therefore, we would encourage students to choose activities and participate fully.

Spartan Spirit

The Spartan Team is the students, staff, and parents, both past and present, and our community.

As members of the

SPARTAN TEAM:

We will be disciplined in our conduct to bring pride and dignity to our school

We will be accepting of the differences in people, opinions, and ideas

We will be supportive of each other in good times and in bad

We will celebrate our achievements as a united team

WE ARE PROUD TO BE MEMBERS OF THE SPARTAN TEAM.

Keep Caring Important

KCI

A. Extracurricular Activities

Extracurricular Activities:

Current Athletics Director:	Ryan Lambert
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Special Event Extracurricular Activities

Activity	Date	Collaborators
Grad Fun Night		
Graduation	June 16, 2023	Laura Reilkoff, Joanne Schwartz
Picture Day	October 14, 2022	Barb Tetoff
Remembrance Day		Darren Kitsch

Year-Round Extracurricular Activities

Activity	LEVEL	Collaborators
Archery	Gr. 5-8	Darren Kitsch
Art Club	Senior / Junior	TBD
Breakfast Program	All	Barb Tetoff
Canteen	TBD	TBD
Choir	All	TBD
Free the Children	Senior / Junior	TBD
Homework/Tutorial	All	Patricia Ives, Tiare Laporte
Robotics Club	Senior	TBD
Social Media	All	Cara Shabatoski
SADD	Gr. 8-12	Patricia Ives
Safe Space	Gr. 5-12	Michelle Guillet
Skills Canada *	Senior	TBD
SLC	All	Glenda Tulloch
Spartan Chefs Lunch	Senior	TBD
Uniforms	All	Ryan Lambert, Michelle Tomochko
Yearbook	All	Michelle Guillet
Website	All	Ryan Lambert, Wendy Becenko
Edsby	All	Wendy Becenko

*November to May

Fall Extracurricular Activities

Activity	LEVEL	Collaborators
Cross Country	All	Mr. Kitsch
Football	Senior / Peewee	Mr. Rock, Mr. Woollard, Mr. Lambert
Golf	Junior	Mr. Fedorak, Mr. Rock
Golf	Senior	Mr. Fedorak, Mr. Rock
Outdoor Ed	Junior	TBD
Volleyball	Jr. Girls	Mrs. Straub, Ms. Lang
Volleyball	Jr. Boys	Ms. Blender, Ms. Dietrich, Ms. Straub
Volleyball	Sr. Girls	Ms. Gulka, Ms. Stefanyshyn
Volleyball	Sr. Boys	TBD
Volleyball	Gr. 5/6	TBD

Winter Extracurricular Activities

Activity	LEVEL	Collaborators
Basketball	Junior Girls	Ms. Blender, Ms. Stefanyshyn
Basketball	Junior Boys	Ms. Blender, Ms. Stefanyshyn
Basketball	Senior Girls	-
Basketball	Senior Boys	Mr. Fedorak / Mr. Rock
Basketball	Gr 5/6	TBD
Curling	Gr 5/6	TBD
Curling	Junior	Mrs. Tetoff
Curling	Senior	Mrs. Tetoff
Drama	Junior	Mr. Lucas
Ski Day	All	Mr. Rock/ Mr. Fedorak

Spring Activities

Activity	LEVEL	Collaborators
Badminton	Junior	Mr. Lambert, Mr. Rock
Badminton	Senior	Mr. Lambert, Mr. Rock
Drama	Senior	Mr. Lucas
Football	Senior/Peewee	Mr. Rock, Woollard, Lambert
Outdoor Ed		TBD
Track & Field	All	Rock /Fedorak
Sprinter Games	Gr 5-6	TBD

B. Intramural Activities

Several recreational sport challenges will be set up by co-ordinators depending upon the season. Success of this program depends upon student participation.

Students who are participating in KCI extracurricular athletics and are absent prior to an athletic event without an excusable absence may not be eligible to compete in the scheduled athletic event.

C. Supervision Stations

- **STAFF:** Staff who do noon-hour supervision have to trade with a colleague. Substitute teachers do not do lunch duty.

Recess A.M. & P.M. Supervision Schedule.

Recess Schedules

Morning Recess Schedule

Station #	Location	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
1	Jr. End	LUCAS	LANG	W SHABATOSKI	C SHABATOSKI	LANG	ROCK
2	Jr. End	HOMENIUK	REILKOFF	LANG	SHWARTZ	LAMBERT	LAMBERT
3	Jr. End	SIPPLE	FEDORAK	GUILLET	LAMBERT	HOMENIUK	DIETRICH
4	Jr. End	C SHABATOSKI	C SHABATOSKI	HOMENIUK	REILKOFF	SIPPLE	LUCAS
5	Sr/Jr (Outdoor)	LAMBERT	SCHWARTZ	DIETRICH	ROCK	ROCK	FEDORAK
6	Sr End (Indoor/Outdoor)	ANGELONI	PALAMAR	PALAMAR	DIETRICH	FEDORAK	PALAMAR

Afternoon Recess Schedule

Station #	Location	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
1	Jr. End	GUILLET	W SHABATOSKI	STEFANYSHYN	GUILLET	IVES	C SHABATOSKI
2	Jr. End	SHEFANYSHYN	LANG	GUILLET	STEFANYSHYN	LAMBERT	HOMENIUK
3	Jr. End	IVES	STEFANYSHYN	ROCK	SCHWARTZ	LANG	W SHABATOSKI
4	Jr. End	BLENDER	IVES	SCHWARTZ	IVES	REILKOFF	IVES
5	Sr/Jr (Outdoor)	ANGELONI	DIETRICH	BLENDER	FEDORAK	SCHWARTZ	ANGELONI
6	Sr End (Indoor/Outdoor)	W SHABATOSKI	ROCK	DIETRICH	ANGELONI	W SHABATOSKI	LUCAS

BUS A.M.

- (a) Jr. Playground outside
- (b) Junior Entrance
- (c) 5/6 hallway

RECESSES:

- (1) Gym #1 * Cement Pad Outside
- (2) 5/6 hallway/band hallway to end of grade 8
- (3) Jr. Playground outside * 4 square

BUS P.M.

- (4) Tiered Computer Lab *football field

(N) North (Senior Doors)

(S) South (Junior Doors)

(5) Senior End-Servery-Grade 8 Hallway

(6) Senior outside (smoking section)

(7) Gym #2 *Grade 9 doors outside

(8) Outside Jr. End *baseball diamond

(9) Junior Computer Room *playground structure

**Teachers on prepare to roam the hallways and “hustle” students to class.

Grades 5-6 outside while weather permits (or library) - indoor stations supervise outside until the rainy/cold season hits. Grade 7-12 are allowed in the Servery area to visit. No students roaming the halls.

Noon Hour Supervision Assignments

Station #	Location
1	Grade 5/6/7 - Supervise lunch then outside (Swing / Playground)
2	Grade 5/6/7- supervise lunch then outside (Soccer pitch)
3	Grade 5/6/7- supervise lunch then outside (Courtyards)
4	Grade 8-supervise lunch then outside or Office
5	Servery -rotate around senior end and smoking area
6	Station 6: Senior halls then Gym 2 or outside at 12:10
7	Administration Floater

Station #	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
1	Lang	Guillet		Guillet	Lang	
2	Blender	Sipple	Homeniuk	Blender	Homeniuk	Blender
3	Stafanyshyn	Dietrich	C. Shabatoski	Dietrich	Stafanyshyn	Dietrich
4	Tetoff	Lambert	Tetoff	Lambert	Tetoff	
5	C. Shabatoski	Rock	Rock	Fedorak	Palamar	Palamar
6	Lucas	Reilkoff	Lucas	Reilkoff	Lucas	Reilkoff
7	Palamar	W. Shabatoski	Palamar	W. Shabatoski	Palamar	W. Shabatoski

Schedule of Revisions to Student Handbook

The following table tracks the changes made to the Student Handbook.

Date	Section	By
November 22, 2022	Updated Handbook – All Sections, Table of Contents	Admin