Principal’s Greeting’s

On behalf of the staff, I want to offer a sincere welcome to the Gull Lake School family. Gull Lake School is a K-12 school that serves elementary, middle years and secondary students in Gull Lake and surrounding areas. **Our culture is based on the school values of respect, responsibility, and pride. These values are embedded in all that we do at Gull Lake School.**

At Gull Lake School, students have a diverse range of curricular and extra-curricular opportunities to meet the needs of the whole student. We are proud of the tradition of excellence at Gull Lake School and take pride in engaging students, parents, and staff to create the ideal vision for our school.

We hope this handbook will assist students and parents by providing valuable information about Gull Lake School. I am always available to meet with parents and my office is always open. I always enjoy meeting with parents and I encourage you to stop by the school for a visit. I wish our students all the best for a great 2019-2020 school year.

Adele Kirwan

**Mission and Vision**

**Vision: At Gull Lake School, we envision our students engaged in a balanced exemplary education in order for them to become responsible citizens and life-long learners.**

**Mission: Our school strives to create a safe, inviting environment which encourages students and challenges them to learn and develop to the best of their potential while achieving curriculum expectations.**

**School Administration Contact Information**

Principal- Adele Kirwan [akirwan@chinooksd.ca](mailto:akirwan@chinooksd.ca)

Vice Principal – Deb Steinley [dsteinley@chinooksd.ca](mailto:dsteinley@chinooksd.ca)

**Gull Lake School Staff 2018-2019**

**Teaching Staff Support Staff**

SST- Student Services Teacher Mrs. Jen Munt – Office Manger

Mrs. Deb Steinley – VP & SST (K-6) Mrs. Phyllis Steele- Librarian

Mrs. Amy Dysart – SST (Gr. 7-12) **Educational Assistants**

Mrs. Jenn Judge – Grade K

Ms. Maggie Dietrich Mrs. Lynn Cooke

Mrs. Ashlee Syer – Grade 1/2 Mrs. Cindy Jones

Mrs. Anesia Boutin – Grade 3/4 Mrs. Pam Hassard

Ms. Sarah Calef – Grade 5 Mrs. Wanda Rudolph

Ms. Jacqueline Andrew – Grade 6 Mrs. Robin McGregor

Ms. Calli Illerbrun – Grade 7 Mrs. Cindy Girodat

Mr. Eric Crosbie – Grade 8+HS Mrs. Kym Wedrick

Mrs. Trisha Stenson Elementary & MY & HS

Mr. Reece Digney –MY & HS

Mr. Neal Boutin – MY & HS

Mrs. Janelle Digney – MY & HS

Mrs. Kim Temoshawsky – MY & HS

Mrs. Christine Elviss – MY & HS

Mrs. Adele Kirwan – Principal

**Facilities**

Mrs. Jody Hall – Facilities Operator

Mr. Marc Ruel- Custodian

Mrs. Lisa Atem- Custodian

**Bell Schedule 2019-2020**

**Middle Years (grade 6-8) High School (gr. 9-12)**

|  |  |
| --- | --- |
| Warning Bell/O’Canada  Announcements | 8:50 |
| Period 1 | 8:55-10:00 |
| Period 2 | 10:00-11:00 |
| MY Break | 11:00-11:10 |
| Period 3 | 11:10 – 12:15 |
| Lunch | 12:15 – 12:55 |
| Warning | 12:55-1:00 |
| Period 4 | 1:00 – 2:00 |
| Break | 2:00 – 2:05 |
| Period 5 | 2:05 – 3:10 |
| Bus Bell | 3:05 – 3:10 |

|  |  |
| --- | --- |
| Warning Bell/O’Canada  Announcements | 8:50 |
| Period 1 | 8:55-10:00 |
| Break | 10-10:05 |
| Period 2 | 10:05-11:05 |
| Break | 11:00 – 11:05 |
| Period 3/TAG | 11:05 – 12:15 |
| Lunch | 12:15 – 12:55 |
| Warning | 12:55-1:00 |
| Period 4 | 1:00 – 2:00 |
| Break | 2:00 – 2:05 |
| Period 5 | 2:05 – 3:10 |
| Bus Bell | 3:05 – 3:10 |

**School Communication**

Home-School-Community partnerships and communication are vital for student success at school. At Gull Lake School, our teachers communicate with parent to update them on students’ success or concerns. We endeavor to work closely with parents to ensure their children are successful at school. We invite parents to contact the school should they have any questions or concerns. All staff email is the first initial, last name, and chinooksd.ca. For example, [akirwan@chinooksd.ca](mailto:akirwan@chinooksd.ca)

In addition to teachers communicating with parents through phone calls, emails, and agendas, the school uses the following methods to keep parents informed about school events:

* Emailed school newsletter
* School Website [www.chinooksd.ca/school/gulllake](http://www.chinooksd.ca/school/gulllake)
* School Facebook page
* Phone – 306-672-4186 \*calls/ messages for students will be given out during breaks to ensure class is not interrupted.
* School cell number – please text 306-671-9994

**School Community Council – SCC**

A great way for the community to become involved in the school and learn about school events is to attend the SCC meetings. We welcome all community members to become a member of our SCC. If you are interested in joining the SCC or have any questions about the SCC please contact the school at 306-672-4186.

**Academic Load and Spares**

Students are expected to carry a full load of 10 credits in grade 10. At the minimum, students will enroll in and complete 9 credits in grade 11 and 8 credits in grade 12. **If students have a spare in grade 11 or 12, they are welcome to stay at school and work constructively in a designated classroom or they can use the open campus form and, with permission, leave the school grounds during spares. All schedules and spares need to be approved by the school admin.**

**Dropping a Class**

Changes to a student’s timetable, such as, adding or substituting a course must be done within one week after the start date of that particular course. This is due to the number of hours to meet the course requirements.

If grade 10-12 students wish to drop a class offering, they **must obtain permission** from their parents and Gull Lake School administration. There is a course drop form that must be signed by teachers, students, and parents. Students are to see Mrs. Kirwan and their teacher if they wish to drop a course. **Course drop deadlines are November 8th for semester one and April 9th for semester two.**

**Student Awards**

**Monthly Student Achievement Awards**

In 2016-2017, we introduced a monthly student achievement award. Staff will nominate students who have demonstrated improvement in their classes, achieved academic excellence, demonstrated perseverance and responsibility, or who have worked hard in class. The students will be acknowledged through a special certificate and letter to parents. We will choose three students a month grades 6-12.

On **Colour Night** Gull Lake School will celebrate **academic success** by acknowledging students who have achieved a high academic standard and outstanding attendance. We recognize the following:

Less than 5 days absent

Honour Roll- 80% or above academic average

Honour Roll with Distinction – 90% or above academic average

Honour Roll with Great Distinction – 95% or above academic average

**Honour Roll Criteria**

* Please note that students that are not enrolled in the minimum number of credits are NOT eligible for Honour Roll. Grade 10-12 the minimum number of credits is **eight.**
* For grades 10-12 Honour Roll, distance education and online classes will be included.
* **Grade 6-9:**  An average of ALL courses taken of the current school year, minus your lowest elective.

**Gr. 10 Honor Roll - will include an average of the following courses:**

* ELA A10 and B10,
* History 10
* Highest Math
* Highest Science
* Wellness
* Two highest elective – Art, PAA, Accounting
* **Gr. 11 Honor Roll - will include an average of the following courses:**
* ELA 20,
* Social Science (20 level)
* Highest Math (20 level)
* Highest Science (20 level)
* Four highest electives not including:
  + ELA A30
  + ELA B30
  + History or Native Studies 30

**Gr. 12 Honor Roll - will include an average of the following courses:**

* ELA A30 and B30,
* History or Native Studies 30 (if taken in Gr. 11 year, will not be counted as part of the Honor Roll calculation until Gr. 12 year)
* Highest Math (30 level)
* Highest Science ( 30 level)
* Three highest electives (taken in grade 12 school year)

**GLS Graduation**

With the well-being of all students in mind, the staff of GLS along with the community SCC decided that there will be **no escorts** for the graduation ceremonies. Graduates, if they choose, are still welcome to have a significant other who may sit with them at the banquet and in the reserved seating at the ceremonies.

The **valedictorian** is a graduate with an over 80% average in a minimum of eight credits, as of the date set for the calculation of Honour Roll. Any graduates meeting this criterion may be nominated and elected by his/her classmates.

**Decorating** and set-up for the ceremonies is the responsibility of the graduates and their parents however, in an effort to give the graduates more time with their family and friends, take-down and clean-up is the responsibility of the grade 11 students and their parents. The grad advisor will organize and supervise both of these activities.

**Graduation**

Our practice around participating in graduation ceremonies is: Grads must be in a position to graduate to participate; meaning that a student’s grades must be in good standing to get the credit, number of credits is possible and all grad required classes have been obtained or enrolled in to participate in any of the grad activities.

**Ensuring Students are on the Path to Graduate**

* The process to determine graduation eligibility begins in grade 10 with the grade 10 registration meetings and presentations to students and parents. Students will be tracking their credits and learning career related information through Sask. Careers <https://saskcareers.ca/>
* In grade 10 and grade 11, students will meet with the principal for high school registration each **spring** and ensure they choose credits that fulfill graduation requirements.
* In the fall of the grade 12 year, students will meet with the principal to review credits and complete the credit checklist to ensure the students have met all required credits up to and including semester one.
* After semester one, students’ courses are reviewed to ensure they pick up any required courses they may have failed in semester one or courses they need to complete to obtain the 24 credits to keep them on the path to graduate as per the Saskatchewan Ministry of Education Guidelines for graduation.
* If at the end of grade 11, it is determined a student needs more than 8 credits to graduate, planning meetings are to occur in the fall with students, staff, and parents.
* If by the first report card in semester one of their grade 12 year, a student is in jeopardy of not passing one of his/her required classes to graduate, parents will be contacted and there will be a meeting with students and parents
* If by the end of semester one of Grade 12, a student has failed more than one of the required classes to graduate, the following may occur:
* If the number of credits a student needs to achieve to graduate is beyond that of a reasonable number based on some failed classes in semester one and very unlikely the student will graduate, it may be determined at that time that the student will need to return for semester one in the fall to complete these required classes. This decision will be made by the principal in consultation with parents, the student, and staff and it is depending on whether or not the student has exhausted all reasonable opportunities to graduate in June.
* If the number of credits a student needs to achieve to graduate is still reasonable and attainable, a plan may be established with staff, students, and parents to help the student remain on the track for graduation. The decision to establish such a plan will be made by the principal in consultation with students, parents, and staff.
* If by the first report card in their grade 12 year in semester two a student is significantly failing his/her courses and is in jeopardy of not passing one or more of his/her required classes to graduate, parents will be contacted and there will be a meeting with students and parents.
* It may also be decided at this time, that there is no reasonable chance the student will not achieve the required credits to graduate and will need to return the following year to complete the credit requirements for graduation.
* If it is determined that a student is missing a significant number of classes, exhibiting behaviours counter to our school values and culture, not meeting classrooms expectations or not in a position to achieve a minimum of 50% grade in a class, may be sked to discontinue and return the subsequent year. A request of this sort is taken very seriously and would occur after consultation with the students, staff members and parents, and when all other interventions have failed.
  + In Grade 12, for the student not to be allowed to participate in the graduation activities and attain the Ministry’s requirements to graduate it must be determined at this time that the student is not in a reasonable position to graduate based on marks and credits, all opportunities to assist the student have been exhausted, in all likelihood the student will/will not pass his/her required courses.

**Attendance:** Students at GLS are required to attend school regularly and punctually. Irregular attendance will lower a student’s chance of success and disrupt the continuity of the class. We document attendance in the am & pm (K-8) and every period for HS.

We acknowledge that there are times when students may have to miss school and that parents/guardians have the right to permit absences in cases of illness or other circumstances. Parents/guardians are asked to phone the office or text the attendance line before school attendance is complete on the day the student will be missing. If there is no reason for the absence recorded, the school will be texting home to check-in on the absence to ensure everyone is accounted for.

When you call please give the following information:

Name and relationship to the student

Student name

Excusable reason

When the number of absences of a student become a problem, the following consequences shall be applied:

Step 1: teacher and school administration will have a conversation with the student and outline a plan for missed work/learning to be completed.

Step 2: Teacher and or school administration will make contact with the parents and the student. Another plan to make up the missed time or complete work may be created. The student may be pulled form extra-curricular activities until they are able to attend regularly and have no outstanding assignments.

Step 3: The student will be placed on an Attendance Contract, and contact home through letter and phone call will be made. Student will make up the missed time in the office after school either at noon or after school. The student will be pulled form extra-curricular activities until they are able to attend regularly and have no outstanding assignments.

Step 4: The student may be removed from the class and lose credit for the course. Parents will be contacted.

Lates/chronic lateness will be treated in a similar manner, with the expectation that time will be made up at noon or after school. The student may be pulled form extra-curricular activities until they are able to attend regularly and have no outstanding assignments.

**Gull Lake School Expectations**

GLS students will be encouraged to fix and learn from their mistakes and spend time reflecting on the reason for the behaviour and the choices being made. When student choses to not change or fix their mistake, the following discipline ladder will be used.

* At all steps of the ladder, parents will be contacted.

**Minor Violations of Student Conduct**  **Major Violations of Student Conduct**

Step 1: ½ day in-school separation Step 1: up to 3 days suspension

Step 2: 1 day in-school separation Step 2: 3 day suspension

Step 3: 2 day in-school separation Step 3: 5 day suspension + parent meeting

Step 4: 1 day suspension Step 4: 7 day suspension + parent meeting

Step 5: 2 day suspension Step 5: 10 day or expulsion + parent meeting

Step 6: 3 day suspension

Examples

**Minor or below the line behaviours: Major or bottom-line behaviours:**

Swearing/vulgarity/racist or sexist language Fighting/weapon/violence

Inappropriate comments /touching Swearing at staff

Repeated failure to meet classroom expectations Drugs/alcohol/illegal substance/vaping

Lates/skipping class Vandalism

Disruptive behaviour (interrupting learning) Stealing

Dress Code violations Inappropriate/sexual touching

**These examples are not intended to be exhaustive but instead serve as exemplars.**

Behaviour will be evaluated in the three dimensions of Intensity, Durations, and Frequency and referred to school administration. Students will have consequence applied based on where they are on the discipline ladder. Behaviour with a significant combination of intensity, duration, and frequency will begin at a higher step.

**Plagiarism:** At GLS, plagiarism is not tolerated. Students are advised by their teachers that if they copy or paraphrase or translate materials from websites, libraries or other sources in their essays or written assignments without giving full and proper credit to the original author, you are committing plagiarism. If students have plagiarized any written work, the following will apply:

First Offence

* Student will re-write the plagiarized assignment \*Note all plagiarized assignments will be marked as a zero until they are re-written and re-assessed. Parents will be contacted and notified.

Second Offence

* All other offences will be documented and put on file to be noted on reference letters written on behalf of the school to outside organizations. These organizations may include post-secondary institutions, scholarship committees, or resume references, etc.
* A minor violation will be triggered and while serving the proper consequences as suggested by the discipline ladder, the student will be required to complete the “You Quote it…You Note It” tutorial before re-writing the assignment.

**Cell Phones:**

Cell phones, whether used for voice calls, texting, or games can be a serious distraction to students that interferes with their learning.

Students are free to use their cell phones on campus before school, after school, and during break/lunch.

Cell phones are not to be used during class time unless they have been given permission by the teacher/staff to use them for educational purposes. ALL cell phones must remain in the student locker or placed in the pocket chart in each classroom during class time.

Teachers will request students to hand over their cell phones to the administration if they are using them without permission. Administration will keep the phone until 3:05 of that day and will not be giving them back over break/lunch, only at 3:05.

NO cell phones in the gym change rooms or shop (MUST stay in locker or pocket chart)

**Substance Abuse**

It is unacceptable for any person to be under the influence of or in the possession of alcohol or other illegal drugs while at school and or involved in a school-sponsored activity. This includes as participants or spectator in school sponsored events. The school’s discipline policy will apply if students attend school or school sponsored events under the influence of alcohol or drugs or **suspected** of being under the influence of alcohol or drugs.

The use of tobacco, marijuana, and vaping products on the school property is illegal. We are a “Tobacco Free” facility. Using tobacco products of any kind while on school property will result in consequences that may include suspension or legal action.

**Dress Code:**

Students at GLS should dress in such a way to show respect to themselves and others. Clothing should be respectfully modest. Clothing bearing a message will be deemed inappropriate if the message is vulgar, obscene, and sexually-oriented or promotes drug/alcohol use even if these themes are not directly stated and can only be interpreted as such.

The following are guidelines only, as guidelines, they may not apply to some specific circumstances. **Common sense and staff judgement will always take precedence.**

Students should have extra footwear.

Hats are allowed in the school.

Please try to follow the “B” rule: please cover your butt, breasts, belly, and bra/boxers.

Students that fail to follow these guidelines will be asked to go home to change and or cover-up parents will be contacted.

**Locks:**

GLS provides locks for all students in grades 6-12. Combinations will be kept in the office. Students are expected to use the school locks and locker to keep their belongings safe and secure. The lockers belong to the school and the Chinook SD and may be searched by school administration if it is warranted. If students lose or damage a school lock, they are responsible for paying $5.00 to get a new one.

**Extra-Curricular Clubs and Teams**

GLS offers a wide variety of extra-curricular clubs and teams for the entire school. The following are examples of what GLS offers:

SLC Volleyball Auto Club Archery

Drama Golf ACTION

Jam Club Basketball Noon Intramurals

Band Badminton Outdoor Ed.

Yearbook Track Reading Group

Curling Cross Country Running Sci-fi Club

Football Robotics Science Club

We would like to encourage students to show their school spirit and get involved in school activities. However, we would like GLS families to know that **academics are the priority if at any time a student is not meeting academic or behaviour expectations; they may be suspended from extra- curricular activities until academic and or behavioural standards are met.**

Any student that earns a suspension (in-school or out of school) will lose the privilege of participating in extra-curricular clubs for the duration of their in-school separation or one week for any out of school suspensions.

**Noon Hour**

At GLS, we believe that staying at school during the noon hour is a privilege. Please note that if you child struggles to follow noon hour expectations, they will be asked to not stay at school for lunch and it will be the responsibility of the family to find another place during that time.

We use a book to document behaviours over lunch. When they are written up in the book by a supervisor, the following will occur.

**Step 1**: verbal warning to the student stating the behaviour that is a problem and an email to the staff.

**Step 2:** Verbal warning to the student and a phone call to the family stating the problem.

**Step 3**: Meeting with the family and student to discuss the problem and make a plan going forward **and** one week away from school at lunch.

Each time a student gets to step 3, we will add a week to the consequence and or may request the student not be allowed to be at school for the noon period.

At lunch, students are expected to:

* Students (grade 6-8) are expected to go outside and from 12:15-12:35. Then come inside to eat from 12:35-12:55, at his time the students will have access to the snack bar.
* Be polite and clean up after themselves
* Use inside voices
* Be respectful to the noon supervisors and their peers
* Weather permitting, students are expected to go outside from 12:15-12:35. Dress for the weather.
* Appropriate interactions with peers inside and out. This means limited the amount of “hands-on” activities. It is not necessary to hang, lay, or touch each other all the time. Failure to do so will result in getting written-up in the book.
* Student can participate in noon intramurals (12:35-12:50) on their assigned day