

Principal's Greeting

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 extracurricular 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 2022-2023 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

Vice Principal – Deb Steinley dsteinley@chinooksd.ca

Gull Lake School Staff 2022-2023

Teaching Staff

SST- Student Services Teacher

Mrs. Deb Steinley – VP & SST

Mrs. Amy Dysart – SST

Ms. Sarah Calef – Grade K/1

Mrs. Trisha Stenson-Grade 2

Mrs. Anesia Boutin – Grade 3/4

Ms. Laine David – Grade 4/5

Ms. Jacqueline Andrew – Grade 6

Mrs. Rea Carlson - Grade 7

Mr. Jared Flemming -Grade 8

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

Support Staff

Mrs. Jen Munt – Office Manger

Mrs. Phyllis Steele- Librarian

Educational Assistants

Mrs. Lynn Cooke

Mrs. Lisa Atem

Mrs. Cindy Jones

Ms. Pam Hassard

Mrs. Cindy Girodat

Mrs. Kym Wedrick

Mrs. Wanda Rudolph

Facilities

Mrs. Jody Hall – Facilities Operator

Mrs. Cindy Girodat - Facilities

Mrs. Maria Mollenbeck

Bell Schedule 2022-2023

Middle Years and High School

Warning Bell/O'Canada Announcements	8:50
Period 1	8:55-9:55
Period 2	9:58-10:58
HS & MY Break	10:58-11:08
Period 3	11:10-12:10
Lunch	12:10 – 12:55
Warning	12:55-1:00
Period 4	1:00 – 2:00
Break	2:00 – 2:05
Period 5	2:05 – 3:05
Bus Bell	3:05
Town Bell	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 parents 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

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
- 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 are encouraged to enroll in and complete 8 credits in grade 11 and 8 credits in grade 12 to be eligible for honour roll awards. **If students have a spare in grade 11 or 12, they are welcome to stay at school and work constructively or visit quietly in the Fishbowl or Library. 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

If grade 11-12 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.

Student Awards

Monthly Student Achievement Awards

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 six students for this award, four times a year.

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:

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 classes, dual credit classes and classes from a transferring school will be included.
- Poor attendance may have an impact on a student's eligibility for Honour Roll.
- **Grade 6-9:** An average of ALL courses taken of the current school year, minus your lowest elective. Students with modified programming or heavily adapted courses are not eligible for the honour roll.

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, Communication Media

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.

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 the *My BluePrint* program.
- ✓ 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 dependent 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 asked 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-9) 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- medical appointments, illness, extra-curricular

When the number of absences of a student becomes a problem, the following interventions shall be applied, per semester.

Step 1 (between 1-5 absences) : Teacher will have a conversation with the student and outline a plan for missed work/learning to be completed. Students can ask for extra help to "catch up". This would occur after school, at lunch, or when the teacher is available.

Step 2 (between 5-10 absences): Teacher and school administration will make contact with the parents and the student. Another plan will be created to make up the missed time or complete work. As an intervention, and to provide more time for school work, a student may be pulled from extra-curricular until they are able to attend regularly, have no outstanding assignments, and have a passing grade. Medical documentation may be required.

Step 3 (between 10-20 absences): Superintendent of schools will be notified. School team and family will meet to come up with a plan for the student to start attending regularly. Medical documentation may be required.

As an intervention and to provide more time for school work, a student will be pulled from extra-curricular and non-academic activities; for example volleyball, TAG, and Gym Blast. Students also have the potential to become ineligible for Colour Night awards because of attendance.

Step 4 (24 or more absences) : The student may be removed from the class and lose credit for the course. Parents will be contacted. Medical documentation may be required.

Lates/chronic lateness:

- After 5-10 lates, students are required to check in with school administration prior to going to their class. Reasons will be documented.
- Students that are chronically late may be required to work in the office to assure the least amount of disruption for other student learning.
- Parents will be notified when a student is chronically late for class. A plan will be created to support the student with getting to school on time.

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 a student chooses 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

- Step 1: ½ day in-school separation
- Step 2: 1 day in-school separation
- Step 3: 2 day in-school separation
- Step 4: 1 day suspension
- Step 5: 2 day suspension
- Step 6: 3 day suspension

Major Violations of Student Conduct

- Step 1: up to 3 days suspension
- Step 2: 3 day suspension
- Step 3: 5 day suspension + parent meeting
- Step 4: 7 day suspension + parent meeting
- Step 5: 10 day or expulsion + parent meeting

Examples

Minor or below the line behaviours:

- Swearing/vulgarity/racist or sexist language
- Inappropriate comments /touching
- Repeated failure to meet classroom expectations
- Lates/skipping class
- Disruptive behaviour (interrupting learning)
- Dress Code violations

Major or bottom-line behaviours:

- Fighting/weapon/violence
- Swearing at staff
- Drugs/alcohol/illegal substance/vaping
- Inappropriate photos/videoing at school
- Stealing
- Inappropriate/sexual touching

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

Behaviour will be evaluated in the three dimensions of Intensity, Durations, and Frequency and referred to school administration. Students will have consequences 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 MAY 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.
- The student will be required to complete the “You Quote it...You Note It” tutorial and a “Quoting Assignment” 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.

Grade 6-8 cell phones are required to be in the pocket chart in their homeroom

Under no circumstances, should students be taking pictures of other people without permission.

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.

Absolutely no cell phones in bathrooms or changerooms, they must be kept in their locker.

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 3:15pm of that day and will not be giving them back over break/lunch, only at 3:15.

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 spectators 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 respectful. Clothing bearing a message will be deemed inappropriate if the message is vulgar, obscene, and sexual reference 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.

Hats are allowed in the school.

Please try to follow the “B” rule: please cover your butt, breasts, 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 encouraged 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	

Students and their family will be required to sign a GLS pledge before participating in extracurricular activities that outlines expectations of the student.

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 extracurricular 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 your 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 or a quiet place will be assigned to the student.

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

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.

At lunch, students are expected to:

- Students in grade 6-8 eat from 12:10-12:35. Then go outside from 12:35-12:55.
- Students will have access to the snack bar from 12:10-12:40.
- 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.