

Blaine Lake Composite School Student Handbook 2017/2018

We believe in the importance of life-long learning and the academic success and excellence for all students.

We are committed to striving for excellence and expertise as professionals. Striving for quality practice that differentiates, levels power structures and sets high expectations for all students.

We are committed to creating a culturally responsive and appropriate environment.



Principal's Message

From Mr. Lockwood

Welcome back to the 2017/2018 school year. Each school year brings a fresh start and endless possibilities. We are very lucky to have the opportunity to work as a community to make our school and world a better place. The staff at Blaine Lake Composite School believe in each and every one of our students. We are committed to inspiring life long learners who are not afraid to tackle hardships and celebrate success. Blaine Lake Composite School is proud to be part of *Following Their Voices* and continues to use *My Prairie Spirit Classroom* as our philosophical base for learning. We believe in setting high expectations for all of our students, while celebrating the diversity of our communities. As we move through the days, weeks, and months we ALL must never forget to **make things better everyday.**

Vice Principal's Message

From Bren Hannay

Welcome Blaine Lake Composite School. We look forward to working with returning students and those who are new to us this year. I am thrilled and honoured to be provided with the chance to work with the staff, students, and surrounding community of Blaine Composite School. There are many exiting things happening at BLCS that make our school an amazing place for students and staff to grow and learn together.

At BLCS we strive to facilitate a learning environment that is safe, progressive, student centred, and collaborative. As a community of learners, our expectation is that teachers and students collaboratively work together to set and then meet high expectations of learning. At BLCS everything we do is in the best interest of the students we are lucky to work with every day.

Respect plays an important role in our daily lives here at BLCS. Therefore, it is important that everyone be kind, caring, responsible, and considerate of others. Your experience at BLCS will be the result of effort you put forth and the decisions you make. So, get involved, be curious, work hard, set goals, challenge yourself, ask questions, and be yourself. Make good choices!

**Blaine Lake School Staff
2017/2018**

Sean Lockwood



Principal

Bren Hannay



Vice Principal

Yvonne Mighton



Administrative Assistant

Tirzah Reilkoff



Pre-K / Kind / Gr 1

Michelle Simms



Grade 2 / 3

Mrs. Martin



Grade 4 / 5

Delanie Adams-Beavereye



Grade 6 / 7

Laura Pulles



Teacher

Jeff Joanette



Teacher

Teress Waters



SERT/Teacher

Reegan Dahl



Teacher

Breanne Coles



SERT

Aubrey Reban



Teacher

Erin Arcand



Teacher

Jessica Barrington



Teacher

Diane Hughes



Educ. Assoc.

Lynn McCormick



Educ. Assoc.

Cynthia Reban



Educ. Assoc.
Bus Driver

Tonya Koal



Educ. Assoc.

Kari Weber



Educ. Assoc.

Bev Breland



Educ. Assoc.

Leanne Donohue



Educ. Assoc.

Dallas Ferster



Educ. Assoc.

Susan Radics



Educ. Assoc.

Tim Day



Head Caretaker

Ernie Larose



Asst. Caretaker

Paul Lozowchuck



Donna Verbonac



MLCN Bus Driver



2017/2018 School Year

Tuesday, September 5, 2017School year begins for students
Friday, October 6, 2017.....Teacher Prep Time (no classes)
Monday, October 9, 2017.....Thanksgiving Day (no classes)
Friday, November 10, 2017Teacher Prep Time (no classes)
Monday, November 13, 2017Day Off in Lieu Remembrance Day
Tuesday, November 14, 2017..... Day Off in Lieu (no classes)
Wednesday, December 22, 2017Last day then Christmas break
Monday, January 8, 2018Classes resume
Wednesday, January 31, 2018.....Semester Turn (no classes)
Friday, February 16, 2018.....Last day of classes before winter break
Monday, February 26, 2018Classes resume
Monday, March 12, 2018.....Teacher Prep Time (no classes)
Thursday, March 29, 2018.....Last day of classes before Easter break
Monday, April 9, 2018..... Classes resume
Monday, May 7, 2018.....Day In Lieu (no classes)
Friday, May 18, 2018.Teacher Prep Time (no classes)
Monday, May 21, 2018Victoria Day (no classes)
Wednesday, June 27, 2018School year ends for students

PARENT TEACHER INTERVIEWS

October 12, 2017 3:15-7:00PM
April 26, 2018 3:15-7:00PM

Bell Schedule

Warning Bell	8:55am
Period 1	9:00am – 10:03am
Period 2	10:08am – 11:11am
Period 3	11:16am – 12:19am

Lunch

Warning Bell	12:57pm
Period 4	1:02pm – 2:03pm
Period 5	2:08pm – 3:10pm

****Ms. Mighton's office hours** 7:30am – 3:30pm



Phone: (306) 497-2632
Cell: (306) 497-7250



CREDIT REQUIREMENTS

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 are:	Compulsory courses are:	Compulsory courses are:
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
Mathematics 10	Mathematics 20	
Social Studies 10, History 10 or Native Studies 10		Social Studies 30: Canadian Studies or History 30: Canadian Studies or Native Studies 30: Canadian Studies:
Science 10		A science 20 or 30
		A social science 20 or 30
		2 credits in arts education or practical and applied arts at level 10, 20 or 30
3 electives at level 10 or higher	6 additional electives credits at level 20 or 30	Wellness 10, Physical Education 20 or Physical Education 30

The Students RIGHTS and RESPONSIBILITIES

Students have the RIGHT to:

- Be recognized and respected as an important individual
- Learn in a healthy, safe environment free of detrimental influences
- A meaningful education with suitable and challenging courses, adequate facilities and learning materials
- Guidance in making career and program decisions
- Be disciplined in a firm and fair manner with respect to personal dignity and differences
- Participate in available in-school or after-school activities
- Learn in an environment that challenges each of their own strengths

Students have the RESPONSIBILITY to:

(Taken from the Education Act of 1995)

- ◆ Co-operate fully with all persons employed or appointed by the Board of Education
- ◆ Attend school regularly and punctually
- ◆ Purchase any supplies and materials not furnished by the Board of Education
- ◆ Observe standards approved by the Board of Education
 - Cleanliness and tidiness of person
 - General deportment
 - Obedience
 - Courtesy
 - The rights of other persons
- ◆ Be diligent in his or her studies
- ◆ Conform to the rules of the school approved by the Board of Education
- ◆ Submit to any discipline that would be exercised by a kind, firm and judicious parent

BUILDING MORAL INTELLIGENCE

One of our school goals is to increase the moral intelligence of our students. We will be doing activities in classes and at assemblies to promote and practice positive character traits.

The following is an excerpt from *Building Moral Intelligence*, by Michelle Borba.

Moral Intelligence: The Best Hope for Saving Our Kids' Moral Lives

Moral intelligence is the capacity to understand right from wrong; it means to have strong ethical convictions and to act on them so that one behaves in the right and honourable way. This wonderful aptitude encompasses such essential life characteristics as the ability to recognize someone's pain and to stop oneself from acting on cruel intentions; to control one's impulses and delay gratification; to listen openly to all sides before judging; to accept and appreciate differences; to decipher unethical choices; to empathize; to stand up against injustice; and to treat others with compassion and respect. These are the core traits that will help your child become a decent, good human being; they are the bedrock of solid character and strong citizenship, and they are ones we want most for our kids.

The Seven Essential Virtues of Moral Intelligence

Moral intelligence consists of seven essential virtues – empathy, conscience, self-control, respect, kindness, tolerance and fairness – that help your child navigate through the ethical challenges and pressures he/she will inevitably face throughout life. These core virtues are what gives him/her the moral bearings by which to stay on the path of goodness and to help her behave morally. Or, as a seven year old told me, "They're the things in me that help me be good." *And all can be taught, modeled, inspired, and reinforced so that your child can achieve them.*

BLAINE LAKE COMPOSITE SCHOOL POLICIES

2017/2018

DISCIPLINE POLICY

In order to make Blaine Lake School a functional learning environment, there are certain expectations that students must follow. Students are under the authority of all staff members from the time they leave home, before school, until the time they arrive home, after school.

The first line of discipline is the teacher and support staff in the classroom. Teachers and support staff will outline clear expectations that students need to follow and will encourage students, in a respectful manner, to follow the rules of the school and the individual classroom.

Should a situation arise that is persistent or considered to be 'serious' in nature, the following protocol will be followed.

- a) Situation dealt with at the classroom level. (Parental contact is encouraged.)
- b) Student support room may be used
- c) Student referred for administrative visit. Suspension may result.
- d) Student may be suspended from all classes until the situation has been resolved.

(Resolution will involve student, teacher/support staff, administration, and parents)

Suspensions: Grade K-9 students will normally serve in-school suspensions. Students will be provided with schoolwork that will be completed in a supervised area outside of the classroom (usually another teacher's classroom, or the Student Support Room). Parents will be notified.

Grade 10-12 students will be asked to remove themselves from the school. Parents will be notified.

There are several situations that require immediate referral to administration and may result in immediate suspension. These include, but are not limited to, the following:

- a) Violence/fighting/harassment.
- b) Insubordination. The refusal of a student to comply with a reasonable request from any staff member.
- c) Foul or abusive language directed at a staff member.
- d) The use of tobacco products on school property.
- e) Illegal acts. Administration will decide whether or not to contact relevant authorities based on the outlines in the Education Act and Board Policy.
- f) Cyberbullying and/or inappropriate use of social media.

Students on suspension are not allowed to take part in extra-curricular events or class trips.

ATTENDANCE PLAN

Regular attendance is a critical factor in determining success at school.

(K – 6) Please **contact the school** by calling the office or texting our cell phone (please contact the school for our cell number) if your child is absent. Phone calls to the parents/guardians will be made starting after 9:00am for all uncleared absences.

Elementary students (K-5) leaving during the school day must bring a note informing the teacher or be picked up by their parent or guardian.

(7-12) When a student is unable to attend school we ask that the parent/guardian contact the office or text our cell phone (please contact the office for our cell number) to inform us of their absence. All absences must be cleared by the parent/guardian or they will be considered unexcused. It is the student's responsibility to get their absences cleared. Phone calls to parents/guardians will be made starting around 9:40 each day for all uncleared absences.

Students in grade 6-12 leaving during the school day must have parental permission and must **sign out** at the office.

Regular attendance is the single most critical factor in determining success at school. When a student is going to be absent from school we require that a parent/guardian/caregiver notify the school via a phone call (306-467-2632) or text message (306-497-7250). If a student's absences become an issue they become subject to the school's attendance policy.

High School (10 -12)

Step 1: At 5 absences from any one class, the teacher will send home a letter to parents indicating that their child has been absent 5 times.

Step 2: At 10 absences a phone call will be made home by an Administrator, to set up a mandatory meeting with parents and their child at the school.

Step 3: At 15 absences your child will be at risk of removal from the class.

Middle Years (7-9)

Step 1: At 5 absences from any one class, the school will send home a letter to parents indicating that their child has been absent 5 times.

Step 2: At 10 absences a phone call will be made home by an Administrator, to set up a mandatory meeting with parents and their child at the school.

The PSSD attendance officer will be notified after 10 absences. The student's participation in classes will be reviewed.

LATES

Arriving on time and prepared to class is an important part of creating a positive and productive learning environment for all students. Classroom doors will be closed at the second bell. Students who are not in the room will be recorded as late.

SKIPPED CLASSES

Students are expected to attend **ALL** their classes. Intentionally missing class not acceptable and a parent/guardian/caregiver will be notified as soon as possible if a student is missing from a class. Skipped classes will result in an unexcused absence and student will also be required to make up the time they missed before or after school. Students who do not make up the time will be subject to suspension.

STUDENT SPARES / STUDENTS DROPPING CLASSES

Students up to and including grade 10, must take all courses offered. Students in grade 11 and 12 are encouraged to take a full load of classes.

Students in grades 11 and 12 are allowed to drop classes with parental consent. A form will need to be filled out that includes signatures from the student, parent, class teacher, and principal.

Grade 12 students can choose to take 1 spare per semester.

Students who have parental permission not to take a full load of classes will be required to remain and work in an assigned area or leave the school grounds during their spare period as arranged with the principal.

NOON HOURS AND GYM USE AT NOON

Students staying for lunch must eat in their designated rooms. Town students are encouraged to eat at home.

Kindergarten – grade 3 students who are planning to leave the school during lunch hour will need to bring a written note detailing how they will be leaving the school (walking or being picked up).

If students are walking home, they will get their outside clothes on and will be dismissed by their homeroom teacher or lunch supervisor.

If students are getting picked up, they will wait for their parent (or designate) to come and pick them up from their homeroom classroom.

Grade 7 – 12 students can leave the school at lunch hour, if they have parent/guardian permission.

This year noon hour is 43 minutes (12:19 – 1:02). For grades 7 - 12 the gym will be open from 12:19 to 1:02 for open gym time or intramurals. The hosted activity will be based on the supervising teacher's discretion.

BUS STUDENTS

Please refer to www.spiritsd.ca/parents/transportation.htm for the PSSD transportation guidelines.

Please remember to call your bus driver if you will not be on the bus. Buses will not run when the combined temperature/wind chill factors result in reading of -40C at 6:00 am. Prince Albert temperatures are used as a guideline. **PSSD schools remain operational when buses are not running.**

Bus students are to go directly into the school when they arrive.

EXTRA-CURRICULAR ACTIVITIES

We encourage students to get involved in extra-curricular activities. We have a very high participation rate in numerous sports and activities.

Participation in extra-curricular activities is important and something we encourage. ***However, a student's attendance, lates, academic standing, and behaviour will be taken in to account when determining whether or not a student is eligible to participate.***

SMOKING

Blaine Lake Composite School is a smoke-free campus. Students who smoke **MUST USE** the designated area just off of the campus grounds. Access to the smoking area is permitted at noon.

The 5 minute break between classes is to provide students time to get from one class to another. It is not intended to be a smoke break, as there is not enough time to go for a cigarette and get back to class on time.

We expect that smokers will be responsible and keep the designated area clean.

SCHOOL FEES

Schools in Prairie Spirit School Division will not charge general school fees, effective September 2011. Fees for voluntary, extra-curricular activities will continue to be in place. PSSD believes that items needed to deliver and participate in the education program of the school should not be paid for on a fee basis. The levy of any fee should take into consideration that such charges are reasonable and based on *recovery of actual costs* to the school. *For any academic program, no fee shall be charged in order for the student to*

successfully complete the program. No student will be denied access to a course of instruction solely for reason of financial inability to pay the fees levied for such course. Every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.

USE OF COMPUTER, TABLETS, ETC.

Computer use is a privilege, not a right. If necessary, that privilege may be removed by the school.

All parents/guardians and students must sign a release form governing student use of computers.

All activities involving the use of computers must have direct or indirect supervision by a staff member.

The printers are for school use only. Computers are to be used for academic purposes only.

TELEPHONE USE

Leaving Messages for Students or Staff

Messages can be left at any time for students or staff. Students/staff will be given the messages BETWEEN periods. A student/staff member will only be called out of class for a phone call if it is an emergency.

Student Use

There is a telephone available in the main hallway for students to use for LOCAL calls only. If a student is required to make a long distance call, the phone in the office may be used with prior approval. There is no charge for use of the phone if the student is phoning their parent or guardian.

The end of the day is a busy time for all staff. If important messages need to be given to your child, please try and call well in advance.

SCHOOL NEWSPAPER/NEWSLETTER

Our grade 6 students publish a newspaper approximately once per month during the school year. The newspaper also serves as our

school newsletter. Calendars with upcoming events and important dates to remember are included in the newspaper.

CELL PHONES

Cell phones are permitted to be at school but they are only permitted in classrooms at the discretion of teachers. Student who do not follow each teacher's guidelines, use their phones in the hallways during class time, or use their phones in an irresponsible manner guidelines will have their phone confiscated and given to an Administrator.

First: Phone is taken from student and given to administration. The student gets it back at the end of the day.

Second: Phone is taken from student and given to administration. A parent/guardian must pick up the phone from admin.

Third: The student is not permitted to have their phone at school for the remainder of the semester.

BRINGING VEHICLES TO SCHOOL

If students bring vehicles to school, they are to be parked in the parking lot south of the school or across the street from the school. Neither cars nor the parking lot are to be congregation areas during school hours or noon hours.

BRINGING BICYCLES TO SCHOOL

Bicycles are not to be used during breaks or noon hours on the school grounds.

Students are encouraged to bring a lock and store their bicycles in the stands provided.

Skateboards and roller blades are not to be brought to school.

DRESS CODE

All students are expected to dress in a manner appropriate to the classroom setting. We stress mutual respect, neatness, and cleanliness, and we expect that common sense will be the guide.

The length of shorts and skirts MUST reach your fingertips while your hands are at your side. Please make sure the neck line of t-shirts and tank tops are not low enough to be revealing. Spaghetti straps are not to be worn alone. Please cover with a sweater, or a light summer scarf draped around your neck.

- **No shirts or tops exposing the stomach or low necklines**
- **No excessively short skirts/shorts**
- **No underwear exposed**
- **No clothing carrying obscene or inappropriate graffiti.**
- **No clothing advocating alcohol or drugs**

Clothing logos must be appropriate for a school setting. The following are examples of inappropriate logos:

- **The advertising or promotion of alcohol or drug use.**
- **Profanity or sexual connotation.**
- **Racist or degrading slogans.**

If a student arrives with inappropriate attire, we will do our best to accommodate by supplying him/her with a change of clothing from our inventory of clothing that we keep here at the school. Some elementary classes even have their students bring a change of clothing to keep available. If we do not have a piece of clothing that fits properly, they may be sent home to change.

DAMAGE TO SCHOOL PROPERTY

Students are financially responsible for the deliberate destruction of school property or the destruction of school property that results from inappropriate activity.

SCHOOL COMMUNITY COUNCIL (SCC)

We have an active and supportive School Community Council made up of parents and community members. The mandate of the SCC is to support school goals.

VOLUNTEERS

Prairie Spirit School Division has a policy that requires all school volunteers to get a Criminal Record Check completed. Forms are available at the school office.

Thank you to our many volunteers that help out with school events and trips.

COMMUNICATION PROTOCOL

If students or parents have concerns or questions about an issue at school, please follow this communication process:

The classroom teacher is to be the first person to hear and address any concerns from a student or parent.

If the issue cannot be resolved with the teacher, the administration is to be contacted.

If the matter remains unresolved, the parent may request a meeting with the Director or designate (Superintendent).

The parent may also request a hearing with the Board of Education to further appeal the decision.

LIBRARY

The library is an important resource for each student and its use is encouraged.

TEXTBOOK POLICY

Textbooks are supplied free to students.

Subject teachers issue textbooks.

Students will be held financially responsible for textbooks, which are lost or damaged.

GRADUATION

Graduation will take place on the Friday in May that follows the long weekend. The graduation will consist of an exercise program followed by a Grand March. The involvement and responsibilities of the school ends with the activities held at the gymnasium.

To be eligible for graduation exercises, students must be enrolled in enough courses to satisfy the requirements for a Grade 12 diploma, as outlined by Saskatchewan Learning.

There also must be a reasonable expectation that students will meet all the requirements to graduate.

A grad fee will be charged to the graduates to cover costs.

VISITORS TO SCHOOL

Visitors/parents/guardians are asked to report to the office when arriving at the school during school hours.

During breaks and noon hour, visitors are asked to report to the staff room or the supervising teachers. It is the responsibility of students and staff to inform all visitors of this policy.

DOOR POLICY

Doors will open to the students at 8:40 AM. High school (Grades 6 -12) students will be asked to enter through the main entrance by the office. Elementary students will be asked to enter through the main door closest to the library at the front of the school. ALL BACK DOORS WILL BE LOCKED.

During the school hours of 9:00 to 3:04, doors will be locked with the exception of the main entrance by the office. All visitors, parents and guests will be asked to enter through this door during the day and report to the office.

To align with our School Safety Plan we ask all parents picking up students to check in and wait at the office or meet their student outside the elementary doors.

Any and all vehicles will be asked to remain in the parking lot or in front of the school to prevent driving through the playground area.

HARASSMENT **PRAIRIE SPIRIT SCHOOL DIVISION**

1) What is harassment?

a) Harassment is any unwanted behaviour that offends or humiliates. Harassment may include comments or behaviour by any individual towards another, which is perceived to be intimidating, annoying, hurtful or malicious. Harassment may include unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, gender or sexual orientation, racial or ethnic background, place of birth, citizenship, ancestry, age, physical size or weight, religion, marital status, family status or ability.

b) Harassment is discrimination. It is against the law.

c) Harassment is not limited to, but includes:

i) Assault

According to the Criminal Code of Canada, a person commits an assault when:

- Without the consent of another person, he/she applies force intentionally to that other person, directly or indirectly;
- He/she attempts or threatens, by an act or gesture, to apply force to another person, if he/she has or causes that other person to believe on reasonable grounds that he/she has present ability to effect his/her purpose.
- While openly wearing or carrying a weapon or an imitation thereof, he/she accosts or impedes another person. {The Criminal Code of Canada 265.(1)}.

ii) Sexual Assault

Any kind of assault that involves sexual activity.

iii) Sexual Harassment

Sexual harassment is unwanted, uninvited sexual attention, or unwanted sexual advances. It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable. It creates an intimidating, hostile or offensive environment.

The following are some types of sexual harassment:

- Unwanted, unwelcome physical contact like touching, grabbing or patting
- Rude jokes, demeaning nicknames or suggestive remarks of a sexual nature
- Cat calls, berating or embarrassing whistles
- Insulting remarks about sexual orientation
- Sexually insulting remarks about race, gender, ability or class
- Bragging about sexual prowess for others to hear
- Threats or intimidating behaviour
- Stalking
- Display of sexually offensive pictures, graffiti or other materials
- Requests for sexual favours

Sexual harassment is not:

- A mutually desired hug between friends
- Mutual flirtation
- Sincere and personal compliments

iv) The displaying of pornographic, racist, derogatory or offensive pictures or material.

v) Refusing to converse or work with an individual because of his or her background.

d) Harassment is a complex social problem that may result within the education community. Violence or physical aggression may occupy one end of the harassment continuum.

3) What is the difference between harassment and bullying?

a) Bullying is harassment.

b) Bullying is repeated exposure, over time, to negative actions; whereas harassment may be one serious incident.

c) Bullying most often means that there is an imbalance of power. This imbalance of power makes it difficult for the victim to defend himself/herself. Bullying is when a person uses physical, verbal or psychological aggression in a wilful manner aimed at hurting another individual.

d) Bullying can occur from one individual to another, from a group of people to one individual or from one group of individuals to another group of individuals.

4) What can students do if they believe they are being harassed?

a) When a student feels harassed, he/she is in conflict with another individual. The student, who believes he/she is a victim of harassment, may choose to make a complaint about unwanted behaviours or comments and therefore he/she is known as the complainant in the conflict. The person who is being accused of harassment is called the respondent. He/she has a right to respond to these allegations.

b) If it is safe and comfortable to do so, the complainant should tell the respondent how he or she feels and request the behavior to stop.

c) If this is not effective or safe, the complainant may contact an adult in the school who he or she feels comfortable speaking to about this.

d) Both the complainant and adult shall recognize that this discussion is confidential, but action may need to be taken. Confidentiality is not the same as anonymity.

e) If the complainant chooses to make a formal complaint, the adult hearing the complaint must assess the seriousness of the offence.

5) School Response to Situations of Harassment.

Please refer to **Discipline Policy**.