

Blaine Lake
Composite School

2019 / 2020

Handbook

Reporting to the Front Office

We welcome all parents, guardians and community members to Blaine Lake Composite School. Upon arriving, we request that everyone check in with the main office, prior to entering the school. This is part of our safe school policy, to ensure we know who is entering and departing the building. To align with our school safety plan, we ask all parents picking up students to check in and wait at the front office or meet their child outside the elementary doors unless alternate arrangements are made with school administration.

Teacher and Parent Communication

Regular communication between teachers and parents/guardians is vital to the overall success of students. Therefore, it is crucial that families provide current contact information to the school. Both teachers and parents have the responsibility to ensure there is open communication between home and school throughout the year. All school reporting of students goes through the classroom teacher or school administration. *Please contact the school with any changes to your contact information.

Communication Protocol

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

- a. The classroom teacher is to be the first person to hear and address any learning and/or classroom concerns from a student or parent.
- b. If the issue cannot be resolved with the teacher, the school administration is to be contacted.
- c. If the matter remains unresolved, the parent may request a meeting with the Director or designate (Superintendent).
- d. The parent may also request a hearing with the Board of Education to further appeal a decision

School Registration

High-School - New students must be registered within the first 10 school days at the start of a school semester to be eligible for acceptance into Blaine Lake Composite School. On a case by case basis, some special circumstances may be granted to new students by school administration for late registration. Any new student who was not enrolled at Blaine Lake Composite School in June of the previous school year must have a guardian meet with school administration before starting.

Adult students are welcome and must complete and adhere to the expectations of adult students that are outlined in this handbook.

Elementary & Middle School – Students in elementary and middle school are not on the credit system like high-school. Registration is open to new students in kindergarten to grade nine throughout the school year. Any new student who was not enrolled at Blaine Composite School in June of the previous school year must have a guardian meet with school administration before starting.

Student Transfers from Leask Community School

Students are only permitted one transfer per school year between our partnering schools. When Leask students transfer to Blaine Lake Composite School, they may not be permitted to transfer back to Leask until the following school year. When Blaine Lake students transfer to Leask, they will not be permitted to transfer back to Blaine Lake until the following school year. School administration between both schools, can make exceptions to students with special circumstances.

Muskeg Lake Youth in Grades K – 7 (Living on Reserve) and Attending Blaine Lake Composite School

Students in elementary school between grades K - 7 living on reserve, require permission from the Muskeg Lake Director of Education to be granted permission to attend Blaine Lake Composite School. Parents who are granted special permission to enroll their children in these grades at Blaine Lake will be responsible for transportation of their child to and from school.

Attending Another School within PSSD

Parents planning to send their children to another school, when they reside in the Blaine Lake school jurisdiction, will require special permission from the superintendent of education.

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 a reading of -40 C at 6:00 am. Prince Albert temperatures are used as guidelines. PSSD schools remain operational when busses are not running.

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

Permission to Travel on Another School Bus

Students are not permitted to travel home with a friend on another school bus unless their parents have given them permission. Parents must contact school administration who will then touch base with the bus driver to make prior arrangements.

Reporting Child Absences

Parents/guardians can either text the school cell phone or call the main office to report their child's absence. We encourage parents to communicate all absences through the main office only; classroom teachers will be informed of student absences through the main office. Unexcused absences will result in follow up communication from the school.

High School Student Attendance, Lates and Course Removal

Attendance/Course Removal – A Student who is failing a class and exceeds 20 or more absences, both unexcused and excused will be removed from their high-school course. Students who are passing a course that have 20 or more absences unexcused and excused will be removed from a course to work independently (in a designated area) within the school.

**Important Note:* High-School classes are made up of 100 hours of coursework. Students who are missing 20 classes have lost 20% of their coursework. Showing up for work is an expectation that employers will have of students who enter the workforce upon graduation.

Lates – A Student who has 10 lates in a high school course will not be permitted to attend the course until their parent/guardian comes in to meet with school administration. The parent (s), student and school administration will create a plan that will assist a tardy student arriving on time. This will occur, before they are reinstated back into their class. At 15, 20 and 25 lates, this process will continue, where parents will be asked to come in to support the school before a student is reinstated back into their class.

**Important Note:* Students who show up to their classes late cause disruptions for their teachers and fellow classmates. “Being on time” is a life-skill that will be required of students when they enter the workforce.

Adult Students (over the age of 18) – School Attendance and Behaviour Expectations

Students who are over the age of 18 are considered adults, which means they are held to a higher standard. If an adult student reaches 10 or more absences in a high-school course, they will be removed from the class. Adult students that are consistently late to their classes may also be considered for removal from courses. All cases will be handled at the discretion of school administration. It is imperative that adult students arrive to class on time and “act like adult students”. Disrupting the learning environment for other students does not meet our school values guidelines. Removal from courses or the Adult 12 program may be the result. Each situation will be managed on a case to case basis.

Elementary & Middle School Absences and Lates

Students in grades K – 9 who are consistently absent or late for their classes statistically fall behind in their studies. Parents will be contacted by classroom teachers when attendance or lates

become an issue. If problems persist, after teacher contact has been made, school administration will become involved. Parents will be contacted by either the school principal or vice-principal to provide supports to families.

Lates and Attendance Reporting

Our automated system through power-school will notify parents/guardians of their child's lates and absences in all classes throughout the day starting in September 2019.

Physician Medical Letters

There are many situations that arise where students require time off school for medical purposes. If a child and their family has consulted with a physician and time off school is being granted, school administration will require documentation from the physician stating the length of time and accommodations that are required for the student. A student will be marked as an "unexcused absence" if a medical letter is not provided in these circumstances. During school exams, competitive extracurricular competitions and physical education classes, medical letters are required when a student requires accommodations.

If a student has a medical condition that may limit a student's ability to participate in a course, parent/guardians may be required to have medical accommodations form completed by a doctor, before accommodations can be made.

Dropping Courses in High School

Students are not permitted to drop a high school class, without the consent of their parents. Once a student has been enrolled in a high school course for 6 weeks (30 school days) they will not be eligible to drop a course. The final mark that the student earns will show up on their school transcript.

Adding Courses in High School

Students can add classes to their course load but courses can't be added after the first two weeks (10 school days). Permission from parents, the classroom teacher and school administration is required to add courses. Under special circumstances, school administration may grant a student the option to add a course after the two-week deadline.

Designated Area for Students who are on Spares

If a student has been withdrawn, removed from a course, or has approval for a spare in their timetable, they will be assigned a workspace by school administration. Students are expected to report to their assigned workspace, where they will be expected to study and get caught up on unfinished work. Students will not be permitted to wander the halls and distract other students from their studies. If a student fails to comply with this expectation, parents will be notified. Students will be asked to leave the school during their spares if they are not being compliant.

High School Students Taking Online Courses

Students can take two online courses per school year. Parents must provide their children permission to take online courses. Students will be required to pay a \$500.00 deposit per online course that will be refunded upon the successful completion of the course. If the course is not successfully completed the \$500 deposit will be kept. There may be special circumstances in which school administration may waive the \$ 500.00 deposit for mandatory CORE subject areas.

Land-Based Learning and Cultural Teachings

During the school year, a wide variety of cultural learning activities and land-based activities are scheduled for students to take part in; it is part of the Saskatchewan curriculum for students to be exposed to both National and International perspectives in their learning. This prepares students for future success, while some students also learn better outside of the classroom vs. inside the classroom. During school wide learning activities, where all staff and students are scheduled to take part in school wide events, parents who choose to excuse their children from these activities, will be responsible for making alternate arrangements for their children to work from home on these days.

Signing Out When Leaving School

Students in grades 6 -12 who are leaving school during the school day, will be required to sign out at the office and have parental permission.

Exams

Students who are scheduled to write exams are required to be at their exams on time, if they arrive late, they will have to wait for the next entrance time, as decided by the examiner, before being allowed to complete the exam. Students are encouraged to bring a water bottle and use the washroom before an exam as it at the description of the examiner as to whether or not they are permitted to leave during the exam. If a student has a medical issue that interferes with their ability to write an exam, the student/family is responsible for having a medical letter, outlining the time and accommodations that are required of the school staff (from a physician). If a medical letter is not present, then the student will not be exempted from writing exams. In other special circumstances, if there is a scheduling conflict with exams, the student and their family is responsible for contacting school administration (three-weeks prior to the start of exams), to come up with resolutions. School administration has the final decision on whether exam scheduling changes can occur, be altered, or in some cases, exempted. Departmental high school exams must be written on the assigned date and time outlined by the Ministry of Education.

High School Graduation

High school graduation will be scheduled any time after the first week of June. It is imperative that students complete their studies, prior to walking the stage for grad. There is a \$30 grad fee

that each student is responsible for paying to help assist with the expenses of putting on the grad ceremony. Any fundraising that takes place for grad will be done so outside of school; it will be organized and supervised by the graduating student's families, not the school staff.

Students that are failing a graduation required course, or are not on target to graduate by May 31 of the calendar year, will not be permitted to take part in the graduation ceremony.

Abuse

Any physical, verbal or emotional abuse that is used to intimidate, threaten or undermine other students, community members and school staff will not be accepted. Each individual matter will have consequences that will be determined at the discretion of school administration.

Threats to Harm

In a situation where a student identifies threats to harm themselves or others (through any means of communication), and it's overheard or witnessed by a parent/guardian, family member, fellow student, school staff member, or community member, it is the duty of individuals to report this to either the RCMP or school administration immediately. Uttering threats to harm is serious. Proper supports will be put in place to assist students who identify threats to harm by adhering to our school division's safe school policies. In some cases, the VTRA (Violence Threat Risk Assessment) guidelines will be part of the resolution process. A student uttering threats of harm will be removed from school and parents/guardians will be contacted immediately to take part in resolving the situation before the child is permitted back in school. Our goal is to keep everyone in our learning community safe and threats of harm will be treated seriously.

Horseplay

Students often feel horseplay is fun. They see it as a way to joke around with their friends, however, in the past, serious injuries have resulted from horseplay. We expect students to keep their hands to themselves; pushing, grabbing, poking, tripping or touching another person in anyway may seem like a joke, but can result in injuries or conflict. Consequences for horseplay may include school suspension to resolve the matters.

Profanity

In a K-12 school, it is important for older students to represent themselves as leaders in the school. When we have students using vulgar language, it sets a poor example for our younger students. Profanity is not accepted in public institutions and it is not something that our school promotes. Learning to be responsible, caring and respectful citizens is important for students to learn. We have major challenges with profanity being used amongst our high-school students and a few cases with middle and elementary youth as well. Students who use volatile language, in particular those who are repeated offenders, will face consequences for their actions.

Alcohol, Tobacco, Vaping and Other Drug Use

Any alcohol, tobacco, vaping or other drug use is not permitted in school or on school grounds. Consequences for these offences will be handled at the discretion of school administration. Students under the age of sixteen must have permission from their parents to use tobacco or vaping products. Students who are permitted to smoke or vape must do so in the designated school smoking area, located outside of the building off of school property.

Dress Code

We expect students to dress in manner that does not expose their undergarments. 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

Textbooks

Textbooks are supplied free to students; subject teachers issue textbooks for their students. Students will be held financially responsible for textbooks which are lost or damaged.

Lockers

Students in grade 6-12 have the option of using a school locker. Only locks provided by the school are permitted to be used. This is part of our Safe Schools Plan. A deposit of \$5 will be required before a student will be issued a locker. The \$5 deposit will be returned in June once the student has cleaned out their locker and returns the lock in working order. A lost or mistreated lock will result in the \$5 deposit not being returned.

Athletics Contract

In order to participate in athletics and remain part of a team, the following contract must be upheld.

1. I understand that participation in extra-curricular activities is a privilege, not a right.
2. I must maintain a passing grade and attendance in all my subject areas. I must remember that academics are a priority.
3. I must keep up with my school work. Being two or more assignments behind, in total, will make me ineligible to attend practices or games.
4. I must attend school for the full day to be eligible for practice or a game that day/evening.
5. I must not be absent on Fridays in order to be eligible to participate in weekend games/tournaments.
6. I must not be absent for classes the day after a game for recuperation, except in the case of injury where a doctor's note is presented or the coach is informed of the details.
7. If my classroom behaviour is not acceptable, I may be deemed ineligible to play. The school administration and coaches will consult to determine possible consequences.
8. Suspension from class automatically carries with it a player suspension from practice and competition.

9. I realize it is a privilege to represent Blaine Lake Composite School. I will conduct myself in a respectful manner at all times.

Cell Phone Free School

Blaine Lake Composite is a cell phone free school. Students are not permitted to have cell phones on campus. Students can bring their phones to school, but they are expected to drop their phones off at the main office prior to the start of the school day, where they will be safely locked up and returned at the end of the day.

1st offence – if a student is caught with a cell phone it is confiscated until the end of the day.

2nd offense – a student is caught with a cell phone for a second offence, the phone is confiscated and parents will be contacted to come and pick the phone up.

3rd offence – student will receive a school suspension.

4 or more offenses – more severe consequences will be put in place at the discretion of school administration.

Cell Phone Use During Extracurricular Activities

Extra-Curricular Activities (After School) – The supervisors/coaches of school clubs or sports teams have “the final decision” with cell phone usage policies for their respective school teams or clubs.

Extra-Curricular Competitions & Phone Usage – During sports, music, dance or arts competitions (where another school is competing against our students), cell phones will be permitted for student fans to use. These are “special days” or circumstances and student fans may want to take a few pictures while taking in some of the action.

Extra-Curricular Activities/School Field Trips (Off Campus) – students are permitted to have cell phones with them when they are travelling off campus (at any time of the day) for extracurricular activities; however, coaches may set restrictions on how their student participants use cell phones on trips taking place off campus. Parents should be able to access their children via cell phone when they are travelling off campus. School administration may approve students to have cell phones with them during some class field trips that take place during the year.

School Values for Students and Staff – (please refer to the values charts)

Please refer to the attached school values chart outline, which all students and teachers participated in creating together in September of 2018 (this chart has been updated). The students agreed that these were the values that should be demonstrated by them, in order to have a positive learning community. The teaching staff also created a values chart of their own, where everyone believed it was important for staff to follow values, similarly to that of our students (it is also attached in this handbook for parents and students to review). We are all

accountable to each other; this is important to recognize that for school improvement we must consistently change and improve on a year to year basis.

Permission Form Policy

For curricular and extra-curricular events where a permission form is required by school staff, students will not be permitted to partake in the activity if the permission form is not returned signed by a parent/guardian.

For school wide curricular events, mass communication (PowerSchool Alerts, etc) will be sent. Permission will be assumed if a parent/guardian does not communicate otherwise.