

Blaine Lake Composite School

Student Handbook



2022-2023

Blaine Lake Composite School

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Principal: Jessica Barrington (Acting Interim)

Vice-Principal: Shauna Martin (Acting Interim)

Administrative Assistant: Bev Breland

Daily Schedule

First Bell – 9:00 am

Lunch – 12:19-1:00 pm

Dismissal – 3:10

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School Access

Visitors to the School

We welcome all students, parents, guardians, and community members to Blaine Lake Composite School. Prior to coming to the school, we encourage families and community members to contact our main office to arrange times to meet with any of our school staff. It is important that meeting times are pre-arranged between staff, families, and community members so that we are respectful of everyone's work schedules and commitments.

We are a school that values making personal connections with the school community, and we look forward to working with all of you this school year.

Door Schedules

Our elementary doors (for kindergarten to grade 7) open at 8:50 am.

The main doors (for grades 8-12) are open at 8:45 am.

Please arrange for students to arrive at school no earlier than that.

After 9:05, all school entrances are locked to ensure that safety is prioritized. Our school staff will accommodate families and community members to enter the school when meetings times have been arranged and scheduled.

Communication

Teacher and Parent Communication

Good communication between teachers and families is vital to the overall success of students. Both teachers and parents have the responsibility to ensure there is open communication taking place between home and school throughout the year. All school reporting of students goes through the classroom teacher or school administration.

Communication Protocol

If students or parents 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 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.

Student Registrations and Transfers

School Registration

Registration forms can be found online at: <https://register.spiritsd.ca>

Elementary & Middle School

Students in elementary and middle school (K-9) are not on the credit system like high school, therefore registration is open to new students in kindergarten to grade nine throughout the school year.

High-School

New high school students (grades 10-12) must be registered within the first 5 school days at the start of a new block or semester to be eligible for acceptance into Blaine Lake Composite School. At the discretion of the administration, some exceptional circumstances may be considered for late student registration.

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 are not permitted to transfer back to Leask until the following school year. When Blaine Lake students transfer to Leask, they are not permitted to transfer back to Blaine Lake until the following school year. At the discretion of the administration, some exceptional circumstances may be considered for student transfers.

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

Students in elementary school (grades K - 7) living on reserve require special 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 their child's transportation to and from school.

Attending Another School

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.

Bussing

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 buses are not running. Bus students are to go directly into the school when they arrive.

Bus Drop Off Times

Bus drivers aim to drop students off as close to 9:00 am as possible.

Travel on Another School Bus and Non-Bus Students Riding the Bus

Prairie Spirit has a strict no guest rider policy on all PSSD busses. Bus students are only permitted to ride on their designated bus. Students who are not registered as bus students with the bus garage are not permitted to ride PSSD regular bus routes.

Attendance

Reporting Student Absences or Lates

Guardians can either text the school cell phone or call the main office to report their child's absence. Please communicate all absences through the main office only; classroom teachers will be informed of student absences through the main office.

Our automated system through Edsby will notify parents/guardians of their child's lates and absences in all classes throughout the day.

Leaving School

Students in K-7 require communication from a guardian before leaving school early.

Students in grades 8-12 who are leaving school during instructional time will be required to sign out at the office. Students in grades 8-9 require parental confirmation.

Lates

Elementary students who arrive late can enter through the main doors and report to the office to check in.

High school students who arrive late can enter through the main doors and report to the office to check in. When students arrive late, they are expected to proceed directly to class after checking in the office and enter class without disruption. High school students who arrive more than 30 min late may be marked as absent. At the discretion of the classroom teacher, students who arrive late to class may be directed to work in an alternate location.

Attendance

Our goal at BLCS is to support all students in their success. Attendance is directly related to success; therefore, classroom teachers and school administrators will work to support all elementary and high school students in attending regularly.

If students are unable to attend school, it is expected (in non-emergency circumstances) that they stay on top of their work while they are away. Please communicate with classroom teachers when you are away.

High School Attendance Support Plan

If a student has 20 or more absences (excused or unexcused) in a semester class, and their mark is below 50%, the student will be required to submit all outstanding work

before returning to class. (This includes all work being missed during their time out of class.) Work must be completed to a satisfactory level. The student will have access to support teachers and will be supported by their classroom teachers and school administration as needed. The purpose of this support plan is to keep students on track with their assignments and prevent the end of block panic to complete work and pass. Guardians will be notified when this support is in place.

High School Attendance Support Plan in PAA Courses

(Industrial Arts, Construction, Home Ec., Cosmetology, Art, PE 20 and 30, etc.)

Attendance in a Practical and Applied Arts class is essential. Many of the outcomes require the student to be present to demonstrate their knowledge and skills. If a student in a PAA class reaches 20 absences (excused or unexcused) in a semester class, they will not be permitted to return to class until a meeting has occurred between the student and their guardian(s) and the teacher and administrators. This meeting will take place as soon as possible so that the student can return to class. The purpose of this support meeting is to create a success plan for the student, which will include an attendance policy. If attendance does not improve, at the discretion of the school administrators, students may be withdrawn from the course, regardless of the time remaining in the course.

Skipping Class

If a student leaves class without teacher permission, or leaves but does not return, this will be marked as absent. Whether a class was skipped at the beginning or with only five or so minutes remaining in a class, a skip will be marked as an absence.

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. If adult students are consistently late to their classes, serious repercussions may result. All cases will be handled at the discretion of the 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.

Medical Notes

There are often situations where a student requires time off school for medical purposes. If a child and their family have consulted with a physician and time off school is required, the school administration may require documentation from a physician explaining the length of time and accommodations that are required for the student's absence. A student will be marked with 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.

Student Conduct

Harassment and Abuse

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

Horseplay

Students often feel horseplay is fun, seeing it as a way to joke around with their friends; serious injuries, however, can result from horseplay. We expect students to keep their hands to themselves; pushing, grabbing, poking, tripping, or touching another person in any way is not acceptable. Consequences for horseplay can be serious and 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 most public institutions, and it is not something that our school promotes. Being responsible, caring, and respectful citizens are important for students to learn. Students who use volatile language, in particular common areas of the school where others may hear, and in particular for those who are repeated offenders, will face consequences for their actions.

Alcohol, Tobacco, Vaping, and Drug Use

Any alcohol, tobacco, vaping, or drug use is not permitted in school or on school grounds. Penalties 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 and off school property.

Dress Code

At BLCS we respect that clothing can be a form of personal expression; we aim to have a dress code that provides space for individuality. However, all students are expected to dress in a

manner that is appropriate to the classroom setting. We also remind that our school is a K-12 school, and we ask that students dress in a way that is appropriate for this setting. We stress mutual respect, neatness, and cleanliness, and we expect that common sense will be the guide. Our dress code policy includes:

- No clothing that exposes undergarments
- No clothing that exposes excessive body parts
- No clothing carrying obscene or inappropriate images, sayings, logos, etc.
- No clothing advocating or depicting drugs, alcohol, or tobacco
- No clothing carrying hateful or discriminatory messages or images
- No clothing carrying profanity or sexual connotation
- No clothing depicting violence

Students who are found to violate these guidelines will be spoken to by an administrator or teacher and will be supported in finding a solution to the issue. This may include turning a shirt inside out for the day, for example, or having the student borrow some school clothing.

Cell Phone (and other smart devices*) Policy

Grades K-7 are cell phone free. We ask that students do not bring devices into the school at all

Grades 8-12 are cell phone free during learning times.

When students enter the building, until they leave, cell phones are not permitted for any reason.

One exception is during the lunch break. From 12:19 – 1:00, students in grades 8-12 are permitted to use their cell phones on campus. It is expected that students will use their devices responsibly, which includes not recording any students or staff without consent or sharing/posting harmful or hurtful information. As private devices, school staff are not responsible for the supervision of cell phone use.

If students violate the cell phone policy and are seen with their phone during learning times (this includes during breaks in class or between classes), the same process as years past will be followed:

- 1st offence – the device is confiscated and stored in our safe until the end of the day
- 2nd offence – the device is confiscated, stored in our safe, and parents will be contacted (for pick up or permission to return)
- 3rd offence – the student will receive a school suspension

- 4 or more offences – more severe consequences will be put in place at the discretion of school administration. This will likely include a meeting between the student, their family, and school administrators.

This policy also applies to other smart devices - such as tablets, iPods, and smart watches – if they are used for communication or inappropriate conduct.

Parents who need to contact their child are asked to please contact them on their cell phone during lunch time only. You can also contact the main office at any time and we will gladly pass on a message or have your child come to the office to speak with you.

Cell Phone Use During Extracurricular Activities

The supervisors/coaches of extracurricular (after school) clubs or sports teams have the final decision regarding cell phone usage policies for their respective teams or clubs.

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 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.

During sports, music, dance, or art competitions (where another school is competing against our students), cell phones will be permitted for student fans to use.

Land-Based Learning and Cultural Teachings

During the school year, cultural learnings 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 various perspectives. During school-wide learning activities, where all staff and students are scheduled to take part in a school-wide event, parents who choose to have their children not take part in these activities will be responsible for making alternate arrangements for their children to work from home on these days.

High School Operations

Programming

BLCS administrators and teachers work with students and their families to choose courses that support both their graduation and post-graduation goals.

This chart outlines credit requirements for regular English program learners. At BLCS we recognize that all learners are unique, and we accommodate learners on regular, modified, alternate, and adult learning programs. For more information about program options, please talk to the school administration.

	Regular English Program
English language arts	5
French language arts	-
Mathematics	2
Science	2
Social sciences	3
Health education / physical education	1
Arts education / practical and applied arts	2
Sub-Total	15
Electives	9
Total	24

Adding Courses

Students can add courses to their timetable; however, courses cannot be added after the first two weeks of a course. Permission from parents, the classroom teacher, and the school administration is required to add courses. Under special circumstances, school administration may grant a student the option to add a course after the deadline.

Dropping Courses

Students are not permitted to drop a high school class without consent from their parents. Once a student has reached the halfway point in a course, they will not be eligible to drop the class. The final mark that the student earns will show up on their school transcript. Under special circumstances, school administration may grant a student the option to drop a course after the deadline.

Online Courses

Students attending BLCS may also access Prairie Spirit eLearning courses at no cost. Registration in these courses must be done with the support of, and in consultation with, school administrators.

Students on Spares

If a student has a spare or has withdrawn or been removed from a course, they are expected to leave the building during their spare or work in a designated area. Spares are an excellent time for students to study and catch up on assignments and students are encouraged to utilize this time. Students are not permitted to wander the halls, enter other classrooms, or distract or disrupt other students. If a student fails to comply with these expectations, parents will be notified, and students may be asked to leave the school during their spares.

Exams

Students who are scheduled to write exams are required to be at their exams on time. If they arrive late, they may be denied access to writing. If a student has a medical issue that interferes with their ability to write an exam, the student/family is responsible for providing a physician's note, outlining the time and accommodation that are required of the school staff. 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 are responsible for contacting school administration at least three weeks before the start of exams. School administration has the final decision on whether exams can be rescheduled or, in some cases, exempted.

Departmental high school exam schedules are determined by the Ministry of Education and must be written on the assigned date and time.

High School Graduation

High school graduation can be scheduled for any time after the first week of June.

At BLCS, students must complete their studies before walking the stage for grad. **Students who are not passing courses that are required for their graduation will not be permitted to participate in grad or any grad-related events at the school (such as grad meetings).** School staff, of course, will work to support students in getting on track to graduate. (Not being eligible to participate in "grad" does not necessarily mean that students will not graduate. We will support students in passing their courses until the very end, regardless of when "grad" took place.)

There is a \$30.00 grad fee that each student is responsible for paying to help assist with the basic expenses of putting on the grad ceremony. (This fee may be increased in the event of a small graduating class.)

Any fundraising that takes place for grad or grad-related events must be done so outside of school; it will be organized and supervised by the graduating students' families, not school staff.

Student Drivers and Parking Lot

Students who drive to school may park along the street in front of the school, across the street from the school. The area beside the gym is not a recommended parking lot; this area is not visible or supervised and students who choose to park here do so at their own risk.

Students who drive to school are expected to drive safely, which includes obeying bus stop signs, driving slowly, and watching for students. As a K-12 school, drivers need to recognize that young children may enter the street unexpectedly.

Students who park at the school are expected to treat the property on which they are parked on with respect. This includes not littering.

Lockers

Students in grades 8-12 will be issued a locker with a lock. Only locks provided by BLCS are to be used. Any other lock will be removed without warning. If a student loses their BLCS lock, they may get a replacement one for \$10.

Lockers and locks are the property of BLCS and students are expected to treat them as such.

Students are not permitted to share or switch lockers and lockers are to be locked at all times. Students who choose to leave their locker unlocked will lose the privilege of having a locker.

Students will be held responsible for ensuring that no objectionable or illegal materials - including weapons, drugs, or alcohol - are stored in their lockers.

The school reserves the right to search lockers at any time, without warning.

Extracurricular Participation

BLCS supports and encourages student participation in extracurricular activities. We remind students, however, that participation in teams or clubs is a privilege that comes second to academics. Students may become ineligible to participate in extracurricular activities if their attendance or assignments become a concern to the staff. Decisions regarding participation are at the discretion of school administration, staff, and coaches.