



**GULL LAKE
LIONS**

MIDDLE YEARS AND HIGH SCHOOL HANDBOOK

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 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

Teaching Staff

SST-Student Services Teacher

Mrs. Deb Steinley – VP & SST

Mrs. Amy Dysart – SST

Ms. Sarah Calef – Grade K

Mrs. Trisha Stenson – Grade 1

Ms. Meghan Hanna – Grade 2

Ms. Hailie Logan – Grade 3/4

Mrs. Kendra Cooke- Grade 4/5

Ms. Jacqueline Andrew – Grade 6

Mrs. Rea Carlson – Grade 6/7

Mr. Neal Boutin – MY & HS

Mrs. Becca Corbeil - MY & HS

Mrs. Sydney Schnieder – MY & HS

Mrs. Kim Temoshawsky – MY & HS

Mrs. Christine Elviss – MY & HS

Support Staff

Mrs. Annika Bakkerus –Office Manger

Mrs. Cindy Girodat – Librarian

Educational Assistants

Mrs. Lynn Cooke

Mrs. Lisa Atem

Ms. Kristi Rudd

Ms. Mikayla Erickson

Ms. Pam Klassen

Mrs. Kym Wedrick

Mrs. Jordan Broberg

Mrs. Lacey Fryer

Mrs. Fieldz Vaughan

Mrs. Marleah Aitken

Mrs. Allison Hoffman

Facilities

Mrs. Jody Hall – Facilities Operator

Ms. Tristen Tindall – Facilities

Ms. Taylor Girodat -Facilities

Bell Schedule

Middle Years and High School

First Bell	8:50
Period 1	8:50-9:55
Period 2	9:58-10:58
HS & MY Break	10:58-11:08
Period 3	11:10-12:10
Lunch	12:10 – 12:55
Period 4	12:55– 2:00
Break	2:00 – 2:05
Period 5	2:05 – 3:10
Dismissal	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 (a couple times a year)
- 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. We host an AGM every spring, nomination forms can be found at the office.

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 and be considered a fulltime student. **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. Dropping a course needs to be timely.

Student Awards

a) Student Achievement Awards

Staff will nominate students who have demonstrated improvement in their classes, achieved academic excellence, demonstrated perseverance and responsibility, or who have demonstrated a strong work ethic 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.

The yearly awards presentation is called **Colour Night** at Gull Lake School, and we 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

b) 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.
- Students with modified programming or heavily adapted courses are not eligible for the honour roll.
- Poor attendance may have an impact on a student's eligibility for Honour Roll.
- Grade 6-9: All academic courses will be used to calculate honour roll, however, the course will be weighted based on instructional minutes in a week. For example, grade 6 ELA minutes are 510 min/week and health is 80min/week. Therefore, ELA will be weighted more than health in our calculations.
- 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
- Financial Literacy
- History 10
- Highest Math
- Highest Science
- Wellness
- Two highest elective – ie) Art, PAA, Accounting, Communication Media, or online

Gr. 11 Honor Roll - will include an average of the following courses:

- ELA 20,
- Social Science (20/30 level)
- Highest Math (20/30 level)
- Highest Science (20/30 level)
- Four highest electives

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

- ELA A30 and B30,
- History or Native Studies 30
- 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 their classmates. Students may choose not to participate, even if they meet the criteria.

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 Requirements

As per Chinook policy, all grade 12 students are eligible to participate in the ceremony of graduation regardless if they have the government requirements to obtain a grade 12 diploma.

School Attendance

- a) **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.
- b) Poor attendance may have an impact on a student's eligibility for Honour Roll. As well as eligibility to participate in extracurricular activities.

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 or text please give the following information:

Name and relationship to the student

Student's full name

Student grade

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 may 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.

c) **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.

Plagiarism/AI

It is expected that students are submitting original work, completed by themselves. When students are suspected of plagiarism and or using AI, the following steps will apply:

Step 1- Warning to the student, inform the parents and an opportunity to redo the assignment.

Step 2- Inform the parents and student receives a zero on the assignment

Step 3- Inform the parents and the student receives a zero on the assignment. The student stays at lunch or after school to complete a short online course on cheating.

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

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

Minor or below the line behaviours:

Swearing/vulgarity

Racist/sexist/discriminatory behaviour

Inappropriate comments/touching

Repeated failure to meet classroom expectations

Not at school to learn

Major or bottom-line behaviours:

Drugs/alcohol/illegal substance/vaping

Fighting/weapon/violence

Swearing at staff

Inappropriate photos/videoing at school

Stealing

Repeated minor line behaviours

Inappropriate/sexual touching

Lates/skipping class

Dress Code violations

Disruptive behaviour (interrupting learning)

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.

Chromebooks

Each classroom is assigned a class set of Chromebooks. The teachers will assign a Chromebook, from their classroom, to each student. The student is responsible for treating the Chromebook with respect and if a Chromebook is damaged by a student, it will not be replaced and the student will need to find alternate ways to complete work.

Please refer to the technology contract signed at the beginning of the school year.

Chromebook usage needs to be intentional and educational in purpose. When we observe misuse of chromebooks, the following interventions will occur:

First Offense: misuse or mistreatment of chromebook is a verbal warning/conversation by the staff member that observed the mistreatment.

Second Offense: Verbal warning and email to the parents - discussion around responsible usage and May lose chromebook & technology privileges.

Third Offense: Verbal warning, email to the parents and meeting with Administrator to discuss a plan of action. May lose chromebook & technology privileges.

All other offenses: a period of time without the chromebook decided by the teacher and admin depending on the frequency and severity of the offense.

Cell Phones

In September 2024, the Government of Saskatchewan implemented a policy around personal device usage in schools. Grade K-8 cell phones and personal devices are required to be out of sight during all instructional time, therefore, the teacher will collect all phones that are brought to school and put them in a safe place. The phones must be powered off before they are

handed in. Students, grade 6-8, will have access to their phone for part of the noon hour and town kids will be given their phone to go home.

Grade 9-12 students are allowed to access personal devices/cell phones during instructional time if the purpose is curricular and pre-approved by administration. Personal devices and cell phones are allowed during breaks and lunch hours.

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 messages will be deemed inappropriate if the message is vulgar, obscene, has a 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. It may be searched by school administration if it is warranted.

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	Archery
Drama	Golf	Basketball
Noon Intramurals	Badminton	Yearbook
Track	Reading Group	Curling
Cross Country Running	Football	

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 attendance, 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 or out of school separation.

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. 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.

Documentation of such behaviours occurs during lunch supervision. When a student is documented 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 contact 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, Grade 6-8 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 12:10-12:30, as well as cell phones
- 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 12:35-12:55 Dress for the weather.