






Student-Parent Handbook 2018-2019

Mission Statement

***The mission of LUMSDEN HIGH SCHOOL
is to encourage pride and excellence
in a community of learning.***

We believe that:

-  Quality learning takes place in a *positive*, supportive and *safe* environment;
-  Everyone has the right to be treated with dignity and *respect*;
-  Meeting the academic, social, physical and emotional needs of individuals will develop productive *community* members.

“SEEKING EXCELLENCE IN LEARNING”

Mr. John J. Harvey
Principal

John.Harvey@pvsd.ca

Ms. Corralee Smith
Vice Principal

Corralee.Smith@pvsd.ca

P.O. Box 449, 300 Broad Street
Lumsden, SK S0G 3C0

PHONE: (306) 731-2262

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E-MAIL: lumsdenhighschool@pvsd.ca

LHS WEBSITE: <http://www.pvsd.ca/school/lumsdenhigh/>

PRAIRIE VALLEY SCHOOL DIVISION #208

Central Office

P.O. Box 1937 3080 Albert Street North

Regina, SK S4P 3E1

Phone: (306) 949-3366 Fax: (306) 543-1771 Toll Free: 1-877-266-1666

Email: reception@pvsd.ca Website: www.pvsd.ca

PVSD MISISON

To inspire and empower one another.

PVSD VISION

Leadership in learning and life.

PVSD SHARED VALUES

CELEBRATION

We value the celebration of achievement.

LEARNING

We value a holistic learning community. We strive to provide meaningful, creative, and innovative learning opportunities for all.

COMMUNICATION

We value open and transparent communication.

DIVERSITY

We value diversity and the rich array of participants within our School division, and actively understand the ideas of others.

LEADERSHIP

We value cooperative and collaborative relationships.
We are committed to responsible leadership.

INTEGRITY

We value integrity and ethical behavior. We expect professionalism characterized by honesty, respect, commitment, and dedication.

RESPECT

We value a culture of mutual respect, understanding, and cooperation.
We strive to create safe, positive nurturing environments.

VISIONING

We value a realization of learning potential. We strive to establish clear direction and high expectations through our visioning and strategic planning processes.

For the current listing of Central Office Staff and the Board Members, please refer to the Prairie Valley School Division web site at www.pvsd.ca.



Message from Administration of LHS

DEAR PARENTS/GUARDIANS AND SCHOOL COMMUNITY MEMBERS:

On behalf of the entire school staff, we welcome you to Lumsden High School. We extend best wishes to you and your child on a successful and rewarding year.

This handbook is meant to assist you in gaining an overview about your school – its programs, policies, offerings and general expectations surrounding the school environment. You are strongly encouraged to read through the handbook so you will be aware of school opportunities and events. As it may not answer everything you wish to know about our school, please feel free to contact your child’s teacher, the office, or the school administration for any additional information you may require.

The Lumsden High School staff is here to help students develop lifelong skills and promote a positive sense of well-being. It is our pleasure to work together with parents and community members to achieve success. We are glad you are part of the LHS community.

Mr. J. Harvey
Principal

Ms. C. Smith
Vice Principal



OFFICE INFORMATION

General Office Hours: 8:00AM - 4:00PM
Telephone: (306) 731-2262
Email: lumsdenhighschool@pvsc.ca
Reporting Attendance: (306) 731-2262 (24 hour attendance line) or email lumsdenhighschool@pvsc.ca

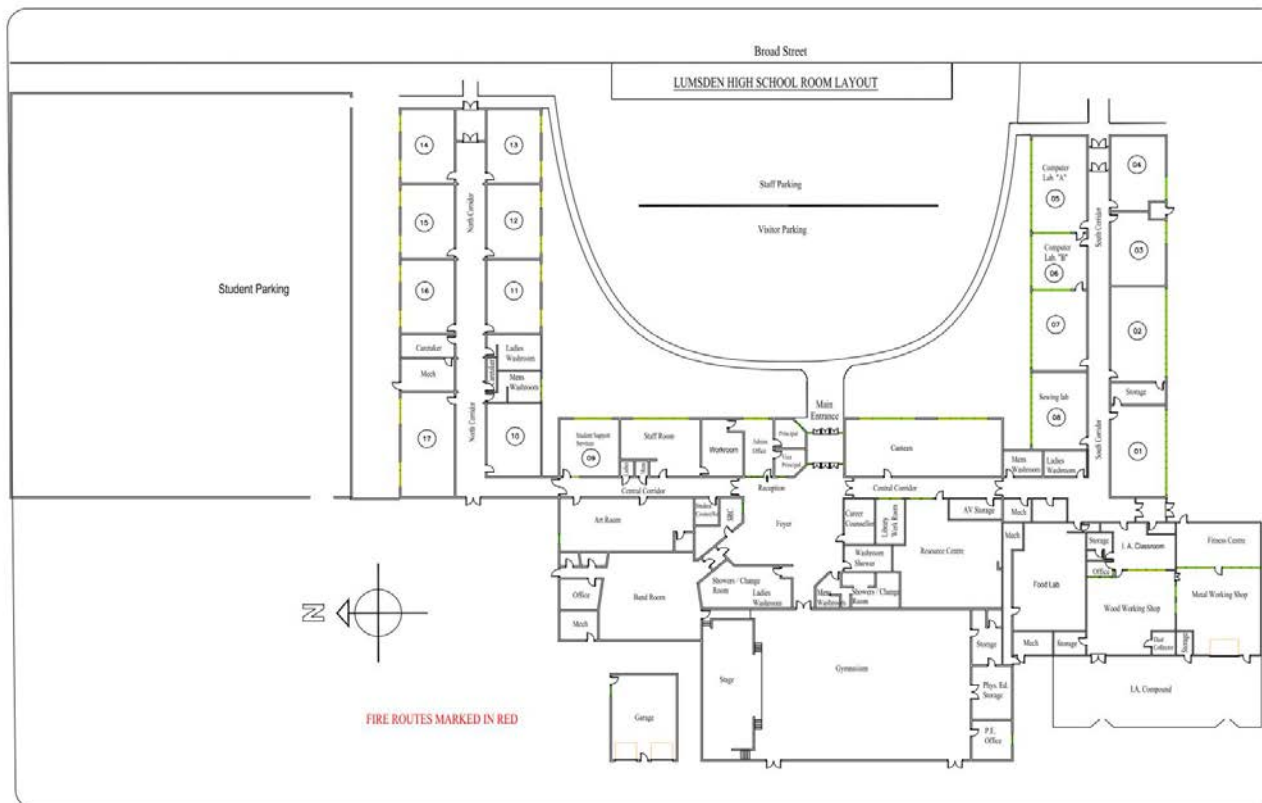
The school office telephones have been installed for business purposes. Students may use the student telephone in the foyer. We ask that parents to call students during non-school hours (before/after/noon hour) as students are NOT to have their cell phones during class time. In the case of an emergency please feel free to call the office.

USEFUL WEBSITES

Lumsden High School: <http://www.pvsc.ca/school/lumsdenhigh/>
HomeLogic: <https://sirslogic.pvsc.ca/homelogic/>
P.V.S.D.: <http://www.pvsc.ca/Pages/default.aspx>

SCHOOL FLOOR PLAN

(Subject to change)



SCHOOL PROFILE

ABOUT OUR SCHOOL

Lumsden High School is a grade 9-12 facility with full service programming. In addition to regular programming, LHS offers Dual Credit courses and Modified and Alternate credits. Students can challenge post-secondary courses in dual credit courses include French 30 in collaboration with the University of Regina.

A team approach is used to provide the needs of all students supported by our Student Support Services team. Our student counsellor works with students and staff to explore career and work opportunities, developing for the future.

Lumsden High has strong, proud tradition of excellence in extra-curricular activities. Student Council, Band, Environment, Drama clubs and cultural exchanges are balanced by a vast array of athletics. Volleyball and Basketball teams compete in the Regina High School Athletics Association. Football, Badminton, Curling, Cross-Country running, Golf, and Track and Field are options for perspective student athletes. All students at LHS have opportunities to participate in extra-curricular activities.

SCHOOL CURRICULUM

Every school in Prairie Valley School Division follows the Saskatchewan Ministry of Education’s provincially prescribed curriculum. As well, students’ educational needs are supported through a variety of services and programs, including locally-determined options, school resource centers, student service teams, career counsellors, child and family social workers, and access to educational psychologists, occupational therapists and speech-language pathologists.

TIME MANAGEMENT

<u>Grade 9</u>	<u>Grade 10 – Level 10</u>	<u>Grade 11 – Level 20</u>	<u>Grade 12 – Level 30</u>
Art 09	Band 10 [noon class]	Band 20 [noon class]	Band 30 [noon class]
Band 09	Choral 10 [noon class]	Career/Work Exploration 10 & 20	Biology 30
Career 09	Commercial Cooking 10	Choral 20 [noon class]	Calculus 30
Choral 09 [noon class]	Drafting & CAD 10	Computer Science 20	Career/Work Exploration A30 & B30
English Language Arts 09	Drama 10	Creative Writing 20	Chemistry 30
French 09	English Language Arts A10	Drafting & CAD 20	Choral 30 [noon class]
Health 09	English Language Arts B10	Drama 20	Computer Science 30
Mathematics 09	Food Studies 10	English Language Arts 20	Creative Writing 30L
PAA - Food 09	French 10	Environmental Science 20	Drafting & CAD 30
PAA - Shop 09	History 10	French 20	Drama 30
PAA - Photography 09	Math 10: Foundations & Pre-Calculus	Health Science 20	English Language Arts A30
Physical Education 09	Math 10: Workplace & Apprenticeship	History 20	English Language Arts B30
Science 09	Photography 10	Math 20: Foundations	Food Studies 30
Social Studies 09	Practical/App. Arts A10	Math 20: Pre-Calculus	Forensic Science 30L
	Science 10	Math 20: Workplace & Apprenticeship	French 30
	Visual Art 10	Photography 20	History: Canadian Studies 30
	Wellness 10	Physical Education 20	Law 30
	Wildlife Management 10	Physical Science 20	Leadership 30
		Practical/App. Arts A20	Math 30: Foundations
		Psychology 20	Math 30: Pre-Calculus
		Sports Medicine 20L	Math 30: Workplace & Apprenticeship
		Visual Art 20	Personal Finance 30L
		Wildlife Management 20	Photography 30
			Physical Education 30
			Physics 30
			Practical/App. Arts A30
			Psychology 30
			Visual Art 30

Grade 10 students carry a full load of classes; no student in Grade 10 should have an open period other than period 4, lunch hour. Full time students in Grade 11 must take 9 classes and students in Grade 12 must take 8 classes per school year. Spare privileges may be revoked by the school administration.

Part time students are not eligible to participate in extra-curricular activities and may not remain at the school outside class time unless permission is granted by the office.

DISTANCE LEARNING COURSES

A number of high school courses are available via distance learning. A Complete list of distance learning courses available to access in school divisions outside of Prairie Valley School Division can be found at <http://www.skdistancelearning.ca>. Contact Ms. Abbott, Career Counselor for information and guidelines for accessing distance learning courses. In addition, they can provide information about distance learning opportunities broadcast from Prairie Valley School Division schools.

MODIFIED/ALTERNATE/FUNCTIONALLY INTEGRATED COURSES

Students who have previously experienced challenges in a compulsory subject area are monitored by our Student Services Team (SST) in order to determine the programming that would be most beneficial to these students. This monitoring may result in a recommendation for in-depth assessment to best determine options and supports for students that are experiencing learning challenges. If assessments indicate that a student's learning needs are within the provincial parameters for modified programming the student, parents, SST coordinator and PVSD Student Services Team will collaborate and engage in a team effort to make the best programming decisions possible. Engaging in this process of assessment, consultation, and recommendations for modified programming all students at LHS have an opportunity to be successful in their learning experiences.

TIMETABLE CHANGES

Time tables are issued and finalized by May 30th for the upcoming school year. Students cannot switch classes' following the first 20 hours of class in each semester.

COURSE WITHDRAWAL PROCESS (Grades 11 & 12)

Students in Grade Ten are not allowed to withdraw from courses of study during the year, since they are required to carry a full load. If a student in Grade Eleven or Twelve wishes to withdraw from a course of study after the change deadline, they will not be able to begin a replacement course until the start of the next semester. Please see the Career Counselor to complete course withdrawals. Grade 11 and 12 students who want to withdraw from a course are considered enrolled in a class until they have completed the Student Withdrawal Form with all signatures in place.



2018-2019 LUMSDEN HIGH SCHOOL STUDENT CALENDAR



MONTH	STUDENT DAYS	DATE
August	NEW Student Registration (call the school to book an appointment)	August 31
September	First Day of Classes School Photos	September 5 September 25 (AM)
October	Teacher PD day (Non Student Day) Thanksgiving (No School) School Photo – Retakes	Oct 5 October 8 October 26
November	Grade 9 Rotation (Q1 Last Day) Teacher Prep Day (Non Student Day) Remembrance Day (No School) Semester One Mid-term Reports Parent-Student-Teacher Conferences – by appointment only	November 8 November 9 November 12 November 14 November 21 & 22
December	Christmas Vacation	December 24 - January 4
January	Classes Resume Semester One Final Assessments Staff Turn-Around Day (Non Student Day) Semester Two begins	January 7 January 23, 24, 25 & 28 January 29 January 30
February	Family Day (No School) Winter Break (No School) Classes Resume	February 18 February 19 - 22 February 25
March	Graduation Photos (by appointment) Teacher Prep Day (Non Student Day) Parent-Student-Teacher Conferences – by appointment only Parent-Student-Teacher Conference Day-in-Lieu (No School for Students/Staff)	March 4-6 March 11 March 19 & 20 March 22
April	Grade 9 Rotation (Q3 Last Day) Semester Two Mid-term Reports Good Friday (No School) Easter Break (No School) Classes Resume	April 12 April 17 April 19 April 22-26 April 29
May	Victoria Day (No School)	May 20
June	Teacher Prep Day (Non Student Day) Semester Two Final Assessments Last Day of Classes for Students GRADUATION 2019	June 21 June 19, 20, 24 & 25 June 27 June 26

BELLS AND CLASS TIMES

8:43 AM	Warning Bell
8:48 AM	<i>O' Canada</i>
8:48 – 9:50 AM	Period 1
9:50 – 9:55 AM	Class Change
9:55 – 10:57 AM	Period 2
10:57 – 11:02 AM	Class Change
11:02 AM – 12:04 PM	Period 3
12:04 – 1:06 PM	Period 4, Lunch Break
1:06 PM	Warning Bell
1:11 – 2:13 PM	Period 5
2:13 – 2:18 PM	Class Change
2:18 – 3:20 PM	Period 6
3:20 PM	Dismissal
3:30 PM	Bus Departure

GENERAL INFORMATION AND GUIDELINES

ABSENTEEISM & ATTENDANCE

We expect that every student will strive for full attendance and punctuality in each class as attendance is a key factor to academic success. There are also legal considerations for those students under the age of 16. The Education Act states that children must attend school until they reach the age of sixteen years. Furthermore, the Act requires that every student (regardless of age) shall “attend school regularly and punctually”.

The PVSD Student Attendance Policy (AP-3040) can be viewed on the PVSD website.

Definitions:

1. **Compulsory School Age**

The Education Act 1995, Chapter E-0.2, Part 1: Interpretation, states: “compulsory school age” means having attaining the age of seven years but not having attained the age of 16 years.

2. **Local Attendance Counselor**

The Education Act, 1995, Section 159(1) states: Every board of education shall appoint a person or designate a member of its staff to be the local attendance counselor for the school division. The Local Attendance Counselor for the Division is the Superintendent of School Services.

3. **Chronic Absence**

Refers to students missing an extended period of school when **excused** absences are taken into account. Chronic absence is defined as missing 10% or more of the school year (equivalent to 18 days out of a 180 day school year)

4. **Chronic Truancy**

Refers to students missing an extended period of school when **unexcused** absences are taken into account. Chronic truancy is defined as missing 10% or more of the school year (equivalent to 18 days out of a 180 day school year).

Students are responsible for arriving at class on time and appropriately equipped. To have the absence excused, it is the parents' responsibility to contact the school prior to or on the day of the actual absence. If the school does not receive a phone call from the parent on the day of the absence, the absence will be recorded as “unexcused.” Failure to report the excused absence, for any class, may result in contact of parents, during the day, when students are absent from their classes. Generally excusable reasons for absence are illness, a medical appointment or a family emergency. Students 18 years of age or older may be responsible for their own attendance if they are no longer living at home.

The student is responsible for work covered and assignments given in his or her absence, no matter what the reason for absence by checking with the teacher PRIOR to the known absence. The student is responsible for making suitable arrangements to catch up. Subject teachers, Grades 9-12, will keep daily attendance records, class by class. If a student arrives after attendance has been taken, it is the student's responsibility to ensure he or she is marked present by checking in at the office. Students are reminded that they are responsible for their attendance and lates at the various classes and activities scheduled during the noon hour.

15 absences may result in the loss of credit standing in the subject unless there are extenuating circumstances that are recognized by school administration. An attendance contract will be developed with the student and parent. A total of 20 absences will result in the loss of credit in the subject unless there are extenuating circumstances that are recognized by school administration.

Lates: 5 lates/month = ½ hour DT at lunchtime/parent notification

10 lates/month = 1 hour DT at lunchtime/suspend extra-curricular activities for the month

15 lates/month = parent meeting/attendance contract

Failure to attend a class for which a test has been scheduled may result in the student's receiving zero on the test. This will not be the case if adequate reason is given and/or adequate arrangements made with the individual teacher ahead of time. Students must attend school for the full day to be eligible to participate in any extra-curricular activity on that day/evening. Parental cooperation will be greatly appreciated. Students writing final assessments are not to be away during those weeks. We encourage parents to honor this directive and not book any holidays during the final exam weeks of each semester.

ACADEMIC AWARDS

Honour Scrolls will be presented to those students who achieve an average of 80% or higher. Averages will be calculated using the following formula:

- **Grades 9/10/11** - average of final marks for all subjects
- **Grade 12** - the average of the final marks in: ELA A30, ELA B30, Canadian Studies 30 or History 30, and the next best four level 30 classes

ALLERGY ALERTS

SCENT-FREE FACILITY - Students and staff are to refrain from using strongly-scented personal care products and fragrances. Allergies are a serious issue. To help those with allergies, LHS promotes scent-free products.

NUT-MANAGED FACILITY – Due to severe allergies in some students, LHS is a nut-managed school. This means that students, staff, and guests do not bring into LHS any products containing nuts. Thank you for your co-operation. It may save a life!

ANNOUNCEMENTS/O'CANADA

We will begin each day with O'Canada. Students are asked to please be respectful and stand for our national anthem and listen quietly during this time. All announcements must be approved by a school staff member prior to announcements being read. Students are encouraged to listen and watch for announcements posted on the school website.

ARRIVAL

Our school operates from 8:30 AM to 4:00 PM on a daily basis. We ask that town students do not arrive at school prior to 8:30 AM unless they are involved in a supervised or scheduled activity such as teacher support/extra help or extra-curricular activities. The staff is generally in the school prior to 8:25 AM but staff meetings, parent-teacher conferences and other preparations for class are often scheduled at this time. Your cooperation is greatly appreciated.

ASSEMBLIES

Assemblies are planned to be educational, to promote activities or to recognize student achievements. When the gym is used for assemblies, students should act in a responsible manner. Applause by clapping is the most acceptable way of showing appreciation. Attendance is required at assemblies. They are considered part of a student's class-schedule. There are no student leave or spare privileges during an assembly period.

ATHLETICS

Since physical education is part of the school program, all students scheduled for P.E. must attend properly equipped. All P.E. students must wear a T-shirt, gym shorts, gym socks and gym runners. Outdoor runners will not be allowed on the gym floor. Students must provide their own towels for showering. Students are responsible for securing their valuables during gym periods. A written note from the parent must be presented to the gym teacher/office for a student to be excused from a gym class. Any prolonged absence requires a doctor's certificate. No one may use the gym before school, at noon, or after school unless he or she is in proper dress and unless there is a staff supervisor in attendance. Regulation

running shoes must be worn at all times. Certain equipment and materials may be used only when the instructor is present. Check with the instructor. Pupils must be making satisfactory progress in their academic program to be eligible to participate on school teams. All student and parents must complete the student athlete contract in order to participate.

BILLETS

All LHS bus students that do not live in the town of Lumsden require billets. Billets are necessary in the event of storms, highway closures, etc., which might prevent parents from picking up their children from school.

BREAKAGES and DAMAGES TO SCHOOL PROPERTY

A student who causes damage to school property, willfully or through carelessness, must pay for damage.

BRING YOUR OWN TECNOLOGY (BYOT)

Bring Your Own Technology is a PVSD initiative for students to use their personal Wi-Fi capable device at school. Students can be more productive by using their devices to take notes, access digital resources, and information whenever and wherever they need it. As teachers begin to embed devices into the learning experience, it is hoped learners will be provided a more enriched environment.

- With teachers permission students may use these devices in their classroom only to support learning.
- Students are expected to follow the appropriate and safe use of these devices.
- Students are responsible for any personal items, including devices which they choose to bring to school.

BUSSING

Students who attend a school within their designated attendance area will be provided with transportation services to and from school. *To make arrangements for transportation to and from school, parents/guardians are requested to call Prairie Valley School Division Transportation Services at (306) 949-6566 or fill out appropriate paperwork.*

For safety and respect purposes, behavioral expectations for students who are riding Prairie Valley busses are as follows:

- Students are to be ready to board the bus at the appointed pick-up time, both before and after school;
- Students must understand that the bus driver is in charge at all times while on the bus;
- Students must observe instructions given by the bus driver when they are boarding, riding or leaving the bus;
- The bus driver has the right to assign seating;
- Students must stay in their seats while the bus is in motion;
- Students may not eat, drink or smoke on the school bus;
- Students must keep all body parts, including hands and arms, inside the bus and not out the window;
- Students shall respect bus property by not littering or defacing the bus or its contents;
- Students will use appropriate language and appropriate voice levels by not using loud, abusive, indecent, insulting or profane language while on the school bus;
- Students shall treat the bus driver and fellow students with courtesy and respect; verbal or physical fighting will not be tolerated;
- Students under the influence or in possession of drugs or alcohol will not be allowed on the bus;

NOTE: Students may be suspended from riding on the bus when a student fails to abide by the rules or misbehaves on the bus. The school administration has the right to administer consequences, if deemed necessary, as students are also responsible to the school principal for their behavior on the bus.

Through consultation with bus drivers and school administrators, it has been determined that all buses are currently at capacity and can no longer accommodate guest riders.

Effective **Monday, November 9, 2015** only students registered for bus service will be provided transportation.
transportation@pvdsd.ca

CANTEEN/SERVERY

The Lumsden High School canteen is student operated under the supervision of the nutrition worker. Students can obtain volunteer hours for volunteering within the Canteen. It is open daily before the school day begins and during the first portion of the noon hour. A schedule of the monthly specials will be posted to the school website and emailed to families for pre-order options. Pre-paid canteen cards are available for purchase in any denomination at the canteen.

CARE OF PROPERTY

Students are expected to respect school property. All repairs or replacements, which result from carelessness or malicious damage, will be paid for by the individual or group responsible.

Students are responsible for the care of their own property. All personal textbooks and gym equipment should be clearly marked with the owner's name. Money or valuable items such as jewelry, I-Pods, iPads, cellular phones, etc., are not to be left unattended nor left in the change rooms when the student is involved in physical education classes or in extra-curricular activities. The school carries no insurance on student property and is not responsible for the safety of such items.

CODE OF CONDUCT

Students are expected

1. to be respectful of all people.
2. to be respectful of property.
3. to be honest.
4. to demonstrate self-discipline.

Safety of students at all times is paramount.

COMPUTER USE POLICY

Lumsden High School is exceptionally well equipped with computers either in their computer lab(s), laptops or notebooks and networked computers in each classroom. We cannot impress strongly enough the importance of student responsibility that accompanies the privilege of accessing the school computer equipment.

Whereas there are a number of firewalls to block usage on sites schools might consider inappropriate for student use, on a global network it is impossible to control all access; however, we believe that the valuable information and interaction available on this worldwide network far out weights the possibility that users may obtain materials that are not consistent with the education goals of Lumsden High School.

Guidelines for Acceptable Use of Computers and the Internet

1. Any use of the Internet shall be for the exchange of information in order to further a person's education and research.
2. At all times, consider the following standards: Is it safe? Is it appropriate?
3. Do not view, display or send offensive text and pictures. Should you accidentally come across material of this nature, it is the student's responsibility to leave the offending site immediately and report to a staff member.
4. Use appropriate language when communicating with others on the Internet.
5. Never give out personal information such as your home address or telephone number.

CONTACTING STUDENTS DURING CLASS TIME

If you need to talk to your son/daughter during school hours, we recommend that you call at the breaks or during the noon hour. Please restrict requests for immediate contact with a student to genuine emergencies only. Do not text your

child during class times as this will result in the loss of their cell phone. If it is an emergency, call the office and we will call your child to the office to take the emergency call.

DRESS

Hats are not allowed during school hours. Footwear must be worn in the building at all times.

School staff determines what is appropriate clothing. Students wearing inappropriate clothing will be asked to change the offending garment. Simplicity and good taste are safe guides.

DISCIPLINE POLICY

Lifelong success depends, in part, on learning to make responsible decisions. We are confident that clearly stated and fairly applied school expectations will teach our students to be responsible for their actions and make school a positive and motivating experience.

Good order, including obedience to school and classroom rules, is necessary for schools to provide education in an efficient and effective way. The primary purpose of disciplinary action, therefore, is to prevent and correct unacceptable actions. If this purpose cannot be achieved, it may be necessary to remove the offending student so that the education of the larger group will not be harmed.

Records on disciplinary actions will be kept in student files. These records will contribute to decisions regarding future disciplinary actions which may be required.

Disciplinary measures that may be used as consequences for inappropriate action may include the following:

- extra work assignments
- extra time assignment (detention)
- temporary removal from class
- loss of marks
- community service
- loss of privileges relating to school activities
- loss of credit
- suspension
- expulsion

Measures such as those listed are intended to correct behavior. Should students fail to adjust, or in the case that a student commits an offence which is generally understood to be serious, the offending student may be either suspended or expelled.

For purposes of attendance, removal from class or school as disciplinary measures will count as an excused absence.

DRIVER EDUCATION

Driver education is offered at LHS. As per SGI requirements, students must be at least 14 years, 9 months of age and have certificates to prove age and identification. This course is comprised of both in-class (30 hrs) and in-car (6 hrs) instruction and require 100% attendance of classes. P.V.S.D. only offers this course one time per student. Class limit is 35. Class will be filled starting with the oldest registered students.

The in-class component is generally offered after school hours so as not to conflict with academic courses of study. However, students might be pulled from their regular classes when driving with the driver-trainer. It is the responsibility of the student to notify the classroom teacher ahead of time, as to the student's intent to go driving with the driver-trainer. Any assignments missed while the student is driving are the responsibility of the student and not the teacher.

EVACUATION, FIRE and TORNADO DRILLS

Teachers will give you specific directions during emergency events. It is VERY important that you follow these instructions quickly and quietly to best ensure your safety and the safety of others.

Fire Procedures:

Evacuation and fire drills are held periodically throughout the year. When the alarm is heard, students under the direction of the classroom teacher follow the school safety plan. The school is constructed in such a way that students are safe for a reasonable amount of time. Therefore, the office will advise classes of the location of the fire and the subsequent procedures students should follow. In cases where smoke is visible, we ask students to leave the school through the nearest exit.

- If there is a teacher in the room, await instructions.
- If there is no teacher in the room, the student nearest the door checks to see if all is clear, and directs the class to its fire exit or fire-free exit.
- Walk quietly out of the building to the football field.
- When outside, do not disburse, but congregate by classroom in the designated area and wait for attendance to be taken by your teacher.

Violent Weather Procedures (includes Tornado):

- Stand
- Await instructions from the Intercom.
- Walk quietly to your designated INSIDE Safety Zone as noted in the announcement.
- Wait quietly for attendance to be taken.
- Remain in the Safety Zone for further instruction.

EVALUATION POLICIES

In evaluating student achievement, teachers will use tests, quizzes, assignments (e.g. homework, essays, projects, labs, etc.) and any other appropriate criteria which a teacher may desire to use. Early in the term, teachers will inform students regarding the specific evaluation criteria to be applied in their classes. Parents/Guardians/Students should access the online grade book at all times to check progress.

Tests: If a student misses a test, for any reason, he/she will be expected to make up that test the following day. If the student chooses not to write on the agreed upon date, a mark of '0' will be assigned to that test. However, if the test is needed for a student to receive a 50% in his/her course, the assessment may be written during final exam week. This is subject to the discretion of the teacher.

Minor Assignments: Students are expected to hand in assignments on the due date unless prior arrangements have been made with the teacher OR be assigned to lunch tutorial. For extended absenteeism, see the classroom teacher, and arrangements will be made to ensure sufficient time to complete the work missed. If the student has not completed the assignment according to the conditions above, a mark of '0' may be assigned and will not be changed.

Major Assessments/Projects: These will be the same as daily assignments. However, if the assessment/project is needed for the student to receive a 50% in his/her course, the assessment may be considered. This is subject to the discretion of the teacher.

EXTRA-CURRICULAR

The school recognizes the importance of strong extra-curricular programs. It is our belief that school programs should develop academic, aesthetic, athletic, leadership, social and emotional skills in students. All students are encouraged to participate in some aspect of the school's clubs, teams, committees and interest groups. We believe this is an excellent way for students to develop personal interests, skills, self-confidence, self-esteem and lifelong friendships. We have the following extra-curricular opportunities in place at Lumsden High School.

* New - Student Pay to Play: due to rising costs of transportation LHS has implemented a Pay to Play program. In place of individual Extra Curricular sports/activities fundraising, students will now Pay to Play to off-set team/activity costs. Please see the Pay to Play fees listed under Student Fees.

Art Club	Drama/Musical	IMPROV	Volleyball
Badminton	GDSA	Jazz & Pep Bands	Yearbook
Basketball	Games Club	Me to We Club	
Cross-Country	Golf	Robot Club	
Curling	Football	Track & Field	

GRADUATION INFORMATION

By mid-semester two of Grade 12, students must still have the potential to meet Saskatchewan Ministry of Education requirements by the end of semester two.

CREDIT REQUIREMENTS FOR SASKATCHEWAN 10, 11, AND 12 REGULAR STANDING		
LEVEL 10	LEVEL 20	LEVEL 30
(⁶ Grade 10)	(³ Grade 11)	(⁵ Grade 12)
English A10	English 20	English A30
English B10	20 Level Math	English B30
10 Level Math	20 level Science	History/Canadian Studies 30
Soc. St./ History 10	⁴ Social Science (20/30)	2 additional 30 level courses
Science 10		
¹ Practical & Appl. Arts		
² Wellness		

¹ Practical & Applied Arts: 2 credits at 10, 20 or 30 levels are required for graduation.

² Wellness: Students must have at least one Wellness or Phys. Ed. credit to graduate.

³ Students need an accumulated total of 16 credits for regular Grade 11 standing.

⁴ Social Science: at least one of History 20, Psychology 20, Law 30, Psychology 30 is required for graduation.

⁵ Students require a minimum of 24 credits required to graduate.

⁶ Students need an accumulated total of 8 credits for regular Grade 10 standing.

A high school diploma obtained by meeting minimum requirements will not necessarily provide for admission to a university or other post-secondary educational institution. Students should take credits sufficient to keep open as many options as possible.

After-Grad Activities

After-Grad activities are not sanctioned by Lumsden High School and/or Prairie Valley School Division. Parent coordinators may receive limited assistance from the school office (i.e. announcements/distribution of materials) in coordinating their out-of-school organizational meetings and activities. Please contact school administration for more information.

GRADUATION AWARDS

Please see the Graduation Awards Guide available in May.

*Subject to change

Access Communications Centennial Scholarship AMK Achievement Award (2) Ben Grebinski Achievement Award Bethune Co-Operative Scholarship Bethune & District Lions Club Award Buena Vista Parks & Recreation Award Conexus Community Leadership Award Craven & District Elks Lodge #581 Most Improved Student Scholarship Craven & District Elks Lodge #581 Scholarship (2) Dave Wahl Scholarship (2) Dennis Draper Golf Scholarship Governor General's Medal for Lumsden High School Jamieson Family Legacy Scholarship (2) Kedleston Community Club Award Lauren Rice Memorial Scholarship Leroy Starkes Mathematics Award Lifetouch Canada Award Lumsden & District Arts Council Bursary Lumsden & District Lions Club Award (2) Lumsden High School Awards of Honour Lumsden High School P.R. Ionel Award Lumsden High School Subject Awards Lumsden High School S.R.C. Valedictorian Award	Lumsden High School Visual Art Award Lumsden Historical Society Award Lumsden Legion Language Award Lumsden Valley Community Association Environmental Scholarship Luther College Entrance Awards Papa Geordie & Lumsden Supermarkets Balanced Achievement Award Prairie Valley School Division Student Leadership Award Prairie Valley School Division Student Success Award Prairie Valley Teachers' Association Education Scholarship Prairie Valley West Music Parents' Association Scholarship Red Cross Humanitarian Award Regina Beach & District Lions Club Morley Alexander Scholarship R.M. of Lumsden #189 Scholarship Saskatchewan Ministry of Education General Proficiency Awards (2) Saskatchewan Youth Apprenticeship Scholarship South Shore Community Foundation Bursary Teachers' Choice Award Thr3e Clothing Award Town of Lumsden Scholarship Travis Hanson Caring Award Valley Boyz Plumbing & Heating Award
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Lunch Tutorial (Formerly HAG)

Completion of homework and classroom assignments is required for academic success. For various reasons, a student may come to class with his/her work incomplete and all supplies needed. Teachers will issue this student a referral. The student will then spend his/her lunch hour eating as well as working on classroom assignments. A teacher supervises in order to support students academically. Referrals may be issued for the following reasons:

- As a way for a teacher to give extra individual attention to a student in a particular subject area
- As a way to give a student time to complete assignments or homework
- As a place to write a missed test

If a student disregards his/her referral and "skips" without talking to the classroom teacher, he/she will be referred to the office where appropriate discussion and action will take place.

HOMELOGIC

HomeLogic is an internet-based program whereby parents and students can access to student attendance, fees, demographics and progress reports from any computer, anywhere, anytime. Students are provided a login and password in the first month of school. Parents and students are strongly encouraged to review their information regularly.

IDLE-FREE ZONES

Please respect Prairie Valley School Division property as idle-free zones and do not leave vehicles running while sitting in school division parking lots.

INTRAMURALS

Intramurals are organized and designed to promote participation, exercise, sportsmanship, and school spirit. There will be teams and schedules drawn up so students will have advance knowledge of days to stay for lunch.

LIBRARY RESOURCE CENTER

- The library is a place for study, research and reading. Students are expected to conduct themselves in a manner that does not disturb other people in the library.
- Students should return encyclopedias to their proper places. Library staff will shelve other materials, including atlases and other reference materials.
- All library materials must be signed out. Students should scan the bar code on their student cards; wait until they hear a beep, then scan the bar code on the material they wish to borrow. If they do not have a student card or if there are any problems, they should see any library staff member.
- Most library material may be borrowed for a 3-week period. At the end of that period, the material may be renewed. With the permission of any library staff member, reference materials may be borrowed for a 24-hour period.
- Students will be charged for lost or damaged library materials.
- Library computers are primarily research tools. Any student requiring the use of a computer to do school work takes precedence over a student who is using the computer for entertainment purposes. No food or drink is allowed near the computers.
- The computers are part of the school equipment and therefore, should be used only for school-appropriate reasons. The computers may not be used to access inappropriate sites, to download music, or to play inappropriate games. Students who break these rules may have their computer access restricted.
- Printing material from the Internet can be very expensive. Students are encouraged to “copy, cut and paste” into a Word document to reduce the number of pages to be printed. If a student is not sure how long a document is or does not know how to “copy, cut and paste,” he or she should ask a library staff member.
- Students are expected to leave the library in a clean state. Students are expected not to leave binders, food and drink containers, as well as wrappers, lying around.

LOCKS & LOCKERS

Every student within Lumsden High School is issued a locker at the beginning of the year. Students are expected to use their locker on a daily basis. Sharing lockers is strongly discouraged. Lockers should be kept clean and we would ask that students clean out all food and clothing from them during Christmas, February and Easter Breaks. Students **MUST** use a LHS lock on their lockers at all times and locker combinations are **NOT** to be shared with other students. Additional locks can be purchased at the office.

School lockers are the property of the school. School administration reserves the right to open students' lockers at any time in order to best ensure that lockers are only used for school appropriate activities.

LOST & FOUND

Lost and Found items are placed in the bucket at the front of the school, smaller items are kept in the office. Throughout the school year the lost and found are placed on a table for students to claim. Unclaimed items are donated to a charity of choice if unclaimed.

MOVEMENT OF CLASSES

Students with an unscheduled period must not linger at their lockers or in the hallways. Students should leave the school, or move to a study area or the foyer. There should be no loitering in the halls between classes. Students who enter a classroom after the beginning period bell will be considered late at the discretion of the teacher.

NOON HOUR POLICY

All students are responsible for themselves during this time. All students staying during the noon hour are expected to follow all school rules. Noon hour leave privileges may be revoked by the school administration.

PARENT and COMMUNITY VOLUNTEERS

Lumsden High School and Prairie Valley School Division recognize that volunteers serve to enrich the curricular and extra-curricular programming in schools. Volunteers may be:

- Resource Volunteers – persons who have an area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program.
- Support Service Volunteers – persons who directly or indirectly assist school staff and students by providing non-educational services: supervising field trips, driving, coaching, chaperones, etc.

LHS students are encouraged to get their parents and family members involved as volunteers at LHS activities. All volunteers must be approved by the school principal. A Criminal Record Check (CRC) is required and an Authorization to Transport Students in a Private Vehicle form must be completed and approved by Administration prior to transporting students. The CRC is valid for five years and the Transport Students in a Private Vehicle form must be completed each school year. For more information regarding volunteering in the school, contact the office.

PARKING

Parking at LHS is a permit system. Parking passes must be visible in the vehicle and can be revoked at any time. Our student parking lot, along with the angle parking alongside the school will accommodate approximately 75 vehicles on any given day. Students will have to complete a parking application and submit it to the office for approval. Applications will be available at the office the second week of school.

Preferences will be given to the following:

- a) Grade level
SRC Members
- b) Home distance from school (town/commuter)
- c) Spots available

PERMISSION CLICK/FORMS

Permission Click is a program that allows schools to create digital permission forms and collect payment for school events. Permission Click will be used to receive permission for students to attend school events, as well as for signups for school activities. Parents simply click on the link provided and complete the info provided, teachers then receive notification when forms are completed by parents/guardians. If parents do not have access to an email address, forms can be printed and disbursed as required.

PERSONAL ELECTRONIC DEVICES Policy

Cell phones may be used:

- Before and after school, at breaks, during lunch and during student study periods
- During class time only when permission from classroom teacher has been granted

If students use their phones when asked not to, the phone will be taken to the office, an office discipline referral (ODR) will be written by the classroom teacher. The phone will be returned at the end of the day. If subsequent problems occur the administration may keep the phone for a period of time during the school day and this will be communicated with parents.

RECYCLING

Lumsden High School has a student run recycling program. We ask that all students and visitors please respect our program and place all recyclables in the appropriate containers. Monies from the recycling supports student activities.

SCHOOL COMMUNITY COUNCIL

Parents are encouraged to participate in the school. If you are interested in volunteering, please call us at (306) 731-2262. The School Community Council welcomes parents to attend meetings, become involved and support school programs and special events.

SCHOOL MESSENGER/PARENT COMMUNICATIONS

LHS uses School Messenger as a form of communication (call/email) between home and school. School Messenger is an automated calling system that will inform you of Bus cancellations, events within the school and important messages or events within PVSD. In most cases the messages are for your information only.

The School Website is another form of communication for families. HomeLogic access, announcements, school information, bell schedules, teacher contact information and calendar events are posted to the school website. <http://www.pvsd.ca/school/lumsdenhigh>

SMOKING, VAPING AND TOBACCO USE

Please be advised Lumsden High School will enforce a “zero-tolerance” policy regarding smoking/vaping/chewing in non-designated areas. “Zero-tolerance” refers to smokers and those students associated with smoking, vaping and/or chew. Smoking/Vaping is not permitted within two blocks of the school. Students will not be allowed to leave the school during or between scheduled periods to smoke.

STUDY PERIODS

Only students in Grades 11 or 12 are allowed to have study periods, unless special arrangements have been made with the principal for a reduced load. Full time students in Grade 11 must take 9 classes and students in Grade 12 must take 8 classes per school year. Spare privileges may be revoked by the school administration.

Students are not to roam the hallways or disrupt classes during their study period. If students are wandering they should be asked to move immediately to the Library, multi-purpose room or leave the school grounds.

Being allowed to leave the premises during spares is a privilege. Abuse of this privilege will result in withdrawal of the privilege. Examples of abuse would be include returning late for class, driving carelessly, being involved in activity of premises that are illegal, or annoying to the public, etc.

STUDENT FEES

COURSE FEES

Band 10, 20, 30.....	\$30.00
Choral 10, 20, 30	\$25.00
Commercial Cooking 10, 20.....	\$30.00
DCAD 10, 20, 30	\$30.00
Drama 10, 20, 30	\$25.00
Food Studies 10 or 30	\$30.00
Forensic Science 30L	\$30.00
P.A.A.10, 20 or 30 [Student project costs are extra – approx. \$85-\$220].....	\$30.00
Photography 10, 20, 30	\$30.00
Physical Education 20 or 30 [Dallas Valley excursion extra].....	\$30.00
Visual Art 10, 20, 30	\$30.00
Wildlife Management 10/20/30	\$30.00
Curricular Class Excursions	at cost

ADDITIONAL FEES

Yearbook Fee (<u>Optional Fee</u> – to be paid at time of fee payment).....	\$39.00
Student Activity Card (<u>Optional Fee</u> – to be paid at time of fee payment)	\$20.00
Parking Pass (Optional fee – to be paid at the time of approval of application)	\$5.00

PAY TO Participate FEES – payable to the LHS SRC at the time of the Activity

Badminton	\$20.00
Basketball	\$50.00
Best Buddies	\$10.00
Cross Country	\$20.00
Curling	\$20.00
Drama/One Act/Improv[for chosen group]	at cost
Football Fee [\$100 Player registration, \$100 Team travel, \$50 LHS Athletic fee, \$30 Team photos].....	\$280.00
(Football fees are payable to the LHS SRC and will be collected by the Football Coach at Spring Camp).....	
Golf	Green fees/Travel at cost
Jazz Club	\$20.00
Me to We	\$10.00
Robot Club	\$15.00
Track & Field	\$20.00
Volleyball	\$50.00
Extra-Curricular Excursions ...[accommodation, food, travel].....	at cost

STUDENT SERVICES

The Student Services Program at Lumsden High School is a supporting program to the regular academic course of studies, and covers Grades 9 to 12. Tutorial support may be provided to students in academic courses from Grades 9 to 12. Learning support teachers consult with staff and students concerned to determine the type and level of assistance required.

SUPPLIES

Scientific Calculator – ALL Grades

✓ Recommended: *Texas Instruments TI-30XIIS, Sharp DAL EL510, DAL EL546X or Casio FX-991ES-PlusC*

✗ NOT Recommended: *Texas Instruments TI-30XS, TI-36X Pro or Sharp EL-W535 XG, EL-W535X*

ALL STUDENTS REQUIRE

30cm Ruler	Loose-Leaf Paper (lined & 1 cm Graph)
Binder Dividers	Pencil Crayons
Black Markers	Pencils
Fine Liner Sharpies	Pens
Coloured Markers	Post It Notes
Erasers	Ring Binder
Geometry Set	(eg. Zippered Binder)
Glue Stick	Scissors
Highlighters	USB/Memory stick(s)
Correction Tape/Fluid	

SUBJECT SPECIFIC

Art 9 - 2 Black Ultra-Fine Point Nylon Tip Markers, Sketch Book
Environmental Science - Coiled notebook
Visual Art 10 & 20 & 30 - Sketchbook and drafting pencils:
HB, 2B, 4B (sketching pencil set is recommended)
Wellness & Phys. Ed. - Non-marking Gym Shoes, Shorts,
T-Shirt, Towel
Wildlife Management – Coiled notebook

TEXTBOOKS

At the beginning of each semester, each student will be assigned appropriate textbooks. Each student's texts will be scanned into the textbook database. At the end of the semester, when the texts are returned, they will be rescanned and removed from the student's list. Students are expected to treat their textbooks with care and respect. Fines will be charged for lost or damaged textbooks. Students are responsible for the books assigned to them.

TRANSPORTATION IN PRIVATE VEHICLES

The school believes that student safety should be a primary consideration in student travel. The school division strongly favors the practice of using buses to transport students. However, the school division recognizes that there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles. The guidelines shall guide decision making around the use of private vehicles:

- Students can not transport students**, other than their siblings, to or from co-curricular or extra-curricular events. Students must complete the appropriate permission form to transport themselves.
- Drivers have completed **APF-8200.1: Authorization to Transport Students** in a Private Vehicle. This form must be approved annually and a copy is to be filed at the school office;
- There are functioning seatbelts for each person transported in the vehicle and that all persons riding in the vehicle comply with the law and use seatbelts.

UR X-CELERATED PROGRAM

The U of R's Accelerated Program allows high school students to take first-year University classes prior to graduating from Grade 12. Courses can be taken online or at the University of Regina Campus. Interested students can see the Career Counsellor to apply. Students who participate in the High School Accelerated Program can:

- Receive high school elective credits while earning University credits that can be applied in various programs at the University of Regina as well as other Universities across Canada.
- Explore areas of academic interest not available in the high school curriculum.
- Enhance their resumes through advanced writing and research skill development.
- Learn time-management and study skills that assist in a smoother and successful transition between high school and post-secondary studies.
- Lighten first-year university course load so the academic transition is smoother.

WEATHER

The Director of Education or designate, in consultation with the Supervisor of Transportation shall cancel some/all bus routes and or close the school(s) when the weather dictates as per school division policies and procedures. It is important to note that bus cancellation does not automatically mean that schools have been closed. Stay tuned to the radio and websites for the most up to date notifications!

Buses may be cancelled in certain areas or the entire division pending consideration of the following factors:

- wind chill, visibility (storm/blizzard conditions)
- road conditions, time of year (amount of daylight)
- hours, forecast for the day, input from drivers.

The decision to cancel buses must be made by 6:30AM and will be announced on local radio stations. Bus cancellation does not mean school classes are cancelled. School buses will never run early for the afternoon run. They will operate at normal times or not at all. The closure of school in the event of weather would be communicated via radio and websites as soon as such a decision has been made. Please note that the closure of school in its entirety due to weather conditions is a very rare occurrence.

WEIGHT ROOM PRIVILEGES

Students of Lumsden High School have access to the Weight Room for working out during school hours. Students are asked to respect the equipment and keep this space clear of litter. There is no food allowed in this area and music must be school appropriate. Students not obeying these directives may lose their weight room privileges. Students must be supervised by a staff member when using the weight room.