



# LCBI HIGH SCHOOL

*The Christian Leadership School*

## 2024-2025 Student Handbook



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## 2024-2025 LCBI IMPORTANT DATES

*\*Please note that some dates may require a change.  
You will be notified of any changes.*

### SEPTEMBER

|                                                  |                             |
|--------------------------------------------------|-----------------------------|
| Opening Day Welcome and Move in                  | Monday, Sept 2nd @ 12:00 PM |
| Opening Day Worship Service                      | Monday, Sept 2nd @ 2:30 PM  |
| First Day of Classes – Semester I                | Tuesday, Sept 3rd @ 8:55 AM |
| Leadership Retreat (Overnight @)Elbow Bible Camp | Sept 18th-19th              |
| Truth and Reconciliation- No Classes-Dorms OPEN  | Monday, Sept 30th           |

### OCTOBER

|                                          |                                               |
|------------------------------------------|-----------------------------------------------|
| Thanksgiving Long Weekend – Dorms CLOSED | Friday, October 11 <sup>th</sup> @ 5:00 PM    |
| – Stat Holiday                           | Monday, October 14 <sup>th</sup>              |
| – Dorms OPEN                             | Tuesday, October 15 <sup>th</sup> @ 3:00 PM   |
| Classes Resume                           | Wednesday, October 16 <sup>th</sup> @ 8:55 AM |

### NOVEMBER

|                                         |                                                   |
|-----------------------------------------|---------------------------------------------------|
| Midterm Report Cards Issued             | Thursday, November 7 <sup>th</sup>                |
| Student Progress Conferences            | Friday, November 8 <sup>th</sup> @ 1:00 – 3:30 PM |
| Remembrance Long Weekend – Dorms CLOSED | Friday, November 8 <sup>th</sup> @ 5:00 PM        |
| – Stat Holiday                          | Monday, November 11 <sup>th</sup>                 |
| – PD Day No                             | Tuesday, November 12 <sup>th</sup>                |
| – Dorms OPEN                            | Tuesday, November 12 <sup>th</sup> @ 3:00 PM      |
| Classes Resume                          | Wednesday, November 13 <sup>th</sup> @ 8:55       |

### DECEMBER

|                                |                                           |
|--------------------------------|-------------------------------------------|
| Christmas Break – Dorms CLOSED | Friday, December 20th @ 5:00 PM           |
| – Stat Holiday                 | Wednesday, December 25 <sup>th</sup>      |
| Christmas Break- No School     | Thursday, December 21st-January 5th 2025. |

### JANUARY 2025

|                                          |                                                                       |
|------------------------------------------|-----------------------------------------------------------------------|
| Christmas Break – Stat Holiday           | Wednesday, January 1 <sup>st</sup>                                    |
| – Dorms OPEN                             | Sunday, January 5th @ 3:00 PM                                         |
| Classes Resume                           | Monday, January 6 <sup>th</sup> @ 8:55 AM                             |
| Final Exams – Semester I                 | Friday, January 24 <sup>th</sup> – Thursday, January 30 <sup>th</sup> |
| Turn Around Day (No School) – Dorms OPEN | Friday, January 31 <sup>st</sup>                                      |



## FEBRUARY

First Day of Semester II  
Final Report Cards Issued  
Winter Break – Dorms CLOSED  
    – Stat Holiday  
    – Dorms OPEN  
Classes Resume

Monday, February 3<sup>rd</sup> @ 8:55 AM  
Friday, January 31<sup>st</sup>  
Friday, February 14<sup>th</sup> @ 5:00 PM  
Monday, February 17<sup>th</sup>  
Sunday, February 23<sup>rd</sup> @ 3:00 PM  
Monday, February 24<sup>th</sup> @ 8:55 AM

## MARCH

PD Day - No School for Students  
Dorms – OPEN

Monday, March 24<sup>th</sup>

## APRIL

Easter Break – Dorms CLOSED  
    – Stat Holiday  
    – Dorms OPEN  
Classes Resume

Thursday, April 17<sup>th</sup> @ 5:00 PM  
Friday, April 18<sup>th</sup>  
Sunday, April 27<sup>th</sup> @ 3:00 PM  
Monday, April 28<sup>th</sup> @ 8:55

## MAY

Graduation (ON CAMPUS WEEKEND)  
May Long Weekend – Dorms CLOSED  
    – Stat Holiday  
    – Dorms OPEN  
Classes Resume

Friday, May 9<sup>th</sup> – Sunday, May 11<sup>th</sup>  
Friday, May 16<sup>th</sup> @ 5:00 PM  
Monday, May 19<sup>th</sup>  
Monday, May 19<sup>th</sup> @ 3:00 PM  
Monday, May 20<sup>th</sup> @ 8:55 AM

## JUNE

LCBI Awards Night  
Final Exams – Semester II  
Dorms Closed for Summer  
Final Report Cards Issued

Monday, June 16<sup>th</sup>  
Thursday, June 19<sup>th</sup> – Wednesday, June 25<sup>th</sup>  
Wednesday, June 25<sup>th</sup> @ 5:00 PM  
Friday, June 27<sup>th</sup> – emailed to students



## LCBI HIGH SCHOOL STAFF

Wayne Hove, MBA (President) – joined 2015

### OFFICE ADMINISTRATION:

Rhonda Lee, B. Commerce (Administrative Assistant) – joined 2024

Victor Calvin, B.Admin (Financial Officer) – joined 2017

Todd Johnson B.Arts, M.Th (Chaplain) - joined 2021

Samantha Ridgewell (Admissions and Public Relations)-joined 2021

### ACADEMIC FACULTY:

Jennifer Ridgewell, B.Ed. (Principal) (Biology, Chemistry, ELA) – joined 1997

Rick Delainey, B.A., B.Ed. (History, ELA, Art) – joined 2003

Leah Rusk, B.Kin., B.Ed (Grade 9, Physical Education, Athletic Director) – joined 2017

Graham Codling, B.Mus/Mus.Ed., M.Mus (Choral/Band, Computer Science, Drama) – joined 2015

Amanda Helmeczi-Dolan, B.Sc., B.Ed. (Mathematics, Physics) - joined 2022

Andriy Prokopchuk, B.Ed. (Humanities, Christian Ethics) - joined 2021

Christy Boot ( Educational Assistant)-joined 2022

### CAMPUS LIFE STAFF:

Kari Alford (Dean of Campus Life) – joined 2019

Bryan Balaton (Campus Life Staff) – joined 2015

Olivia Wight (Campus Life Staff) – joined 2019

Anne-Marie Collins (Campus Life Staff) - joined 2024

Perry Friesen (Campus Life Staff) - joined in 2022

Barb Friesen (Counsellor) – joined 2018

### FOOD SERVICES:

Trina Fraser (Food Services Manager) – joined 2021

Julianna Friggstad (Food Services Assistant) – joined 2018

### MAINTENANCE STAFF:

Nataliia Solonenko (Custodian) – joined 2024

Chris Akre (Maintenance) – joined 2018



LCBI High School

| SCHOOL CONTACT DIRECTORY                 |                            |
|------------------------------------------|----------------------------|
| 306-867-8971                             |                            |
|                                          | Email                      |
| Main Office                              | office@lcbi.sk.ca          |
| Akre, Chris - Maintenance                | office@lcbi.sk.ca          |
| Alford, Kari - Dean of Campus Life       | dean@lcbi.sk.ca            |
| Balaton, Bryan - Campus Life Staff       | dormstaff@lcbi.sk.ca       |
| Boot, Christy                            | cboot@lcbi.sk.ca           |
| Campus Life Staff                        | dormstaff@lcbi.sk.ca       |
| Calvin, Victor - Financial Officer       | accountant@lcbi.sk.ca      |
| Codling, Graham - Teacher/Choir Director | gcodling@lcbi.sk.ca        |
| Collins, Anne Marie-Campus Life          | dormstaff@lcbi.sk.ca       |
| Delainey, Rick - Teacher                 | rdelainey@lcbi.sk.ca       |
| Fraser, Trina - Kitchen Manager          | tfraser@lcbi.sk.ca         |
| Friesen, Barb - Counselor                | counsellor@lcbi.sk.ca      |
| Friesen, Perry-Campus Life               | dormstaff@lcbi.sk.ca       |
| Friggstad, Julianna - Food Services      | jfriggstad@lcbi.sk.ca      |
| Helmeczi-Dolan, Amanda- Teacher          | ahelmeczi-dolan@lcbi.sk.ca |
| Hove, Wayne - President                  | president@lcbi.sk.ca       |
| Johnson, Todd - Chaplain                 | tjohnson@lcbi.sk.ca        |
| Kitchen                                  | kitchen@lcbi.sk.ca         |
| Lee, Rhonda- Admin. Assistant            | office@lcbi.sk.ca          |
| Prokopchuk, Andriy- Teacher              | aprokopchuk@lcbi.sk.ca     |
| Ridgewell, Jennifer - Principal          | principal@lcbi.sk.ca       |
| Rusk, Leah -Teacher/Athletic Director    | lrusk@lcbi.sk.ca           |
| Wight, Olivia - Campus Life Staff        | dormstaff@lcbi.lsk.ca      |





## EXPECTATIONS

### General Expectations:

At LCBI there are expectations for living within a campus community. The vision of LCBI is “to minister to the whole person as we live, learn, play, serve and worship together in a dynamic Christian community.” Our vision of community is informed by the commitments made in our baptismal covenant, in which we strive to: Live among God’s faithful people; Hear the Word of God; Share in the Lord’s Supper; Proclaim Good News through Word and Deed; and to Strive for Justice and Peace.

To achieve this goal of community, in which staff, parents and students express mutual respect for one another, we require certain standards of behaviour. These expectations include support of school events by students, parents and staff, respect of property, respect of each other, and respect of school authority and rules. This means consideration and respect for each person and the facilities, as the first principles of life in community. Academic faculty, office administration, campus life staff, and parents must work together as a team with a clear understanding of consistent standards and procedures. We will strive to teach students to be responsible, to make good choices, and to respond to each other and to adults in appropriate ways. These are lifelong skills.

Regulations, rules, policies, and procedures pertaining to the campus are also based on the following facts:

1. LCBI is a legal entity established by the Province of Saskatchewan. We are obligated to support the laws of the community of which we are a part;
2. LCBI is a fully accredited school with the Ministry of Education, Saskatchewan Learning, teaching approved Saskatchewan curriculum, and its students, parents and staff are legally required to follow the Education Act (1995);
3. As a landlord, LCBI is obligated to protect its property from abuse;
4. As a dormitory school, LCBI is obliged to make certain that the experience of living on campus contributes fully to the educational objectives.

At LCBI, we will demonstrate respect for all people by:

- Being considerate, courteous and respectful.
- Listening to and following directions of all staff in the given circumstance.
- Being on time and prepared for class.
- Keeping hands, feet and objects to themselves.
- Showing respect for school property and the property of others.
- Bringing problems and concerns to the attention of an adult.
- During special events students and staff are asked not to use cell phones or other tech devices.



### Restorative Justice:

LCBI follows the model of restorative justice to help students develop self-discipline in controlling their behaviour. A school with restorative justice as a guideline will create conditions for the person to make better choices and return to the group strengthened. It is hoped that this discipline will help the students to be able to create the attitudes needed to use appropriate behaviour in all situations, and grow as good citizens.

Students can expect ALL STAFF to provide corrective assistance to help the student take responsibility for their behaviour. It is expected that academic faculty will deal with classroom situations as they arise. Discipline may come in the form of reminders, warnings, loss of privilege, detention, work duties and possibly suspension. Staff will deal with student discipline in a firm, caring and loving manner as outlined in the LCBI Behaviour Policy.

## ACADEMIC LIFE

*"Whatever your task, put yourselves into it, done for the Lord and not for your masters"*  
*Colossians 3:23 NRSV*

LCBI seeks to provide a safe and caring environment that will allow students to achieve their best in their education. In general, we expect that students will conduct themselves in a manner that demonstrates RESPECT and RESPONSIBILITY.

### Basic Rights and Responsibilities:

- I have a right to learn. Therefore, it is my responsibility not to interfere with others.
- I have a right to hear and be heard. Therefore, it is my responsibility not to interrupt others.
- I have a right to be respected. Therefore, it is my responsibility to respect other people.
- I have a right to be safe. Therefore, it is my responsibility not to threaten others.
- I have a right to privacy. Therefore, it is my responsibility not to interfere with others. That being said, instructors and supervisors have the responsibility and duty to ensure that any materials used or accessed or activities engaged in are not unsafe, offensive or obscene, and are appropriate for life and education at LCBI.



School Bell Times

| Mon-Tue-Thurs-Fri  |                     | Wednesday<br><i>House Meetings, LIFT<br/>Groups</i> |                     |
|--------------------|---------------------|-----------------------------------------------------|---------------------|
| Band/Chamber Choir | 8:15-8:50 AM        | Band/Chamber Choir                                  | 8:15 - 8:50 AM      |
| Period 1           | 8:55 – 9:48 AM      | Period 1                                            | 8:55 – 9:40 AM      |
| Period 2           | 9:53 – 10:46 AM     | Period 2                                            | 9:45 – 10:30 AM     |
| Period 3           | 10:51 – 11:44 AM    | Period 3                                            | 10:35 – 11:20 AM    |
| Chapel             | 11:49 AM – 12:15 PM | Chapel                                              | 11:25 - 11:50 AM    |
| Lunch              | 12:15 – 1:15 PM     | Lunch                                               | 11:50 AM – 12:50 PM |
| Choir              | 12:40 - 1:15 PM     | Choir                                               | 12:15 - 12:50 PM    |
| Period 4           | 1:20 – 2:13 PM      | Period 4                                            | 12:55 - 1:40 PM     |
| Period 5           | 2:18 – 3:11 PM      | Period 5                                            | 1:45 – 2: 30 PM     |
| Band/Jazz          | 3:16 - 3:55 PM      | House Groups/LIFT<br>(mandatory for all)            | 2:35 – 3:15 PM      |
|                    |                     |                                                     |                     |

Classroom Standards:

- Classroom teachers will set standards in their respective classrooms.
- Students are not allowed to bring food or drink into the computer lab.
- Day and dorm students will be assigned a school locker on Opening Day, and provided a school lock (if they wish). Locks must be returned at the end of the school year, to avoid a fee of \$10.00.
- Students will strive to help keep the plinth area and study hall free of books, backpacks and other materials.
- Personal mobile devices (cellular phones) are not to be used during the academic day from 8:55AM -3:11PM, 3:15PM on Wednesdays. Day students must keep their devices in their locker and dorm students may keep their devices in their locker or dorm rooms. If students are found using their devices during the academic day, the device will be taken to the principal’s office and will only be handed over to a parent/guardian/dorm staff at the end of the day. If parents or guardians need to contact their student during instructional time please contact the office at 306-867-8971. Please see LCBI’s Personal Mobile Device policy for further information.
- Separating the academic day from dorm life: during the academic day, there is little need to go to your dorm room or for the day students to be in the dorms. In order to maintain a healthy separation between dorm housing and the classroom building, dorms will be locked from 8:55 AM - 3:11PM, 3:15PM on Wednesdays. Day students are not permitted to enter the dorms at any time of the day without permission from a staff member.



### Study Hall Standards:

\*\*A student may take a Study Hall when it can be demonstrated to be in their interest, such as needing additional work time to keep up with their studies or if a class may not be available for that student. All study halls must be approved by the Principal.

- Attendance for scheduled Study Hall periods is compulsory, with the exception of Grade 12 students, upon approval, with first or last period Study Hall.
- In the event students do not use Study Hall time wisely, they forfeit the right to further Study Hall periods and may be required to sit in a classroom.

### Dress Code:

The dress of students at LCBI must be respectful, appropriate and modest, reflecting the standards of a professional and Christian school. Should it become necessary, ANY staff has the right to ask a student to change.

- Hats and toques must be left in lockers or dorms during the academic day. They are not allowed in any building during academic learning time. Hats must also be taken off during meals in the cafeteria. Hoods are also not allowed during class and chapel time.
- Students must wear footwear in the classroom building and the cafeteria.
- The following items are prohibited:
  - Clothing or accessories directly or indirectly depicting or referring to drugs, alcohol, tobacco, violence, death, profanity, nudity, vulgarity, obscenity or other socially inappropriate or provocative message demeaning to any race, religion, sex or ethnic group or which advocate the violation of the law, or any clothing that is otherwise unsafe, inappropriate or harmful to the school environment.
  - Revealing or provocative clothing, such as tops that expose the abdomen, chest, or are see-through, and shorts/skirts that do not provide modest coverage.
- Consequences for wearing inappropriate items can include:
  - You will be asked to make a "change" for the positive, or will be provided an outfit to wear.
  - Continued dress code violations may include parent notification, office referrals, and suspension for insubordination, and even long-term suspension for repeated offenses.
- As with any policy, inclusion of all possible situations is difficult. Please remember, the LCBI High School staff may sometimes have to use their discretion regarding student dress.
- Students will be required to wear LCBI branded clothing for Fridays and for special off campus days such as Take out Wednesdays. The school will supply each student with a polo shirt and t-shirt at the beginning of the school year to accommodate this policy.



### Vehicles (Day Students):

Day students that drive to campus are expected to use their vehicles responsibly. Vehicles are for transportation to and from school only. Day students who abuse this privilege may be asked to leave their vehicle at home. Day students are asked to park their cars in designated parking lots only. The main parking lots are for staff and visitors. Vehicles are not places to hang out during the academic day. Day students MUST ask permission from the principal to leave campus during the school day, including lunch hour. Students are not allowed to loiter in the parking lot during the school day. The general rule is that vehicles will remain unmoved during the academic day.

### Vehicles (Dorm Students):

Dorm students are expected to park vehicles in the Designated Parking lot only. Vehicles are not to leave campus during the academic day unless permission is given by the Principal's Office. Students using a vehicle to leave the town of Outlook must be signed out with Campus Life staff.

### General Attendance:

- Attendance is necessary for success. Students may lose their privilege to complete a class if significant attendance issues occur. Extensive absences from classes will result in a review of the student's continuance at LCBI.
- Parents must notify the Main Office or complete the Student Sign Out form when absences occur. Please email or call the Main Office at office@lcbi.sk.ca or (306) 867-8971 ext. 0
- Schools are legally required to note the specific reason for an absence in the Student Data System so please be clear on the reason provided, or one will be asked of you.
- If a student is going to be absent for an extended period of time (three days or more), we would ask the parent to complete the Extended Absence Form, available on the LCBI website. Once completed this will be emailed to their teachers.

### Class Tardiness:

- To maintain class harmony and consistency all LCBI students must be on time for classes. Students that are late must check in at the office when they arrive on campus before going to class. Students that are late for class must hand in their cellular phone to the office/teacher. The phone will stay in office for the remainder of the academic day.
- If a student is consistently tardy the student may lose the privilege of completing the class.
- If a student's tardiness becomes a bigger issue, parents will be notified and escalating consequences, including In-School Suspensions, will occur.

### Health Policy:

Dorm Students who are unable to attend classes due to illness are required to be in contact with their respective Campus Life Staff before 8:30 AM. As a general rule, the student will be excused for the full morning and/or afternoon. Teachers cannot excuse a dorm student for period 1. Students absent for the entire academic day may watch their extra-curricular activities but not participate. This is at the discretion of Campus Life Staff, Activity Supervisors and the Principal's Office.



**EXCEPTION:** If a student is unable to continue in class due to illness, the student will tell their current teacher or next class teacher (if during a class break), or check in with the Principal's Office. The student will then be excused for the remainder of the morning and/or afternoon classes.

#### What to do when you are sick:

1. Regardless of illness, students will spend their academic day in the dorm. You may be "dormed" that evening in order to get extra rest and you will be expected to not engage in social activities outside the dorm.
2. The sick student may, if feeling well, go to the cafeteria for meals or have a sick tray brought to them by a roommate/friend. The person who brings the sick tray is also expected to return the sick tray to the cafeteria.
3. If the student is ill longer than two days, a doctor's appointment may be made, and if illness continues the student may be asked to go home until they are well. This is to give the ill student a better opportunity to quickly return to health at home and also out of respect for the rest of the student body.
4. If the student begins feeling better through the day and feels able to attend, he or she should speak to the Principal before returning to class.
5. Any medical appointments in Outlook will be made by Campus Life Staff. A staff member will also arrange transportation to each appointment. There will be a charge per ride for appointments.
6. It is important after an illness to wash bedding and clean the dorm room; this is out of respect for the roommate and the sick student's health.
7. If a student misses a weekend tournament, church, or other mandatory weekend event because of sickness, the student may be required to be in the dorm for that day and possibly the whole weekend, at the Campus Life Staff's discretion. This is so that students can get adequate rest and sleep so they can return to health more quickly.

#### Prescription and Non-Prescription Medicine Provisions

- All students who require prescribed controlled medication will be required to fill out the Provision of Prescription Medication Forms. Student medications will be stored and locked, and recorded when dispensed.
- Non-prescription medications will not be supplied by LCBI High School on an ongoing basis. Students will need to provide their own non-prescription medications. Only under extenuating circumstances will LCBI staff dispense non-prescription medications. The Provision of Non-Prescription Medication Form must be on file before we can administer any medication to a student.



### Academic Integrity

The goal of LCBI High School is to instil Christian values in our students. Honesty and integrity are two of these values. At LCBI High School we will create an atmosphere that will inspire all students to give their best. In those situations, where a student chooses not to follow this path and is dishonest in their work, there will be natural consequences to their choice.

Examples of a lack of academic integrity include such things as:

- using or possessing unauthorised material/information in examinations.
- the use of another's work, represented as one's own (plagiarism).
- making up or changing the results of labs, projects or reports.
- using an unfair mechanical or technological advantage such as generating, and then claiming as one's own any essays, stories, reports, etc. through artificial intelligence like CHATGPT. This is considered unethical and fraudulent.
- aiding another student's dishonesty.

After a discussion with the student and others who may be involved, depending upon the severity of the breach of academic integrity, the following consequence may result:

- the student will be expected to rewrite or re-submit the exam, report or project involved.
- instances of academic cheating on final exams will be dealt with by the administration. In most cases, the paper will be declared null and void and the student will receive a final mark of zero for that particular exam or final project.

### Examination Policy:

LCBI students write final exams in several subjects. Teachers will schedule final exams for elective courses at their discretion. Notification of mandatory final exams (including Departmental exams) will be included in the Course Outline given to students at the beginning of both semesters.

### Evening Study Hours (SUPE):

LCBI sets aside time for supervised study (SUPE) from 8:00 – 9:00 PM on Monday, Tuesday, and Wednesday, (Thursdays from 8:00 – 9:00 PM will be house group activities). This time is compulsory for all dorm students as an opportunity to catch up and complete required homework assignments, and day students are also welcome to participate in SUPE, as long as they are on time and follow the same rules that apply to dorm students. A teacher will be available in the Study Hall to assist students in their studies at this time. The Principal's Office will provide a rotational list for the students, requiring them to be in the Study Hall a minimum one night of the week. Students are allowed to be in the Study Hall on other nights, with permission of the supervisor and Campus Life Staff.



**Note 1:** Some students will be candidates for extra SUPE days, as requested by the Principal's Office or by request of the parent or a teacher. The reasons may include attendance concerns or academic struggles.

This time is meant for studying, homework, and assignment completion – regardless of whether a student is in the dorm or study hall. If a student is late or unexcused, the teacher supervisor will graciously provide logical consequences. As per the LCBI Personal Mobile Device Policy, in the academic building devices must remain in lockers during SUPE.

During Dorm Supervised Study, students will be required to maintain an environment conducive to studying. The expectations will be the same as in Study Hall. Music or other noise should not be heard outside of your room. As per the LCBI Personal Mobile Device Policy, in the dorm personal mobile devices will be collected by dorm staff.

During evening study hours in the Study Hall, the atmosphere should be quiet and standards of the classroom shall apply. Students are required to arrive by 8:00 PM and must remain until 9:00 PM. If a dorm student chooses to be in SUPE but has not been assigned, they may leave when they have completed their work. However, they must return to their dorm room for the remainder of the SUPE time. Behaviour not conducive to learning will result in a day or dorm student being asked to leave. Please remove your items when you leave the study hall.

**Note 2:** Day students who are on campus during SUPE must be in the Study Hall. The same expectation applies to Thursday night house activities – any day or dorm students who are on campus from 8:00 – 9:00 PM on Thursday are encouraged to be participating in the house activities.

### Computer Lab:

Our lab includes PC computers with Windows. Each of the computers in our lab is connected to the Internet which makes this space a valuable educational resource. Students need to treat this area with a high degree of respect and consideration to ensure the smooth functioning of the technology. Computer lab hours will be from 8:30 AM – 3:30 PM, Monday to Friday as well as during supervised study hours in the evening. Computer lab usage during non-academic hours will be up to the discretion of the Campus Life staff.

All students who bring their own laptop/desktop computers to school will need to have an up-to-date Anti-Virus installed to access Internet privileges. Students will need to consent to an additional Internet security program as well.

Students are cautioned to remember that any information posted to the Internet (e.g. Facebook, Snapchat, Instagram) is public. Any information posted that is hurtful, threatening to another person or describes illegal activity can be made available to the authorities. There will be significant consequences for misuse of the computer lab and its contents.





### Fire and Safety Drills:

There will be fire drills throughout the school year as well as emergency lockdown procedure drills. They are important since they may be the means of saving lives. For this reason, each drill must be taken seriously.

In the event of a fire, when the alarm sounds, students will proceed out of the building in an orderly fashion, according to the exit instructions for each classroom. The academic staff will close windows and doors, and take attendance to make certain no student is missing. In the event the alarm goes off in-between classes or other non-class time, everyone is to gather at the plough in front of the school building.

If an alarm goes off in one of the dorms during the night, students will proceed out of the building in an orderly fashion, according to the exit instructions for each floor. The Resident Assistants and on-duty Campus Life Staff will check rooms and bathrooms and close all doors before heading out to the plough. The Campus Life Staff person will be the last to leave.

Academic staff and students will return to the building only on signal from the Principal or Campus Life designate.

During an Emergency Lockdown Procedure, staff will instruct students where to go and the steps involved. RCMP assist with the Lockdown drill.

### Classes Offered:

LCBI follows the Saskatchewan Learning credit requirements for high school graduation, and follows Grade 9 curriculum for promotion to Grade 10.

IMPORTANT NOTE: Whereas the Christian Ethics program is tied in with the nature and philosophy of our school, it is mandatory for ALL students to be actively involved in, and to receive evaluation for such involvement in the Christian Ethics classes while they are attending LCBI. In addition, Christian Ethics 10, 20 and 30 are credit substitutions for PAA/Fine Arts credits needed to graduate.

### Distance Learning:

Distance Learning Courses must be set up in consultation with the Principal. The student will be responsible for paying for their course. It is the discretion of LCBI administration to limit the number of Distance Learning courses per student per semester.



### Report Cards:

There will be two official reporting periods each semester: a mid-semester and a semester-end final. After each reporting period, report cards will be emailed to the parents/guardian and student. Final exams will be written at the end of each semester (in January and June).

### Gradebook Program:

We will be using both the MySchoolSask and Google Classroom to track grades. All students will be given an LCBI email address and Google Classroom in September. More information will follow.

### Awards:

Academic and Extracurricular Excellence is recognized at Awards Night in several ways: scholarships are awarded; students with the best performance in each grade and most improved students in each grade for the year receive medallions; Certificates of Excellence are awarded to those who achieve an average of at least 80% in a subject; and other areas of accomplishment are recognized, including the "Spirit of Youth" award presented to a student who exemplifies life at LCBI High School.

### Scholarships:

Several scholarships are offered to returning and graduating students of LCBI. Application forms are made available in the spring. Many other scholarship opportunities are presented to help with the expenses of further education. The Principal's Office will provide some guidance regarding post-secondary scholarships and awards, but students and their parents are encouraged to initiate their own opportunities.

### Graduation:

To be an eligible member of the graduating class, each student must have the potential to graduate during the current school year. Clarification of credits needed should be completed with the Principal before Christmas break.

Graduation 2025 will take place May 9<sup>th</sup> to 11<sup>th</sup>. It is a time during which we celebrate the academic achievements of the students who have the potential to complete their Grade 12 during the current school year. The staff and student body join together to congratulate and to honour the graduating class during a festive weekend. All grade 9, 10, and 11 students are required to remain on campus to assist and to share in the joy of the occasion with their friends. During graduation weekend, all grads who are dorm students are required to remain on campus and sleep in the dorms.



The basic schedule of graduation events follows this format:

|           |                                                                                                                                                    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday:   | Evening class barbecue with regular curfew                                                                                                         |
| Saturday: | Photos times are arranged for:<br>Class picture<br>Grad Banquet (staff, grads and parents only)<br>Grand March<br>Talent Show Presentation follows |
| Sunday:   | Worship Service<br>Graduation Ceremony                                                                                                             |
| Monday:   | Grad breakfast for graduates                                                                                                                       |

- Alcohol and illegal drugs or misuse of legal drugs are not permitted on the campus and their use by students is prohibited. Parents and students need to know that if students use these substances anytime or anywhere during grad weekend they will be unable to take part in the activities that are planned. Parents must also remember the LCBI campus is an alcohol-free zone.
- A grad fee is assessed to every student who is part of the graduation class. This fee is used to cover the basic expenses of graduation which includes the cost of gown rental, decorations, barbecue, banquet and breakfast expenses.
- The grad banquet is by invitation only and each grad is entitled to two invitations (usually mom and dad). The space in our dining area limits the number of people that can attend and additional requests must be approved by the Staff Grad Advisors.
- Graduation represents the highest celebration of the year at LCBI, when everyone joins together to praise the Lord and to give honour to the graduates who will soon be leaving this place to go into the world to love and serve God.



## SPIRITUAL LIFE:

LCBI is a type of community, a family. Residence living contributes to the development of the whole person. Inter-relational skills can be developed and friendships established in this environment. Though our culture equates maturity with independence and looking out for oneself, the Christian body is characterised by interdependence and personal responsibility for the welfare of one another. The residences provide an atmosphere for the development of both these characteristics.

We realise the transition from living at home to living in a dorm setting with multiple dorm mates is not always easy. It requires a change in thinking as you must not only consider what you want, but what is best for the other members within the community.

*“Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others. In your relationships with one another, have the same mindset as Christ Jesus: Who, being in very nature God, did not consider equality with God something to be used to his own advantage; rather, he made himself nothing by taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself by becoming obedient to death — even death on a cross!”*

*Philippians 2:1 – 8 (NIV)*

*“Do everything without grumbling or arguing, so that you may become blameless and pure, ‘children of God without fault in a warped and crooked generation.’ Then you will shine among them like stars in the sky.” Philippians 2: 14 – 15 (NIV)*

Even though day students or “townies” do not get the dorm experience, you are still considered a full member of this community and this family and we want you to feel that. Subsequently, it is expected that you will do your best to contribute in the same manner as resident students both on and off campus.

### Chapel:

Chapel is held every school day, and is a highly valued part of our school life. It is a regular part of our academic day. School staff members, student groups, or individuals, as well as invited guests are among those who lead the school family in worship.

### Sunday Morning Worship:

All students are encouraged to get involved in a local Christian church while they are at LCBI. Weekly worship attendance is mandatory for dorm students. Bethlehem Lutheran Church is located directly across the road from LCBI. If assistance is needed in arranging transportation to a service at another church, please speak with Campus Life Staff. During church students are not to use cell phones or other electronic devices. If a student misses church because of sickness, the student may be required to be in the dorm for the day, at the Campus Life Staff’s discretion.



### Faith In Life Events:

Faith In Life events are held throughout the school year. Guest speakers assist students and staff in dealing with the challenges and changes of life using Scripture, story and song. Students' families and members of the community are encouraged to attend as well. Attendance is mandatory for all students, dorm and town.

### Take-Out Wednesday (TOW):

One Wednesday afternoon each month has been designated as a "Take-out Wednesday." Students and staff will take part in a number of service opportunities in and around the community of Outlook on that day.

## CAMPUS LIFE / STUDENT LIFE:

*Policies are in effect for all students when on campus.*

### Special Events:

- There are a number of special events throughout the year (e.g. Tournaments, Homecoming, Graduation, Open House, Banquets). These events require that students be assigned certain tasks. Students are required to be here on campus the following weekends: Homecoming, Open House and Graduation.
- During special events, students and staff are not to use cell phones or other electronic devices. These events include drama productions, Faith In Life events, guest speakers, church services, banquets, etc. Exceptions are athletic events.

### Dorm Devotions and Meetings:

Dorm Devotions are mandatory for Dorm Students and are held in the dorms Sunday through Thursday at 10:00 PM. Dorm meetings are held as needed.

### Separate Boys and Girls Dorms:

- No female students are permitted in the boys' dorm. No male students are permitted in the girls' dorm.
- Both male and female Campus Life Staff may maintain a presence in both dorms. Hallways, offices and lounges will be considered common areas. Entry into individual dorm rooms by opposite gendered Campus Life Staff will be handled with respect for the privacy of each student.

### Dorm Room Assignments:

1. Dorm rooms are assigned to students at the start of the school year. No changes to that assignment can be made without the approval of the Campus Life Staff.
2. At no time shall a student take it upon themselves to switch dorm rooms.
3. Each student is given a key to their room on Opening Day. If a student loses their key they are to report it to Campus Life Staff immediately. If the key cannot be found the student will be charged to have their room rekeyed.
4. Expect to have a roommate as part of your dorm experience.



### Curfew Times:

1. All students are to be on campus and in their respective dorms from Sunday through Thursday at 10:00 PM. This means leaving the school, gym, chapel, student center, etc. at 9:50 PM when all school buildings will be locked.
2. All students are to be on campus and in their respective dorm on Friday and Saturday nights at 11:00 PM.
3. Dorm students are not to leave campus without permission and will not be given permission to leave campus after 8:00 PM Monday-Thursday (except for special circumstances). Students must have parent permission which is communicated to the dorm staff if they wish to leave the Town of Outlook.

### Lights Out:

The reality of life at LCBI is that it involves very full schedules for many students. For reasons of personal health (research states teens need 8 – 9 hours of sleep per night), performance, and out of respect for the need of others to get enough sleep, it is important that these policies are followed.

1. Sunday through Thursday evenings, students must be quiet and in their own dorm rooms by 11:00 PM, and have their lights out by 11:30 PM. Lights out means all room lights, personal lamps, smartphones, and any other electronic devices with a screen. You may need to turn in your electronic devices at 11:00 PM if we deem they are having adverse effects on you and you seem unable to manage your use of them responsibly at night. This includes requests from parents as well as academic staff.
2. Friday and Saturday evenings, students must be in the dorm and quiet by 11:00 PM.

### Cell Phones (Overnight):

Students in Grade 11 and 12 will be allowed to keep their cell phones in their room at night, unless the phone interferes with the student's academic work, socializing and/or proper sleep schedule or if parents request that we collect their phone each night. If phones need to be taken, they will be handed in at curfew and returned the next morning. Grade 9 and 10 students will turn their phone in each night. They may earn the privilege of keeping their phone through waking up on their own, keeping up with school work and dorm duties, socializing and having lights out at the designated time.

### Prescription Drugs:

Please see Prescription and Non-Prescription Medicine Provisions (page 14). All prescription drugs must be handed in to Campus Life Staff or the Office for dispensing.

### Cleaning:

1. Dorm students are assigned cleaning duties in their dorms on a rotation basis. There may be consequences for students who do not complete their dorm duty each night, at the discretion of Campus Life Staff.



2. Dorm duties are to be completed by ALL dorm students on Sunday – Thursday evenings.
3. Each individual is accountable for keeping his or her room clean at all times.
4. Dorm rooms will be inspected on Tuesday evenings for cleanliness and orderliness. There may be consequences for students whose rooms do not pass “room checks” at the discretion of Campus Life Staff.

#### Room Inspections:

LCBI reserves the right to inspect a student’s room and contents at any time, and remove from the room anything that is considered not edifying to a Christian community. Examples include such things as stolen road signs, stolen business advertising material or for sale signs, pornography, cultic material, illegal drugs, alcohol, cigarettes, vapes and paraphernalia related to those mentioned above. All posters, movies, music, video games, etc. are expected to reflect the standards of the school.

#### Signing Out:

1. For overnight or out of town trips sign out requests by parents must be submitted 24 hours before leaving campus via the online sign out request form available on our website. Please refrain from overnight sign outs during the school week unless it is with parent(s)/guardian(s).
2. If a student is being signed out to go anywhere other than their home or to a destination accompanied by their parents, a “receiving” adult must be named and must provide express acceptance of responsibility for the student. This acceptance must also be received by Campus Life staff by curfew of the day prior to leaving.
3. If a student is going to miss any classes due to early departure or late arrival, notification from parents/guardians to the Main Office must occur. Leaving campus and Outlook during the academic day without permission will result in consequences.

#### Parent Communication:

It is our understanding that parents will work with staff in a spirit of cooperation, with the expectation that staff have the best interest of their child in mind. At times difficult situations arise where there are differences of opinion. It is our belief that conflict can be handled in a respectful and rational way.

Should communication break down and hostility arise, the staff of LCBI have been given permission to terminate the conversation and inform their supervisor of particulars of the incident for follow up. LCBI staff will not tolerate: name calling, threats, harassment, swearing, emotional or physical abuse, either by phone, in person, via email or text messaging.

#### Cooking:

1. Microwaves are provided in the dorms.
2. Toasters or anything with an open hot element are not allowed in rooms.
3. All cooking must be completed by 11:00 PM.



4. The dorm will not provide any dishes or cookware. All personal dishes and cookware must be labelled and when used must be cleaned and returned to the student's room by 11:00 PM at the end of every day.
5. All cafeteria dishes and utensils must remain in the cafeteria.

#### Open Flame:

Open flames, candles, incense, etc. are not permitted in the buildings at any time. Lighters of any sort are not allowed in the dorms.

#### Campfires:

Camp fires are only permitted in the designated fire pit areas behind Old Main and along the river path. Permission and supervision must be provided by a staff member when using the fire pits. The fire pit area must be kept clean.

#### Firearms, Knives, etc.:

Firearms, bows, knives, paintball or airsoft guns, etc. are not allowed on campus at any time (unless as part of a scheduled staff planned event).

#### Pets:

Pets are not allowed in dorms at any time (this includes fish and the campus cat Charlie) No exceptions!

#### Electronic Devices:

If students are excessively using electronic devices to the point that it interferes with school work, social interaction or sleep, appropriate measures will be taken. There will be areas of the school and events that will be designated as "Phone Free" in order to promote healthy social interaction among students. LCBI reserves the right to provide and limit wifi and internet access at its discretion.

#### Movies and Video Games:

1. Movies and games must be appropriate to our Christian community. Movies must be rated PG-13 or lower. Ratings higher may be approved by staff but if deemed inappropriate may be confiscated by any staff member.
2. Video games of a violent nature, containing sexual content or coarse language shall not be played and will be confiscated by any staff member. Games must be rated "T" or lower.
3. Excessive use of any media will be subject to restrictions by any staff member.

#### Social Media:

Social media such as email, Twitter, Facebook, Instagram, Snapchat, TikTok, texting, etc. are a major avenue of immediate communication. Students are expected to be respectful and discerning in their use of all forms of social media. Some general guidelines will help to guide your use of social media at LCBI:





- Act like you would in real life. Just because you're hiding behind a computer doesn't mean people aren't going to connect what you say online with who you are as a real person.
- Be extra polite and consider carefully what you post. Don't post in a moment of anger which will soon pass.
- Follow the Golden Rule. Treat others the way you want to be treated.

Use of social media in an unkind or bullying manner, of an inappropriate nature, posting about or pictures of other people without their permission, or pictures taken in a setting where there is an expectation of privacy will result in progressive discipline, or a review of continuance and may include reporting to local authorities. The Town of Outlook has a Anti-Bullying and Harassment Bylaw in force which applies to LCBI students. This Bylaw can be found at: [https://townofoutlook.ca/mrws/filedriver/SKM\\_C450i22021413260.pdf](https://townofoutlook.ca/mrws/filedriver/SKM_C450i22021413260.pdf)

### Music:

LCBI seeks to maintain a standard that reflects the love of God and therefore edifies a Christian community. This standard cannot support music that is racist or violent towards others, has vulgar language, promotes drugs, is sexually explicit, or is satanic or occult in nature. Anyone playing music that does not meet these standards will be immediately asked to turn it off. Failure to comply will result in consequences.

### Language:

The LCBI staff feel that students are able to express themselves adequately without resorting to swearing or vulgar language. Such language is not acceptable, nor is it edifying to a Christian community. All students must be sensitive to and respect others in this regard. Your words and your language affect others around you and the community as a whole. Swearing and use of vulgar language will result in disciplinary action. Also remember, we constantly have visitors and children on campus and your language and its impression, negative or otherwise, directly impacts visitors and each other.

### Dating Relationships:

*"So God created humankind in his image, in the image of God he created them; male and female he created them." Genesis 1:27 (NRSV)*

Sexuality is a part of God's good creation. As sexual beings we learn to relate to one another with dignity and respect. Students are expected to demonstrate respect and self-control in matters of sexuality. The sexualized culture in which we live, makes this a challenge, especially for youth of today. Dating relationships require a great deal of intention to ensure that our self, the other person as well as the community is respected.

A healthy, respectful and comfortable environment requires that public displays of affection be appropriate to the school setting. Be wise and limit how much time you spend one-on-one and alone. We encourage you to spend time getting to know other students in group settings and not concern



yourself with becoming engaged in an exclusive relationship. In all your relationships, seek to honor God and enhance the lives of others.

If any member of the LCBI community deems behavior to be inappropriate and requests a change in behavior, students are expected to comply with his or her request immediately. Students engaged in inappropriate displays of affection will be subject to disciplinary consequences. Involvement in sexual activity is grounds for immediate consequences. Progressive discipline is in effect.

#### Dress Code:

Out of respect for those around you, students and staff, we expect the dress code to be followed. (See Dress Code in the Academic Life section).

- Dorm common areas include hallways, lounges, laundry rooms, and bathrooms. Please respect those in your dorm and Campus Life Staff by covering up in the common areas.
- If any articles of clothing do not meet Dress Code, students will be asked to take them home.

#### Intrusion & Theft:

Any sort of forced or unwanted imposition on another person or their property is unacceptable. Therefore, students are encouraged and expected to respect their peers and treat each other in a responsible fashion at all times. Any student who feels they have experienced intrusion is encouraged to discuss the situation with any staff member. Each dorm student is given a key to their room and for dorm and day students a lock for their locker is available upon request. Locking your door/locker is a deterrent for intrusion to happen. Be sure to label your belongings. Be vigilant in protecting your valuables and money. Anyone caught committing theft may face suspension as well as other possible forms of restitution.

#### Indecency:

Indecency can be defined as any inappropriate exposure of one's body to another person or group of people or inappropriately touching another person. Indecent behavior may result in expulsion or could have legal implications.

#### How To Report Abuse:

LCBI is expected to be a safe place where students and staff treat one another with care and respect. Any mistreatment, including intrusion, indecency, harassment or abuse of a physical, sexual, emotional or verbal nature is unacceptable. Any student or staff who has experienced any of these by another student, volunteer or staff member is encouraged to report the situation to a trusted staff member.

#### Vape and Tobacco Usage:

In compliance with the Saskatchewan Government and the Tobacco Control Act, all school grounds are now smoke free, and LCBI is no exception. The Act deems that any smoking (including all tobacco products, marijuana or the use of electronic devices or "vaping" of any natural or synthetic products) on school grounds is illegal. School grounds include washrooms, dorms, parking lots,



athletic fields and any school property owned by LCBI. Smoking or vaping on campus will result in progressive discipline including confiscation of products, communication with parents, facilitation of appointments with a Public Health Nurse and cessation support and/or suspension from school if there is ongoing disregard for school policy.

#### Alcohol and Other Drugs:

1. Use, possession and being under the influence of alcohol, marijuana or illegal drugs on campus will not be tolerated.
2. Abuse or misuse of over-the-counter (OTC) drugs, prescriptions drugs, or any other mood-altering substances will not be tolerated.
3. A progressive discipline policy is in place. LCBI may request a student suspected of being under the influence to submit to a drug or alcohol test. Lockers, rooms, vehicles and personal possessions may be inspected if possession is suspected.
4. Addictions counselling is available through the Town of Outlook and the Health District. Please see the Campus Life Staff or Principal if you feel a referral is warranted.
5. Students and parents have signed an agreement to uphold the policies and expectations of LCBI as per the Application Form A or the Re-Application form. We trust that parents share in our desire to foster an environment in which students would choose to be drug and alcohol free. We ask that parents consider this as they sign their child out to the homes of others.

#### Defiance:

Respectful dialogue regarding school policies or issues that arise is welcome. However, defiance or lack of cooperation of any sort towards staff and school policy, creates a situation where the student and the school cease to have a working relationship. Appropriate disciplinary action will be taken.

#### The River:

- We are blessed to be situated on the South Saskatchewan River. We commit to respect the environment as we enjoy it. The South Saskatchewan River is deceptive, with undertow currents which can overcome even the strongest swimmer, a bottom that is unpredictable with pockets of quicksand, and ice that is unstable.
- The RCMP highly recommends that there be no swimming in the river. LCBI High School accepts no responsibility for those who choose to swim in the river or walk on the icy river.
- The river bank is used by others for walking, biking, running, etc. We expect students to respect the rights of others to enjoy our riverbank.
- Property north and east of the football field is private property. Please do not go into other people's yards surrounding LCBI property.
- Permission and supervision must be in place to go to the river and use the fire pit along the river path.



### Bicycles:

A bicycle rack is provided. Lock up your bikes! Ask before borrowing a bike and respect the owner's decision.

### Vehicles:

1. All Dorm students who have a vehicle on campus must have a "Vehicle Registration" form on file with the office and will have access to a parking space with power in the Student Parking Lot. The fee is \$50.00 per semester for dorm students.
2. Day students may choose to have access to a parking space with power in the Student Parking Lot by submitting a "Vehicle Registration" form and paying a fee of \$50.00 per year. Day students who do not have a paid parking space will be required to park in the Chapel parking lot. This area is for DAY parking only unless permission is given for overnight parking when staying on campus or travelling with sports teams, etc.
3. Only the student whose name is on the Vehicle Registration Form or those listed in the form may drive the vehicle. No exceptions. Abuse of this may result in the vehicle being sent home.
4. LCBI assumes no responsibility for the protection of vehicles and the property left therein.
5. Reckless, careless and irresponsible driving will not be tolerated. Such behavior may result in the student losing vehicle privileges or the student and parents arranging to take the vehicle home. RCMP will be contacted.
6. LCBI reserves the right to search a student's vehicle and contents at any time, and remove from the vehicle anything that is considered not edifying to a Christian community.
7. Students may only be in their vehicles when being used for transportation purposes. Loitering in the parking lot or in vehicles will not be allowed.

### School Property:

1. Furnishings, room keys, LCBI appliances, windows, doors and screens are all considered school property. Any damage or loss is the responsibility of the student(s) assigned to that room. In public areas where there is damage or loss the charges will be billed to the student(s) responsible. Any damage should be reported immediately to a staff member.
2. Since students are held responsible for the condition of their room; nails, pins, and most tapes are not to be used. Please use poster putty or thumbtacks.
3. Key replacement is \$25.00. Your room will be rekeyed and a new key(s) will be cut.
4. LCBI seeks to encourage students to respect and protect buildings and furniture. Any graffiti or intentional damage will be charged to the student for repair or replacement. A fine up to \$100 may be issued for defacing school property.

### Esport Lab

The Esport Lab will be open during designated hours for Esport team practice and competition. All-Access Free Gaming Time will only be available at designated times. Inappropriate behaviour, language or questionable gaming content will result in Esport Lab privileges being revoked.



### Student Centre:

1. There is a student centre under the Chapel that provides a theatre for movies, tables for playing games, a large area for lounging, as well as foosball, ping pong, pool table and air hockey. The student centre will be open during noon hour, scheduled events or by request.
2. The kitchen in the student centre may be used for cooking with staff permission. The area MUST be cleaned thoroughly after each use.
3. The student centre is a public area and those using this area must behave in a way that is edifying to a Christian community. Blankets are not to be shared, one set of lights must be on at all times and, students that conduct themselves inappropriately may be temporarily prohibited from using the student centre.
4. Please recycle all beverage containers. Each building has at least one container for collecting cans and bottles. Make sure all garbage is put into the garbage cans and the area is left tidy after each use.

### Dining Hall:

All food is to be eaten in the dining hall. No dishes or cutlery are to be removed from the dining hall. Dorm students are required to use reusable containers for takeaway meals when applicable. At the end of meals, students are to place their own dishes in the wash area and wash and sanitize their table. Students will not be admitted to the dining hall if they are barefoot, shirtless, in swim clothes, slippers, or bathrobes, or are otherwise judged "inappropriately dressed" for the food service environment. Please ensure that all headgear (see Dress Code) is removed. Students disrupting the dining of others through inappropriate behavior shall be asked to leave the dining hall and may be subject to further disciplinary action.

### Meal Times:

Permission is required to eat suppers off campus on Monday through Thursday. Sign up is requested for weekend meals by Friday at noon to assist the kitchen staff in determining numbers to prepare food for.

| <u>Monday – Friday</u> |              | <u>Saturday</u> |              | <u>Sunday</u> |              |
|------------------------|--------------|-----------------|--------------|---------------|--------------|
| Breakfast:             | 8:00 – 8:30  | Breakfast:      | 9:00-11:00   | Breakfast:    | 9:00-10:00   |
| Lunch*:                | 12:15 – 1:15 | Lunch:          | 12:30 – 1:00 | Lunch:        | 12:30 – 1:00 |
| Supper:                | 5:30 – 6:00  | Supper:         | 5:30 – 6:00  | Supper:       | 5:30 – 6:00  |

\*Lunch on Wednesday is from 11:50 – 12:50

For students not on meal plans, \$7.00 will be charged for lunch. Any day students staying for supper will be charged \$7.00. Students staying for these extra meals will be required to sign up in advance.

All students are encouraged to eat lunch in the cafeteria (including both students on the meal plan and also those bringing their own lunch). Microwaves are available in the cafeteria and the family room.



### Campus Life Accountability:

*“Therefore be imitators of God, as beloved children, and live in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice of God.”*  
*Ephesians 5:1 – 2 (NIV)*

LCBI seeks to provide a community where students are able to grow and mature as emerging young adults, as evidenced in their life both on and off campus. To enable this growth we hope to provide a structure that encourages personal responsibility and maturity in the following areas: academic success, personal and social decision making and behaviour, emotional development and most importantly spiritual understanding and commitment. It is important to note that we do not intend to punish, which is strictly punitive, but rather discipline which comes with the intent of personal growth and restoration to the community, as outlined in the LCBI Behavior Policy.

*“And have you forgotten the encouraging words God spoke to you as His children? He said, ‘My child, don’t make light of the Lord’s discipline, and don’t give up when He corrects you. For the Lord disciplines those He loves, and He chastens everyone He accepts as His child.’”*  
*Hebrews 12:5 – 6 (NIV)*

Each infraction of the guidelines set out in this Handbook will be approached on a case-by-case basis. This means that when a student “breaks the rules” for dorm life, Campus Life Staff will discuss the offense with that student (and parents when necessary) to determine what steps will be taken.

LCBI is not a reform school, rehabilitation centre, or home for troubled teens. This means that:

- Students who are unable to appreciate the learning environment of the dorm life and who act out negatively in their behaviour or attitudes will find that they will not be able to continue at LCBI.
- Students who display certain kinds of destructive or harmful behaviours (towards themselves or others) and are unable or unwilling to seek help and display growth in the problem area will not be able to continue at LCBI.
- Students who desire to overcome habits and/or addictions related to self-destructive behaviour will find a number of supports in the surrounding community. Students who are unwilling or unable to partner for success in these areas will be required to withdraw. While our preference is that required withdrawals occur at the close of the school term in some instances, depending on the severity of the incident/behaviour, withdrawal may be required more immediately. In cases of midterm withdrawals, parents/guardians will be given advanced warning (as circumstances permit).
- Students who remain uncooperative to the end of the school term and who have not exhibited an acceptable level of cooperation, desire and effort to change may be required to withdraw.
- Once a student has been notified of a required withdrawal there will be no appeal possible for continuance with the promise that, “now I will change.” In essence, the STUDENT CHOOSES to stay or go as evidenced by their behaviour, attitude, and willingness to live within the expectations of LCBI.



Your experience at LCBI High School does not have to include discipline. Instead, with God's help and in faith you can strive for the growth and maturity shown by Timothy.

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity."*

*1 Timothy 4:12 (NIV)*

### Telephones:

The dorms have pay phones which can receive incoming calls:

Old Main 2nd floor: 306-867-9051

Boys' Dorm 1st floor: 306-867-9064

These phones are not to be used during SUPE or after lights out.

### School Transportation Services:

When the dorms close for school breaks (Thanksgiving Weekend, Remembrance Day Weekend, Christmas, February Break, Easter Break and Victoria Day Weekend), LCBI can provide a shuttle to Saskatoon leaving at a time conducive to all. On the day before classes resume after school breaks, LCBI can provide a shuttle from Saskatoon returning at a time conducive to all. Please make your arrangements well in advance with Campus Life Staff ONLY to keep communication clear. This can be done through emails, phone calls, or texts.

The costs per trip are as follows:

In town (Outlook) trips - \$5

Out of town trips - single student - \$60

Out of town trips - multiple students - \$30

**NOTE:** Campus buildings close at 5:00 PM the day school breaks begin and open again at 3:00 PM the day school breaks end.

### Contacting the Campus Life Staff:

To contact the Campus Life Staff by email, please email: [dormstaff@lcbi.sk.ca](mailto:dormstaff@lcbi.sk.ca)

The Campus Life Staff each have a cell phone:

Kari Alford - 1-306-960-7870

Barb Friesen - 1-306-856-4444

Bryan Balaton - 1-306-280-4484

Olivia Wight - 1-306-867-0045

Perry Friesen - 1-306-867-6464

Anne-Marie Collins - 1-306-561-7973



Day students are welcome to be on campus after school, until evening curfew. However, it is necessary that the campus life staff know who is on campus during evenings and weekends, so day students will be asked to check in and check out.

### EXTRA-CURRICULAR TRIPS

\*\* All Trips are subject to change

Throughout the school year, several travel experience opportunities are available to LCBI students. The following information is provided as a guide to assist you in your planning and budgeting for the year. Costs listed are estimates based on the previous year's expenses. Specific details and updated costs will be made available as each trip nears.

#### Alpine Trip (Estimated cost: \$175) – September

The Alpine Trip takes place early in the school year. A group of students and staff travel to the Rocky Mountains for a weekend of hiking together. With spectacular scenery and an opportunity to get to know other students well at the start of the school year, this is a very popular trip to take part in.

#### Mission Trips. (Estimated cost: \$2000-5000 or less depending on destination; fundraising)

#### Youth Conference (Estimated cost: \$150-300)

Youth conferences are weekends where students come together to be spiritually challenged and changed as they participate in a wide variety of concerts, workshops and hear excellent speakers. Various opportunities will be given throughout the year.

#### Camping Trip (Estimated cost: \$95) – June

The Camping Trip takes place late in the school year. A group of up to 50 students and staff travel to beautiful areas of Saskatchewan for a weekend of camping, hiking and/or canoeing together. This is a great way to enjoy God's creation and spend some time with classmates near the end of the school year.

#### EF Educational Summer Trips Pending (Estimated cost \$4000)

#### North American Travel Experience Program

We are excited to share that we are in the developmental phase of our Travel Experience Program which will offer multiple trips to iconic Canadian and American destinations during school breaks. This is an opportunity for both international and local students to discover destinations such as Toronto and Niagara Falls, Vancouver and the West Coast, New York City and The Grand Canyon. More details to come as this program unfolds.