

Student Handbook



Lord Selkirk Regional Comprehensive Secondary School
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2022-2023

GENERAL INFORMATION

CLASS SCHEDULE

There are five subject periods each semester that alternate in the morning and the afternoon. There are three morning periods and two afternoon periods. Lunch is one hour in length.

Time	Day 1	Day 2
9:00 – 10:05	Period 1	Period 2
10:10 – 11:10	Period 2	Period 1
11:15 – 12:20	Period 3	Period 3
LUNCH		
1:20 – 2:25	Period 4	Period 5
2:30 – 3:30	Period 5	Period 4

In a few cases, courses are timetabled outside of the regular class schedule to minimize course conflicts.

ANNOUNCEMENTS

The morning announcements begin at 9:00 and usually last for the first 5 minutes of the first class. There may be brief P.A. announcements throughout the rest of the day. A student bulletin is available daily on the Student and Parent Portal.

SchoolMessenger is a phone message delivery service that quickly communicates to students, parents, guardians, and staff important notices including school closures, graduation information, and parent/teacher interview dates and times. In addition, the Lord Selkirk Regional Comprehensive Secondary School utilizes this service to notify parents and guardians of unexplained student absences.

Parents and guardians are asked to provide up to three phone numbers and two email addresses which this service can use to inform them of important notices. For more information, please contact your students' school office or the Lord Selkirk School Division Board Office.

COURSE LOADS

The normal course load for Grade 10 students is five classes in each semester. The school reserves the right to authorize minimum or maximum course loads carried by students. In most cases, students in Grade 11 must carry a minimum of four courses, and Grade 12's must carry a minimum of three courses. *Students who have fallen behind on credits are expected to take a full course load.*

PRE-REQUISITES

Students may go on to the next level in a subject upon passing the pre-requisite level (e.g. passing grade 10 Applied and Pre-Cal Math allows a student to go on to grade 11 Applied or Pre-Cal Math). If you fail a compulsory subject in your major, you must repeat the course. If you fail an optional subject, you may repeat the course or take another course to replace it for credit.

REPORTS AND STUDENT PROGRESS

Continuous and ongoing student progress is provided through PowerSchool. Parent and Students have access to updated assignments, marks and attendance. Interim reports indicating progress in classes are issued in early November and in mid-April (these are not final marks). Following secure email distribution of these reports, Parent-Teacher Conferences are held to which all parents are invited. Parents may be requested to see certain subject teachers if a concern exists over progress. Your parents may request special progress reports by contacting the school, and may, along with you, arrange an interview with your subject teacher or a Vice Principal if problems arise. You may attend parent-teacher interviews, which are held to discuss your progress. Final marks in most cases are indicated on report cards, which are issued and distributed by secure email at the end of each semester (February and June).

POWERSCHOOL PORTAL

The Lord Selkirk School Division PowerSchool Portal (LSSD PS Portal) provides parents/guardians and students with secure access to "real time" student course attendance, student assessment, timetable, school contact information and student bulletin. Amounts owing are also indicated in the PowerSchool Portal including student fees, library fines, textbook fines, sports fees and any other outstanding amounts.

GRADUATION REQUIREMENTS

Students graduating must achieve a minimum of thirty (30) credits. Each major requires certain courses. Please check the course description handbook or visit the Guidance Department to be sure you have the right courses to graduate.

AWARDS CELEBRATIONS

In recognition of outstanding achievements by students, a number of awards and scholarships will be issued annually through the school. The selection of students receiving these awards is done through the Awards Committee composed of teachers and an administrator. Recognition is given for outstanding achievement during the school year for academic and citizenship achievement. In addition to the Awards Celebration for graduating students (held in June), an Undergraduate Awards Evening is held in October. This annual event recognizes the accomplishments of Grade 10 and 11 students. A list of school awards, scholarships, and bursaries is available in the General Office or on the school website.

CITIZENSHIP AWARDS

These awards are presented to students for outstanding contribution to school activities. Teachers and students will be requested to submit the nominations of those students who are felt to be deserving of these awards.

SPORTS AWARDS (to be awarded at Athletic Awards in June)

Awards will be presented to any league winners and representatives in provincial competition in MHSAA recognized events and, at the discretion of the awards committee, for high achievement in other school related athletic events. Awards are also presented to the Most Valuable Player in each major sport as well as Male and Female Athletes of the Year.

HONOUR ROLL

Honours is recognized when a student achieves a minimum average of 80% with no mark in any course below 65%. Honours with Distinction is achieved with a minimum average of 90% with no mark in any course below 70%. To qualify for honours, a student must be enrolled in a **minimum** of four (4) courses for each semester. The Honour Roll will be posted at the end of each semester.

At graduation, Honours is calculated by averaging the marks in the top five (5) courses at the Grade 12 level, in three different subject areas. English and Math must be two of the five courses. There cannot be any mark below 65% in all courses taken in a student's graduating year.

LOCKERS

Students have the option to rent a locker for the school year. Online payment can be made from during the summer. Locker numbers and combinations will be available in the portal before the first day of school. Students not using the online summer payment option will be assigned days by grade level in September to pay for the locker rental. Watch and listen for announcements.

LIBRARY AND INFORMATION CENTRE

The George B. Schreyer Library is open each school day from 8:30 a.m. to 4:00 p.m. Monday through Friday and online 24/7. Before, during, and after school hours provide maximum opportunities for student library use. All students will require their student card (which also serves as a library card) to borrow materials.

PARKING

Students with a driver's license have the option of purchasing a parking pass for the student lot. It is recommended families use the online payment option during the summer to purchase a parking pass as there are a limited number of passes. Passes are first come, first served. There will be dates available to pay in person with cash or cheque during the last week of August. Students not using the online summer payment option can purchase a parking pass in person or online after the start of the year. Watch and listen for emails and/or announcements.

Students will not be able to receive a pass until outstanding fees are paid and the student parking pass contract is filled out. The contract can be found on our website or in the office. Semester Two parking passes, usually for grade 11 students with early birthdays, should be bought immediately as we sell out of passes every year.

Passes are \$50 for the school year and \$25 for one semester.

If you require a Parking Pass for both semesters – Purchase in September for \$50 – Park all year.

If you require a Parking Pass for Semester 1 only – Purchase a pass in September for \$50. If you are not returning for the second semester, bring the pass back to the office for a \$25 refund.

If you require a Parking Pass for Semester 2 only – Providing spots are available, complete the application prior to beginning of Semester 2.

PERSONAL PROPERTY

Students are discouraged from bringing to school large amounts of money, expensive jewellery, iPods, skateboards, cell phones, and other expensive items. The school does not assume liability for loss or damage.

SCHOOL CAFETERIA

The school cafeteria will be open during the school day. Food will be served throughout the day (8:30 a.m. – 1:00 p.m.). Students must clear all dishes and place trash in containers provided.

TEXTBOOKS

Because of the high cost of textbooks, students are asked to exercise care in handling and storage. When a student withdraws from a class, all books and materials must be returned. Fines will be assessed for any lost books and books with abnormal wear.

ACCIDENTS

Any accidents occurring in the school should be immediately reported to the office where first aid treatment and emergency services will be provided if needed. There is first aid equipment available in the school, as well as teachers with first aid training and/or C.P.R. training. If necessary, an ambulance will be called to take a student to the hospital. In the case of a serious accident, efforts will be made to contact your parents. If you become ill during the school day, contact the office and arrangements can be made for you to go home.

STUDENT SERVICES

AFM COUNSELLOR (Addictions Foundation of Manitoba)

A youth counsellor from the AFM has an office in the school. He/she is available to meet with students to provide information, counselling and support on issues related to alcohol or other drugs. You can access this service by speaking to a guidance counsellor or Vice Principal.

COUNSELLING AND RESOURCES

The Student Information Centre is available to assist students in the broad areas of educational counselling, career guidance, personal counselling, resource assistance, and information services.

HEALTH SERVICES

A person from the local health unit can be contacted if necessary. Please see your grade designated guidance counsellor.

LOST AND FOUND

All 'found' articles should be turned in to the general office. If you have lost an article, it may be claimed at the office. All items not claimed within a period of time will be given to community organizations for distribution.

TELEPHONES

Students requiring use of the phone should use the phone located in Guidance Centre. Office phones are reserved for school business.

STUDENT ACTIVITIES

ATHLETIC PROGRAM

1. School Teams: This school has several teams for which any student may try out. There are two levels for most sports - varsity and junior varsity levels. In order to play on a school team, you must have paid your student fee and have purchased student accident insurance. Information on student accident insurance is available in the General Office. The Varsity level consists mainly of Grade 11 and 12 players who are serious about their game. Junior varsity teams are made up of Grade 10 students who wish to participate in the sport at a competitive level. Listen for announcements about try-outs. All MHSAA Regulations apply.
2. Intramural Sports Program: Intramural sports are extra-curricular activities organized by the Phys. Ed. staff. Intramural sports are played at noon hours in the school. The teams for each sport are made up by the students consisting of both males and females from all grades. Each sport is run at a different time of the year, usually in conjunction with the season. Intramural winners receive T-shirts and other prizes.

CLUBS

There are numerous school clubs available for student participation. Interested students should listen to announcements for details about how to sign up and participate in clubs.

STUDENT COUNCIL

The Student Council is organized for the purpose of sponsoring extra-curricular activities for students and promoting school spirit in all school functions. The Student Council meets regularly. Council members seek students' active support and enthusiasm for the development of a wide variety of programs and activities. Any student who has the time, energy and enthusiasm necessary to be a member of Council is encouraged to participate.

STUDENT FEES AND CARDS

All students will be required to purchase a student card for the school year. The cost for a student card has been set at \$20.00. This card will also serve as your library card – it will contain an access number that will enable library materials to be signed out. Upon payment of the \$20.00 fee, each student will receive a receipt. After picture day, a student card will be issued. Retain your receipt until student cards are issued, as you will need it in order to participate in a variety of Student Council sponsored activities. Payment of the \$20.00 student fee entitles students to borrow items from the library and to participate in extra-curricular activities such as clubs, school teams, intramural sports and other school functions.

STUDENT CONDUCT

Our School is committed to our four Core Values: Respect, Accountability, Integrity, and Empathy. Responsible conduct as students in and out of the classroom is very important to the school. Students of the Lord Selkirk Regional School are to be familiar with ordinary rules governing acceptable conduct, and they are expected to voluntarily observe these rules. It is expected that classes will not be interrupted by students who are on free time. Students and teachers are asked to respect the rights of other students in this manner as well.

ABUSE OF ALCOHOL/CANNIBAS AND OTHER SUBSTANCES

It is recognized that from time to time students may become involved with the abuse of alcohol/cannabis and other substances. For this reason, the school has the services of a counsellor from the Addictions Foundation of Manitoba in the school two days a week. Students under the influence or in possession of alcohol and/or other substances should expect a suspension of 5 days and a mandatory referral to the AFM counsellor. Students involved for a second time should expect a 5-day suspension and a meeting to be arranged with the student's parents, administration, and Superintendent's department. Students involved with trafficking should expect a suspension and a recommendation to the Board of Trustees for expulsion. These students must then receive out of school intervention to commence prior to the student's return.

ATTIRE

Students are expected to dress appropriately and present a neat, clean appearance at all times. "Beach type" clothing is not considered appropriate. Bare midriffs are not appropriate. Undergarments should not be visible. Hats are banned indoors. Headwear and clothing that appears to be associated with gangs are **not** allowed in school. Clothing with inappropriate slogans or graphics is not acceptable. Sunglasses should not be worn inside the school. Students may be requested to wear special clothing in the shop areas and laboratories. Physical Education teachers may require students to wear clothing appropriate to the activity in which students are participating. They must wear regulation bathing suits in the pool (i.e. no cut-offs or shorts). The final decision regarding school appropriate clothing rests with the school's administration.

CELL PHONES

Cell phone use is permitted in classrooms providing there is teacher consent. There may be times that mobile devices are used for school work and research purposes, but this will be at the discretion of the classroom teacher.

CODE OF CONDUCT

The *Code of Conduct* policy has been developed to outline student expectations and the range of consequences for inappropriate behaviour.

The LSSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba.

The Safe Schools Charter²(Province of Manitoba, S.M. 2004, c. 24) sets forth several guidelines that apply to students and staff regarding behaviour. Behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

- Bullying or abusing physically, sexually, or psychologically-orally, in writing, or otherwise.*
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code.*
- Using, possessing or being under the influence of alcohol or illicit drugs at school.*
- Gang involvement on school sites.*
- Possessing a weapon as "weapon" is defined in Section 2 of the Criminal Code (Canada).*

The Lord Selkirk School Division endeavours to provide educational care and excellence for all students. We recognize there are socially acceptable standards of behaviour, and accept responsibility to promote and maintain these standards in each school. Students, parents, and teachers share the responsibility for creating a positive school climate. We believe that the schools of the Division will provide a learning environment that is orderly, supportive and safe.

Students are expected to:

- Attend school and all scheduled classes on time and complete all assignments and homework.
- Show respect for all adults and fellow students within the school community.
- Respect school property and the property of others.
- Dress appropriately for classes and activities as school requires.
- Resolve conflicts peacefully through discussion or by seeking help.
- Adhere to divisional policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable.
- Strive for academic excellence.
- Follow this code of conduct and any code the school may have.
- Adhere to the Safe Schools Charter of Manitoba.

These behaviour guidelines are expectations for at school and also at all school-sponsored events. Students attending off-site, extra-curricular events, as participants or spectators, need to adhere to school expectations. School consequences, as outlined on the upcoming list, will be applied for not following the guidelines at school, and at off-site, school-sponsored events.

The Range of Consequences for Students

Effective discipline hinges on a cooperative approach between school and home. Lord Selkirk School Division tries to involve parents and/or guardians as early as possible, while at the same time not making contact every time a student misbehaves. The following list outlines some of the consequences used at school. **They are not necessarily applied in the order in which they appear.**

- Informal Interview
- Further Consultation
- Formal Interview
- Withdrawal from Class
- Removal of Privileges
- Restitution
- Behavioural Contract
- Student Services Centre
- Outside Agency Involvement
- Suspension
- Expulsion

COMPUTER ACCEPTABLE USE POLICY

The Internet makes available a variety of information. Some of this material is inappropriate for a school setting. Students have received a copy of the *Acceptable Use Policy (AUP)* in the registration guide, which outlines student expectations for use of the Internet. A signature sheet regarding parent and student permission for use of on-line resources was mailed home, with instructions to return the signed copy, during our registration period.

*Students' home and personal Internet use can have an impact on the school and on other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and criminal penalties. **Cyber-bullying is unacceptable.***

MEDIA RELEASE / PHOTOGRAPH-VIDEO USE PERMISSION

During the school year, opportunities may occur to photograph or videotape your child in connection with the educational programs in our school. These photographs and/or videos may be used in the school newsletter, the school website, yearbooks, bulletin boards, local or regional newspapers, television, or as part of promotional events. Parents/guardians indicated whether they give, or do not give, permission to have their child included in photographs/videos taken at the school. If circumstances change and you want to revoke your permission, you may do so by informing the school at any time.

DESIGNATED AREAS

Students who do not have a scheduled class should be in the cafeteria, library, or outside the building. There should be no sitting or loitering in locker bays, halls, stairways or parking lot etc. The Student Commons ("Pit") area is available for student use before 9:00 a.m., during breaks and lunch hour only.

PLAGIARISM AND CHEATING

Plagiarism and cheating are serious offences. Students who plagiarize materials or cheat can expect to have school consequences.

SEARCH AND SEIZURE

The school administration reserves the right to search any student's personal belongings (including vehicles parked on school property) if there are reasonable grounds to believe that the student is in possession of items that could be considered harmful to the school or its students. Any inappropriate items will be seized by the school. Refusal to cooperate with a search will result in suspension and possible recommendation for expulsion.

SMOKING/VAPING

The Lord Selkirk School Division has a "smoke-free" policy. This means that smoking and vaping are not allowed:

- On Division grounds.
- In Division buildings or vehicles (24 hours a day, 7 days a week).
- During School or Division sponsored activities.
- Students who smoke/vape on school grounds will receive a consequence.

STUDENT ATTENDANCE

1. Students are expected to attend all classes and should only be absent for legitimate reasons.
2. Students are expected to be in class on time. Students who are frequently late disrupt the learning conditions of others in the class.
3. All absences will be counted, including suspensions. However, school-sponsored field trips, drama or music activities, or extra-curricular activities, which cause a student to miss class, will not be recorded as absences. Also, in rare instances where courses are scheduled so that timetable conflicts occur, students will not be marked absent as a result of the conflict.
4. In the case of a lengthy illness or a prevailing medical condition requiring frequent appointments, a doctor's note must be provided to the school.
5. Where a student is absent due to participation in music, drama, cultural, or recreational events at the provincial or national level, PRIOR contact should be made with the school.

Notification of Absences

Where possible, a student should notify his/her teachers in advance of an absence. Parents can contact the office and this information will be forwarded to the classroom teacher(s). Parents should contact the student's Principal or Vice-Principal in regards to reasons for any extended absences. Parents should notify the office of any absences due to appointments or illness. Contact by parents is also an effective way of communicating information to classroom teachers. Students will not be penalized for work missed for legitimate absences.

Attendance in all classes is the responsibility of both the student and parents/guardians. Students are also responsible to be in class on time. The school will notify parents when students are absent from class. The school's computer phone system (School Messenger) will contact the student's home phone number after every absence.

A classroom teacher will notify a parent if students exhibit concerning behaviour or actions that jeopardize their opportunity to earn a credit in a course. If the issues are not resolved, the classroom teacher will inform the office. The Principal, or Vice-Principal will notify parent and student to address the issue. If there is no improvement, a student's status will be reviewed to determine whether they will remain in the course.

It is our hope that parents will assist the school in its application of a student's attendance by ensuring that the school administration is informed early when unusual circumstances may lead to significant absences.

It is also very helpful to students if out-of-school appointments and vacations do not conflict with school courses. There are several times in the school year when there are no classes and these opportunities would be ideal for making routine appointments, etc. A list of these dates can be found at the front of this handbook and on the LSSD Calendar. In addition, it is helpful if appointments can be made at times early or late in the day, enabling students to avoid missing an entire day of classes.

Adult Students

Students who are 18 years of age or older are legal adults. Adult students must give consent for parents to receive school information. During the month of the student's 18th birthday, a consent form will be mailed home. The student should return the consent form to the office if they wish their parent(s)/guardian(s) to continue receiving school information. The office will remove parents/guardians from the school records on the student's 18th birthday without the consent form on file.

STUDENT CONDUCT ON SCHOOL BUSES

The right to use school bus transportation is a privilege. A school bus is an extension of the classroom, and as such children are required to conduct themselves on the bus in a manner consistent with established standards for classroom behaviour. In cooperation with bus drivers, the school will deal with incidents of inappropriate behaviour that occur on the bus. Parents will be notified when students receive a discipline write up on the bus. Unacceptable behaviour will not be tolerated and will be dealt with in accordance with following

Schedule of Disciplinary Actions:

- **1st Violation** – Administration to contact parent regarding violation. School Administrator / student conference.
- **2nd Violation** – Administration to contact parent regarding violation and advise that the next infraction will result in a suspension of bus riding privileges. Conference with parent, student, and school administrator, copy of policy to be shared with parents. Student placed on probation.
- **3rd Violation** – Administration to contact parent regarding violation. School bus privileges suspended for a minimum of five (5) consecutive school days.
- **4th Violation** – Administration to contact parent regarding violation followed up with a letter outlining previous infractions, and advising that student and parent must appear before the Senior Administration prior to reinstatement of school bus privileges. School bus privileges suspended for a minimum of twenty (20) consecutive school days. School administrator / student / parent conference.
- **5th Violation** – Administration to contact parent regarding violation. Superintendent to be notified. School bus privileges suspended for the balance of the school year. Student / parent must apply to the Senior Administration prior to reinstatement of school bus privileges for the following year.
Although the above outlines the normal procedure to be used, a school administrator may implement an immediate suspension of bus riding privileges if deemed necessary. The Senior Administration may implement an indefinite or permanent suspension of school bus privileges if deemed necessary.

STUDENT SUSPENSIONS

Students who are suspended from school cannot be on school property and cannot participate or be present at any school activities. It is the responsibility of the student to make arrangements with the school for work that was missed during the suspension.