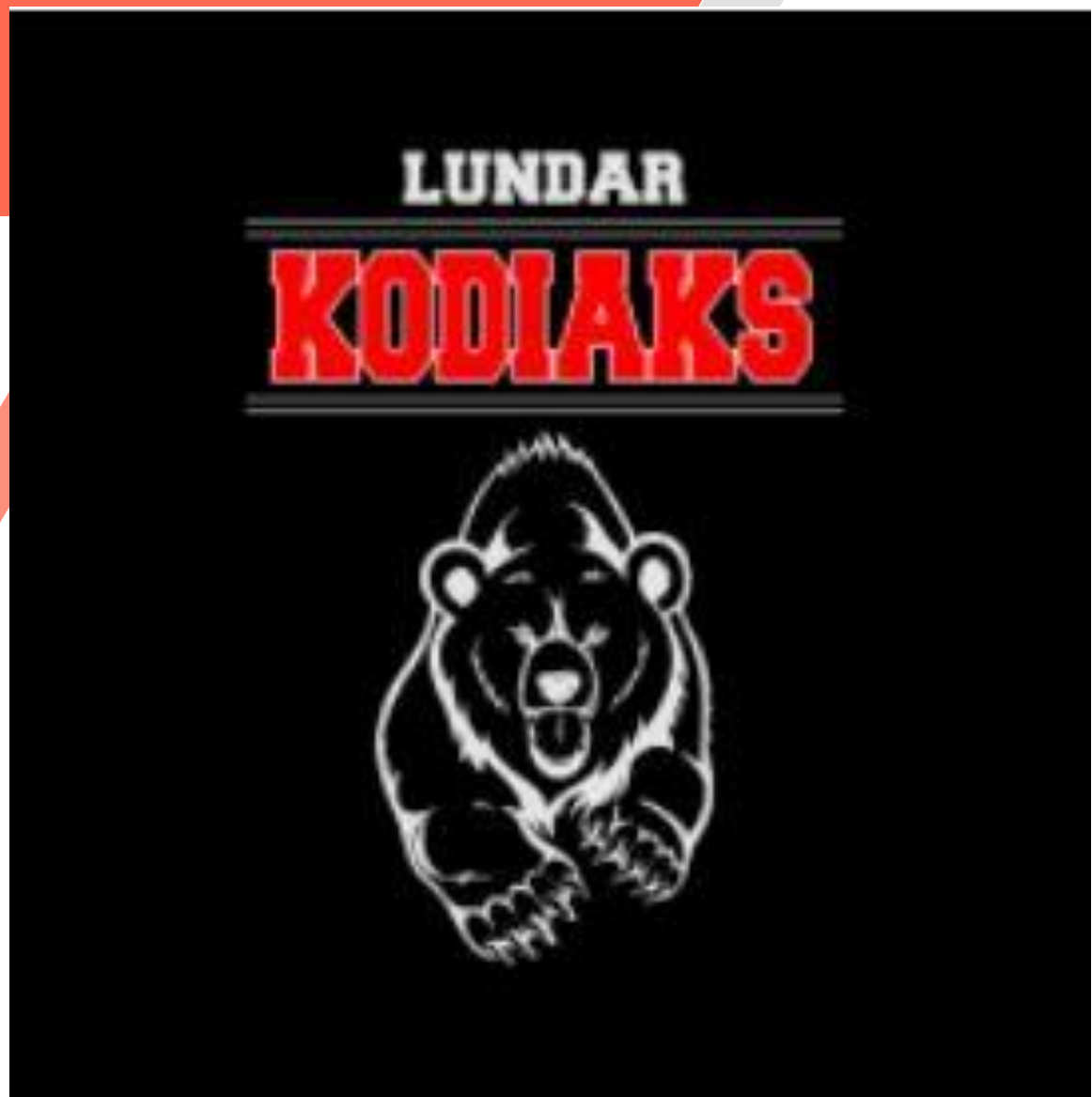


**Lundar High  
School**

# **Student Handbook**



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# Welcome Message

## Welcome to Lundar High School

Lundar High School is a vibrant rural school that focuses on student progress by keeping expectations high.

The goal of LHS is to support the transition of students from primary school to adulthood. When students leave our school, we expect that they will have the numeracy and literacy skills to be successful in their pursuits in life.

LHS focuses on both curricular and extra-curricular opportunities for students. All programs at LHS aim to foster growth by focusing on individual independence, collaboration with others, and navigating systems.

LHS looks to engage students in striving to meet academic goals as well as join in clubs, groups, and teams, creating a positive school environment. There are many opportunities to find ways to engage and become a Kodiak!

LHS staff are eager to work with the young people that come through the school doors. Many staff are busy talking, coaching, and providing space for kids to find their groove while at LHS.

Whether a student's time at LHS is 4 years, 1 year, or any other amount of time, all are welcome in our program!

Sincerely,



Mr. Lawrence Grzenda  
Principal

# Mission Statement

The following statement guides the decisions, planning and opportunities that are made at LHS.

**LHS, a place to learn, grow, and  
strive for excellence**

# Code of Conduct

## Students will...

- Strive for academic excellence through active participation in learning opportunities and school activities.
- Respect the need of others to work in a respectful and cooperative environment that is helpful to learning and teaching.
- Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.
- Attend school and classes regularly and punctually, bring all required supplies and complete assignments.
- Demonstrate respect for school property and the property of others.
- Follow LSD policies regarding appropriate use of current and emerging technologies while at school and/or on school devices
- Accept responsibility for inappropriate words and actions (includes hand signals/gestures) and strive to repair harm and restore relationships.
- Solve conflicts peacefully through discussion or by seeking adult assistance.
- Demonstrate honesty and integrity in all academic matters; refrain from engaging in plagiarism or other means of academic dishonesty.
- Be aware that using tobacco products, electronic cigarettes, and vaporizers is not acceptable and will not be tolerated. Also, be aware that trafficking, using illicit drugs, possessing or being under the influence of alcohol, are not acceptable and will not be tolerated.
- Be aware that weapons of any kind will not be tolerated

- Report unwanted and hurtful behaviour to school staff as soon as reasonably possible. All students have a right to a school environment that is free from bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise and will not be tolerated.

(taken and amended from the Rolling River School Division Code of Conduct Flip book 2018)

## **Staff will...**

- Establish and maintain a positive, caring, and inclusive learning environment.
- Provide learning opportunities for students as prescribed by Lakeshore School Division and Manitoba Education policy.
- Be a role model for the students that is conducive to establishing a positive learning environment and respect for fellow students, school personnel, and property.
- Keep students, parents/ guardians and administration informed about student progress, assessment practices, attendance and behaviour.
- Show common courtesy and respect to all.
- Treat all students, parents/ guardians, and staff members fairly and consistently.
- Maintain and respect the confidential information of students, families, and staff.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour.
- Implement proactive and reactive intervention strategies through a continuum of programming and services.
- Support students when they are establishing and leading student-based activities and organizations.

- **Be aware that unwanted and hurtful behaviour by students will not be tolerated, and to assess if such behaviour is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.**
- **Report incidents of unwanted and hurtful behaviour that may be considered bullying, including cyber-bullying, to the principal, as soon as reasonably possible.**
- **Report to the principal unacceptable student conduct while at school or at a prescribed school approved activity as soon as reasonably possible.**

(taken and amended from the Rolling River School Division Code of Conduct Flip book 2018)

# High School Program

## English Program

LHS is an English program school that meets the education requirements as outlined by department of education of the province of Manitoba.

## Credits

To graduate from high school a student will need to earn 30 credits at minimum. Credits need to be earned at each grade level (grade 9, 10, 11, and 12). There is a mix of compulsory and optional credits that are offered. Touch base with the school guidance counsellor or administrator for detailed information. More information can also be found at the follow web address

[https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad\\_req\\_en.pdf](https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/grad_req_en.pdf)

## Semester System

LHS operates on a semester system which splits the year in two. Semester 1 starts in September and lasts until the end of January. Semester 2 begins at the beginning of February and lasts until the end of June. There are some courses for grade 9 and 10 students that last all year long and are attended every second day.

## Courses

LHS offers courses that meet university and college requirements. Selection of courses is determined by the overall number of students enrolled. Students will have 2 weeks after the start of a course to switch a class.



## Alternative Credit Options

**Credit For Employment (CFE).** Students can earn up to 2 optional credits for holding employment. For more information contact the school staff in charge of administering this program and/or follow the link to the document below.

[https://www.edu.gov.mb.ca/k12/cur/cardev/cfe/docs/full\\_doc.pdf](https://www.edu.gov.mb.ca/k12/cur/cardev/cfe/docs/full_doc.pdf)

**Career Development Internship (CDI).** Students can earn up to 2 optional credits for holding an internship in an organization. For more information contact the school staff in charge of administering this program and/or follow the link to the document below.

[https://www.edu.gov.mb.ca/k12/cur/cardev/cdi/docs/full\\_doc.pdf](https://www.edu.gov.mb.ca/k12/cur/cardev/cdi/docs/full_doc.pdf)

**High School Apprenticeship (HSAP).** Students can earn up to 8 optional credits for holding an apprenticeship in an organization. For more information contact the school staff in charge of administering this program and/or follow the link to the document below.

[https://www.edu.gov.mb.ca/k12/cur/teched/docs/HSAP\\_Presentation.pdf](https://www.edu.gov.mb.ca/k12/cur/teched/docs/HSAP_Presentation.pdf)

**Student Initiated Project (SIP).** Students can earn up to 3 optional credits for SIP's that is completed. The most common SIP is the Community Service SIP (volunteer credit) and the Cultural Exploration SIP. For more information contact the school staff in charge of administering this program and/or follow the link to the document below.

<https://www.edu.gov.mb.ca/k12/docs/support/ldc/index.html>

# Assessment and Reporting

## Report Cards

Report cards will be completed twice a semester. They will follow the guidelines of reporting as outlined by Manitoba Education. Information regarding attendance, progress and learning behaviour will be included.

[https://www.edu.gov.mb.ca/k12/assess/docs/report\\_card/full\\_doc.pdf](https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf)

## Progress Reports

LHS communicates progress to parents by sending home a progress report in each month that a report card is not sent home. This report focuses on assessment completion; grades for assessments completed, overall grade and attendance. No written comments are included on this report.

## Grading

LHS teachers follow the assessment practices as outlined by the Lakeshore School Division. See link below for specific details.

<https://home.lakeshoresd.mb.ca/RegsProcedures>

# Miscellaneous

## Attendance

Students are expected to be in attendance each day. When a student is going to be absent please let the office know (adult) the reason so it can be defined correctly as either excused or unexcused. Provincial guidelines expect that students who miss 10 days or more in a high school course, will require a plan to ensure that academic time lost is recovered and minimizes a negative impact on student grades.

## Bus Transportation

All LHS students who are eligible to ride a bus to school will have that option for transportation. That is arranged through the Lakeshore School Division. Bus transportation for field trips occurs. Riding a bus is a privilege. Students who have shown inappropriate bus conduct may this privilege suspended for a period of time.

## Student Vehicles

LHS students who arrive at school with a personal vehicle need to follow acceptable public guidelines on the use of said vehicle. Lakeshore School Division requires that students who use their own transportation need to complete appropriate forms. Any use of a student vehicle to transport fellow students to and from school, or during the school day, requires appropriate documentation. This documentation needs to be completed by parents of the driver and parents of the rider.

## Student Parking

There are limited student parking spots on school grounds. They are located on the south each corner of the parking lot near the shop door. Student can park on the road east of the school or north of the school following town parking rules.

## **Lockers**

All students will be given the opportunity to have a locker. Some lockers are full length and some lockers are half length. Locks for lockers will be provided. See the office for this.

## **Visitors**

All visitors to LHS are to report to the main office. Staff will help direct visitors. It is not appropriate for friends of LHS students to attend or “hang out” for the day.

## **Safety Drills**

LHS conducts several safety drills each year. The different drills include bus safety, fire, lockdown, and tornado.

## **Graduation**

LHS graduation exercises take place at the end of June. All students who meet provincial graduation requirements are able to participate in these exercises.

## **Scholarship**

LHS facilitates scholarships granted by various donors. The scholarship information and applications are communicated via the graduation meetings, and group communication.

## **Extracurricular Activities**

LHS assists in the creation and maintaining of extracurricular activities. Each activity has expectations and criteria that include meetings, trips, practices, and attendance. Fees for activities may be charged depending on the cost.

# Discipline Process

## Behaviour Belief Statement

Students, like all people, will occasionally make decisions that negatively impact themselves, peers or community. The LHS Discipline Process is designed to work with students to grow and develop decision making skills. Using reflection and logical consequences, LHS aims to allow students to work through their feelings and emotions. The LHS Discipline Process combines student self growth with the need to maintain a respectful learning environment. All discipline measures are progressive in nature and consider factors such as type of incident, frequency of incidence, and growth from previous incidence.

## Success Team Members

Principal  
Guidance Counsellor  
Principal Designate

Vice-principal  
Learning Support Teacher

## Categories of Behaviour

### Arriving Late for Class (ALC)

- Arriving Late for Class

### Disrespecting School Environment (DSE)

- Not listening/Being Defiant towards an Educator
- Swearing at Others
- Harassing Other/s
- Wandering the Hallways
- Arriving to Class Late
- Vandalism
- Littering
- Safety Issue

## High Risk Behaviour (HRB)

- Skipping
- Swearing at an Authority Figure/ Continued Swearing
- Illegal/Banned Substance
- Threatening/Continued Threatening
- Continued Defiance
- Sexual Exploitation/ Sexual Harassment
- Inappropriate use of Technology
- Theft
- Misbehaving During Emergencies
- Unsafe Behaviour
- Discriminatory Comments
- Hitting/Fighting

## Range of Consequences

The response by LHS will be determined by the specific behaviour, severity and frequency of the event. They include.

- LHS Experience (reflection on behaviour choice)
- Phone call to parent
- Loss of lunch
- Removal from a class (for a short period of time)
- Work in an alternative area (for a short period of time)
- Clean or fix damaged area
- Counselling sessions
- In-school suspension
- Out-of-school suspension
- Behaviour contract
- Parental meeting