

Student Handbook 2025/2026

Administration

Mrs. G. Lehman	Principal
Mr. J. Archer	VP - Grade 9
Mrs. J. Kure	VP - Grade 10
Ms. L. Dempster	VP - Grade 11
Mrs. K. DeZutter	VP - Grade 12/13

Counsellors/FSLC

Mrs. L. Friesen	- Grade 9
Mr. G. McRorie	- Grade 10
Mr. J. Carroll	- Grade 11
Mrs. D. Thudium	- Grade 12

LAT

Mr. T. McMullen
Mrs. T. Moir
Ms. J. Helgason
Mrs. C. Georgeson/Mrs. Wasilenko

PHONE NUMBERS

General Office	403 347-1171
Address	4204 - 58 Street, Red Deer T4N 2L6
Attendance Line	403 314-2017
Student Assistance Center	403 314-2016
E-Mail Address	ltchs@rdpsd.ab.ca
LTCHS Homepage	http://lindsaythurber.rdpsd.ab.ca

Office Hours:

8:00 am - 4:00 pm Monday - Friday

Bookstore Hours:

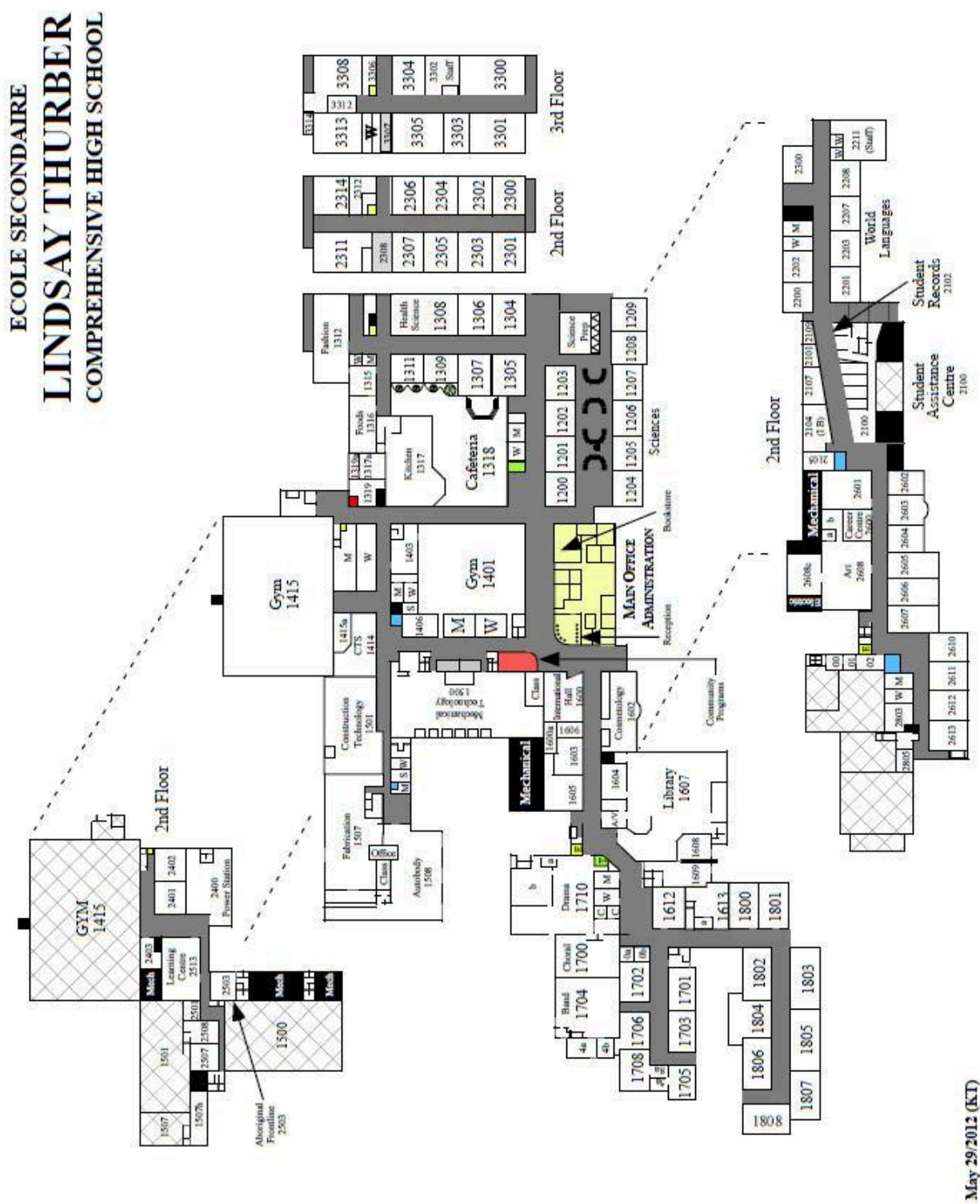
8:00 am - 8:30 am

11:22 am - 12:22 pm (Student lunch break)

3:15 pm - 3:30 pm

GENERAL SCHOOL INFORMATION

A. SCHOOL MAP



B. LAND ACKNOWLEDGEMENT

We acknowledge that we are on Treaty Six territory to the North of the Red Deer River and Treaty Seven territory to the South of the Red Deer River.

We acknowledge and give thanks to all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.



C. STATEMENT OF VALUES

École Lindsay Thurber Comprehensive High School is committed to educating our students in a safe, inclusive learning environment that embraces the diversity of our students and ensures the supports are in place to reach their full potential.

Lindsay Thurber Reach Values

- *We are a community which values life long education and we place student learning first. We will foster a collaborative environment where a diversity of programs and effective practices promote a high level of achievement for all.*
- *We believe the collaboration process is fundamental to learning so we will communicate effectively by involving all stakeholders in working towards common goals.*
- *We will provide opportunities for our students to find success in a safe and caring environment.*
- *We value respect and effective communication so we will teach and model them for all members of our community.*



D. ADMINISTRATION

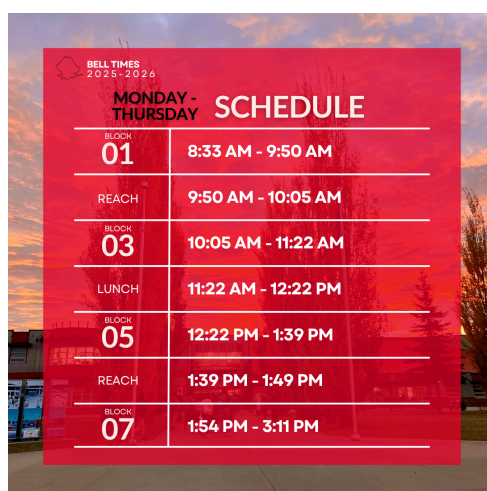
Administrators communicate with students, teachers, parents/guardians and counsellors relative to school concerns affecting students in a grade or a program. They act in a consulting role in all educational matters and assume the major responsibility for attendance and discipline. Administrative liaisons remain with the same students over the normal four years of attendance at LTCHS.

E. BUSINESS MANAGER

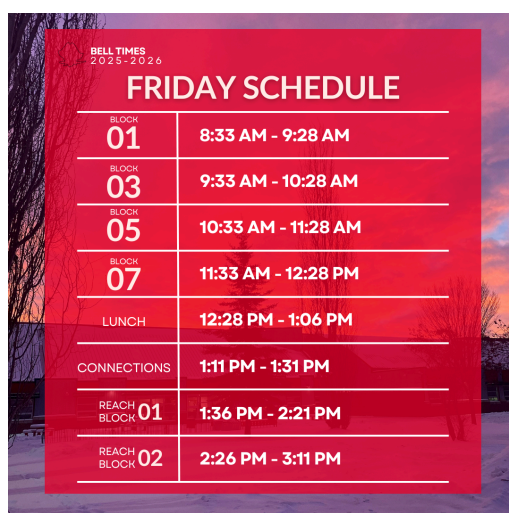
Mrs. Rachel Jenkins is the Business Manager. Her major responsibilities relating to students include: registration fees, bookstore, collection of debts and damages to equipment or school facilities.

F. BELL TIMES

Bell times are subject to change for special events (Remembrance Day, Early Dismissal, etc.) and will be posted on the LTCHS website and social media. All start-up schedules will be received in the summer newsletter.

A red sign with white text and a grid layout, placed outdoors against a background of trees and a sunset sky. The sign is titled 'BELL TIMES 2025-2026' and 'MONDAY-THURSDAY SCHEDULE'. It lists seven time slots with corresponding block numbers and labels like 'REACH', 'LUNCH', and 'BLOCK'.

BELL TIMES 2025-2026	
MONDAY-THURSDAY SCHEDULE	
BLOCK 01	8:33 AM - 9:50 AM
REACH	9:50 AM - 10:05 AM
BLOCK 03	10:05 AM - 11:22 AM
LUNCH	11:22 AM - 12:22 PM
BLOCK 05	12:22 PM - 1:39 PM
REACH	1:39 PM - 1:49 PM
BLOCK 07	1:54 PM - 3:11 PM

A red sign with white text and a grid layout, placed outdoors against a background of trees and a sunset sky. The sign is titled 'BELL TIMES 2025-2026' and 'FRIDAY SCHEDULE'. It lists seven time slots with corresponding block numbers and labels like 'LUNCH', 'CONNECTIONS', and 'REACH BLOCK'.

BELL TIMES 2025-2026	
FRIDAY SCHEDULE	
BLOCK 01	8:33 AM - 9:28 AM
BLOCK 03	9:33 AM - 10:28 AM
BLOCK 05	10:33 AM - 11:28 AM
BLOCK 07	11:33 AM - 12:28 PM
LUNCH	12:28 PM - 1:06 PM
CONNECTIONS	1:11 PM - 1:31 PM
REACH BLOCK 01	1:36 PM - 2:21 PM
REACH BLOCK 02	2:26 PM - 3:11 PM

G. CURRICULUM LEADERS/COORDINATORS

1. Alternative Education Programs: Mr. K. Tennant
2. Athletics: Mr. T. McMullen
3. CALM: Ms. J. Siler
4. Career & Technology: Mrs. S. Stan
5. English: Ms. A. Lopushinsky
6. Fine Arts: Mrs. J. Mann
7. International Baccalaureate: Mrs. J. Shukin
8. Languages: Mr. A. Monteleone
9. Leadership: Ms. F. Pakish
10. Mathematics: Mr. C. Black
11. Physical Education/Health: Mrs. J. Siler
12. Science: Ms. D. Newton
13. Social Studies: Mr. R. Hunter
14. ESL: Ms. E. Young
15. Student Assistance Centre & Career Centre: Mr. J. Carroll
16. LAT - Mrs. T. Moir

H. STUDENT ASSISTANCE CENTRE (S.A.C.) - GUIDANCE COUNSELLORS

Students are free to request a specific counsellor, however if no specific request is made, students will be assigned a counsellor based on their grade:

Mrs. L. Friesen - Grade 9

Mr. G. McRorie - Grade 10

Mr. J. Carroll - Grade 11

Mrs. D. Thudium - Grade 12

Counsellors are available throughout the day to discuss personal and educational concerns, review school programs, assist in career and educational planning and to provide scholarship and financial information. Counselling is provided individually and in groups. Students can be assured that their concerns will be dealt with in a confidential manner. [CLICK HERE](#) or scan the QR code.



I. CAREER CENTRE 403 347-1171 ext. 2600

Lindsay Thurber is one of the few schools in the province which provides a full-time Career Advisor. The Career Centre assists students with career and educational planning, choosing post secondary programs suited to their skills and interests, helping with scholarship and post-secondary financing and providing information on colleges and universities in Alberta, Canada and internationally.

Students have access to a wealth of resources and assistance in helping them make choices for their future. The Career Centre also provides job shadow opportunities, peer tutoring, access to the RAP program, the Health Internship Program, resume development, volunteer placements, study skills information, noon-hour career guest speakers, small group & class presentations, summer study programs, leadership & internship possibilities, and travel abroad opportunities. Parents are encouraged to attend career counselling appointments with the student.

CAREER CONNECTIONS

The Career Connections Department encompasses a wealth of opportunities for students to succeed in high school and achieve not only their high school diploma, but other credentials that contribute to the career planning process. The Work Experience program enables students to earn 30 credits (15 of which count toward their high school diploma) in various workplace settings, enhancing their employability skills. The RAP program enables students to work in one of the 50 trades in Alberta and earn a minimum of 1,000 hours towards their first-year apprenticeship. FNMI provides a variety of support services to our FNMI students that are tailored to the individual needs of the student. **Career Centre Coordinator:** Ms. Ashleigh Holmes (Room 2600); **RAP Coordinator:** Mrs. R. Rudolph (Room 1604); **Work Experience Coordinators:** Mr. D. Plant & Mr. R. Vandervlis (Room 1604), **FNMI Coordinator:** Ms. M. Stober.

J. STUDENT LEADERSHIP EXECUTIVE

The Student Leadership Executive at LTCHS is designed to represent the general student body and to facilitate a variety of activities for students and the community. Students may become involved by joining the Leadership class. Everyone is welcome!

K. ACCESS - www.learnalberta.ca

Engaging learning resources for Alberta's Kindergarten to grade 12 community of students, parents and educators.
User ID: **LA52** Password: **9171**

L. QSA

LTCHS has a proud history of being the first school in Alberta to have a QSA starting in the 1990's. This group is open to all students and they meet in Rm 2314 weekly. There are several staff members who help out. The QSA motto is "No judgements, a place for all."

M. First Nations Metis and Inuit Support Room

The First Nations Metis and Inuit Support room is located in room 1801. Students are welcome to go to this room for lunch or during spares. As well, with teacher permission and prior arrangements with the FNMI coordinator, students may also complete work in the room.

STUDENT INFORMATION

1. ABSENT FROM SCHOOL

Regular attendance is an expectation of everyone attending LTCHS. The specifics of Thurber's attendance policy are found in the policy section of this document. **Briefly, the policy states that students absent from school must have a parent call the school's attendance line at 403 314-2017 prior to 9:30 a.m. on the day of the absence.** If this is not possible, please call and leave a message on the 24-hour answering service. Students who need to leave the school during the day must sign out at the office before leaving the building and have their parent/guardian call the attendance line as soon as possible. In addition, teachers may ask students to bring a note from their parents to class on the day following an absence. Parents and students should review the attendance policy, as failure to meet the expectations outlined in it can result in withdrawal from class.

2. ACCIDENT INSURANCE

All students are covered at any school-sponsored activity under a district policy. There is additional insurance available (at an additional cost) if desired for students in athletic or CTS programs. Please contact the office or check our website for more information on this insurance.

3. ADDRESS / TELEPHONE CHANGE

If you have moved, please complete your change of address form in the RSVP section on PowerSchool.. Changes in home telephone numbers or work numbers for parents/guardians should also be updated in case of emergencies.

4. APPEAL PROCEDURES

Students and parents are reminded that they do have an opportunity to appeal decisions made at the school. The procedure students should follow, either on their own or with their parents, is to:

- (a) discuss the issue with the teacher involved (if applicable).
- (b) discuss the issue with their grade administrator.
- (c) discuss the issue with the Principal.
- (d) contact the Superintendent's office.

5. BUS PASSES & FEES

City Transit Bus Passes for the 2025/2026 School Year

- Transit application form must be filled out
- Students will be issued an unrestricted "bus pass sticker" (at no extra cost) that will be put on their student ID card.
- What makes a student eligible to receive the "bus pass sticker" card from LTCHS?
 - lives 2 km or more from LTCHS if it is your designated school
 - lives 2.4 km or more from LTCHS if it is your school of choice

** We are only able to provide the "bus pass sticker" for our eligible students**

** Lost or stolen cards must be reported to the bookstore immediately so that the card can be deactivated. A replacement card will be issued for a fee of \$15.00. **

6. CHEQUES

LTCHS will accept payment of any service by personal cheque made out to RDPSP/LTCHS - unless there is a record of returned cheques (i.e. NSF). At that time, a 'cash only' basis will be set up. The charge for NSF cheques is \$10.00.

7. CLUBS

Joining a club is a great way to meet new friends and expand your interests. All clubs welcome new members. Clubs which may operate in the school include:

- | | |
|----------------------------------|--------------------|
| * Choir Ensembles | * Peer Tutors |
| * Drama / Improv | * Robotics |
| * Healing Through the Arts | * Skiing |
| * IB Helping U | * Environment Club |
| * International Students' Assoc. | * Math Club |
| * Japan Culture Club | * Book Club |
| * Skateboard Club | * Tabletop Games |

If you're interested in forming a new club, this is the procedure to follow:

- 1) Obtain permission from an administrator.
- 2) Find a club sponsor (teacher).
- 3) Start being a club.

8. CREDITS

Students in Grade 10 and 11 are required to maintain a course load of 40 credits or more throughout the school year. Special consideration for a maximum of one (1) spare within the school year may be considered for students registered in Band, Choral or Sports Performance in a period 0, 4 or 7 (Please refer to the Course Withdrawal policy on page 14).

9. DANCES

Dances are intended for students and invited guests. Names of guests who are not LTCHS students must be submitted to the administration at least two weeks in advance of the dance. The maximum age for guests is 19, and the guest must be a registered high school student. Students are responsible for the conduct of their guests. Dances are considered a school activity, students who use alcohol or drugs prior to or during a dance are subject to suspension from school. All school rules and policies apply.

10. DIPLOMAS

Students will be eligible for a high school diploma upon completion of the requirements as established by Alberta Education. Students in the Knowledge and Employability courses (K&E) may earn a certificate of High School Completion upon completing the courses.

Students should acquaint themselves with the requirements for a high school diploma, and also the requirements for any post-secondary program they are considering. Information and clarification can be received from any of the counsellors at the Student Assistance Center or from Mrs. Gosse in the Career Centre.

For a detailed outline of the High School Diploma requirements, go to the Alberta Education website: <https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx>

For a detailed outline of the Certificate of High School Achievement requirements, go to the Alberta Education website: <https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx>

11. FOOD SERVICES

Cafeteria services are available Monday through Friday, from 7:30 am to 3:30 pm. A Breakfast Program is available to all students free of charge on Monday through Friday mornings, located adjacent to the cafeteria. *Our program runs based on volunteer availability.

*** NUTRITION POLICY**

Red Deer Public School District believes that healthy eating is an integral part of growth and development and that good nutrition is conducive to student learning. Therefore, the District is committed to implementing procedures that create a school environment that encourages healthy eating habits among all students and staff, and that limits the sale of non-nutritious foods. In following the district policy, ALL food sales during a regular school day at LTCHS must meet the guidelines for the District Nutrition Policy and must be given an 'OK' from administration.

12. HALLWAY POLICY

It is expected that hallways will be cleared when classes are in session. Students should be in their classes or, if they have a spare period, they should be in either the Learning Commons or cafeteria or leave the school premises. Working at the tables by the Learning Commons, cafeteria or CTS wing is also permissible. Students who do not have classes during an entire morning or afternoon should plan to attend only during the time of their scheduled classes.

13. HOMEWORK

Study and homework assignments are an important influence on student achievement because homework is an effective means of reinforcing and furthering classroom instruction and learning. Moreover, homework cultivates self-discipline and the individual's responsibility in the educational process.

The time required for homework will vary according to a student's ability and expectations, the course, the type of task, and personal time management skills. However, the typical high school student might spend 15 to 45 minutes per course per night on activities such as practice, preparation, reinforcement, and enrichment. Students are strongly encouraged to use a calendar to organize their time and homework.

Help sessions can be arranged through the Students' Assistance Center (SAC).

14. IDENTIFICATION CARDS (ID CARDS)

Students will receive an ID card, which is required for attendance at Reach and at school functions. Replacement ID cards can be paid for at the bookstore for \$2.50, and then obtain the card from the Student Assistance Centre (SAC).

** Students are expected to have their school ID with them at all times.

15. ILLNESS & INJURY

Any student who becomes ill or suffers an accident must report to the office. Every effort will be made to inform parents/guardians that the student is being sent home, will be cared for, or will be sent directly to a medical facility for treatment. Ambulance costs are reimbursed by the District student insurance.

16. INTRAMURALS

During the course of the year, LTCHS runs an Intramural program, provided there is sufficient student interest. The goals of the intramural program are:

- 1) to maximize participation in a wide variety of activities
- 2) to encourage voluntary participation
- 3) to have fun and enjoyment
- 4) to exercise and improve fitness
- 5) to socialize, meet new people and be a part of a group or team
- 6) to provide leadership experiences for students involved in organizing, officiating and coordinating activities

Intramural activities include:

- a. organized individual and team activities
- b. mass participation events
- c. special events

- Co-ed activities will be encouraged.
- Rules will be kept as simple as possible.
- Most intramurals will take place from 11:50 am – 12:40 pm.
- Registration for activities will occur through the Leadership office.
- Information will be posted on the TV screens. ***Be active and stay healthy.***

17. LOCKERS

Students may rent a locker when they purchase their books. Locks are provided by the school, and must be used. Please check to ensure your locker cannot be easily opened when the lock is in place. **The school cannot assume responsibility for lost/stolen property.** Valuables may be left at the office for safekeeping.

DO NOT give your combination to other students or share lockers.

Lockers are school property and may be opened by the school administration if there is a justifiable cause.

Lockers must be emptied out by the last day of regular classes in June. Anything found in the lockers will be given to charity. There will be a \$10 charge to retrieve your items if we have had to empty your locker and the items have not been given away already.

Gym Lockers: Students are required to use their own personal locks on gym lockers. Students are encouraged to leave valuables in their regular locker because gym change rooms are not always locked, and theft can be a problem. All items from gym lockers must be cleared out at the end of each semester, respectively.

18. LOST & FOUND

Lost and found items may be claimed by identifying the item in the main office. Please make every effort to ensure that all students' belongings are identified in some distinct manner. Calculators and other electronic devices are particularly prone to theft. (Lost and found items **will be held for 90 days** before being sent to charity.) If a theft is suspected, please submit a written report to the main office listing the items stolen. It is also the student's responsibility to file a police report at the local detachment office.

19. PARKING

Students must purchase a parking pass if they are driving a private vehicle and are asked to park in designated areas only. Violators will be issued tickets, and their vehicles may be towed away. Driving violations will be reported directly to the RCMP. LTCHS does not accept responsibility for damages and/or thefts which occur in the parking lot. Complaints should be filed with the RCMP.

Parking passes will be required for all student parking. Passes, sold at the Bookstore, will cost \$10 a year. Passes will hang from the rearview mirror and are therefore transferable, allowing the student to register all family vehicles at the time of purchase. Replacements for lost passes will cost the full amount. A bylaw officer is on duty and will ticket vehicles that do not display a valid parking pass. (The cost of a ticket for a first offence is \$75.00.)

Daily passes may be purchased at the office for \$1.

20. ACADEMIC HONESTY

Academic Honesty

Academic honesty is an approach to studies in which students conduct themselves with personal integrity and comply with established academic practices in terms of the authenticity of their work and assessments without misrepresenting others' work as their own.

Academic dishonesty - intended or inadvertent - includes, but is not limited to:

- Plagiarism - misrepresenting another person's or persons' work or ideas to be your own. This can include word-for-word copying or paraphrasing without proper acknowledgement.
- Collusion - work done by more than one person that is intended to be completed by a single person. Collusion is distinct from collaboration in that collaboration is cooperation on academic work which is expressly permitted and openly acknowledged. Collaboration, for example, can be permitted within the context of a science lab that is completed with a partner. Likewise, group presentations are by their nature collaborative. Collusion also includes supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication of work - the presentation of the same work for different assessment components and/or diploma requirements.
- Misconduct - not complying with regulations such as exam regulations. This includes, but is not limited to, bringing prohibited items such as mobile phones into examinations or using unauthorized calculators during examinations.

Students are responsible for ensuring all work submitted is their own authentic work and gives proper acknowledgement to those on whose ideas the work is based. If a student is found to be guilty of academic dishonesty, an administrator, in consultation with the student, teacher, and parent/guardian, will determine an appropriate consequence. Such consequences can include, but are not limited to:

- An opportunity to complete an alternative assessment.
- Receiving no mark for the assessment.
- A letter of discipline will be placed in the student's file.
- Repeated incidents of academic dishonesty can result in an in-school or out-of-school suspension.

21. DIGITAL CITIZENSHIP/ DEVICE USE

Use of Devices at School

The staff at LTCHS recognize that there are many uses for digital technology within the classroom environment. We recognize that these technologies may provide many exciting learning opportunities for staff and students, but also recognize that issues may arise from their misuse. To ensure students benefit from digital technologies and practice good digital citizenship, we ask that all students abide by the following guidelines, which focus on safe, responsible and ethical use of digital technologies:

- Students/Digital Citizens are expected to keep LTCHS a safe and caring environment; this encompasses all digital realms. As such, this includes keeping personal information private, maintaining civility in digital communications, fostering positive relationships and protecting themselves and their classmates from harm, such as bullying and intimidation.
- Students/Digital Citizens are expected to understand that any information posted online is permanent and their digital footprint is everlasting. Posts, online comments, uploads, etc., should be done in a manner that demonstrates responsible use of digital communications and will not have any negative impact on themselves or others. Students also need to understand that the use of digital technologies at school is for academic purposes, as outlined by the course and teacher.
- Students/Digital Citizens are expected to be honest, honourable and decent when using digital communications and or resources. Students will use and verify the credibility of sources, credit the work of others, respect different points of view and demonstrate behaviour that is academically ethical.

While at school, these guidelines apply to both school-owned and student-owned devices. All students in RDPSD are required to sign an “Acceptable Use Agreement” when registering. This form outlines the acceptance of the above guidelines and details that misuse of devices can result in loss of privileges to access technology while at school.

Cell Phone Use

In June 2024, the provincial government announced new guidelines for the use of cell phones and personal devices in schools. The following practices will be implemented at Lindsay Thurber regarding the use of cell phones and personal electronic devices. These procedures align with RDPSD Administrative Procedure 145.

1. All personal electronic devices (cell phones, smart watches, and earbuds/headphones) must be turned off and put away during class time. This will apply to students in class and in hallways or washrooms during class time. If devices are found not to be either put away or turned off, the following steps will be followed:
 - **First offence:** The teacher will issue a warning to the student, and the student must turn off and put away the device immediately. The student’s parent/guardian will be contacted and alerted to the incident by the teacher. (phone call, log entry)
 - **Second offence:** The student will have to bring their device to the office and it will be stored in the main school office until the end of the school day. The student may retrieve the personal mobile device at this time. The student’s parent/guardian will be contacted and alerted to the incident by the school administration.
 - **Third offence:** The personal mobile device will be confiscated, and will be stored in the main school office until such time that it can be retrieved by the student’s parent/guardian, in person.
2. Future offences: Offences beyond the third offence may be referred to disciplinary measures detailed in Administrative Procedure 355 - Suspension and Expulsion.
3. Students will not be able to access any social media sites using the school network or on any school device.

4. Students are still allowed to use their devices before school, during lunch and after school (although they will not be able to access social media on the school network at any time).
5. In the event of an emergency, parents can contact the school office (403)-347-1171, and we will put you in touch with your student.

22. POWERSCHOOL

Click on the link for information on [how to create a Parent Portal account](#)

To access PowerSchool from your home computer, log onto <https://powerschool.rdpd.ab.ca/public/home.html>

To access PowerSchool via your mobile device follow the directions below to download the app:

- On your phone **go to the App Store**
- Using the search field **type in PowerSchool**
- **Select PowerSchool for Students and Download**
- For Student sign in you will need your child's **Student Web ID and Student Password**. The District code is: **JBGT**
- (If your child does not provide their Web ID & password, please contact the school and we will be happy to provide it for you).

23. POWER STATION

This modern weight lifting facility is open for student use from Monday to Friday at lunch, during the Friday afternoon REACH blocks and Monday to Thursday after school until 4:30. Students are expected to change and follow the rules of the Power Station at all times.

24. SCHOLARSHIPS & AWARDS

The Awards and Scholarship Booklet lists a variety of subject awards presented yearly to LTCHS students. This booklet can be found in the Career Centre. An Awards Ceremony will take place in October to recognize student achievement at each grade level for the previous year.

Honors - Minimum of 80% average, based on five **grade-level** subjects, minimum 21 credits. Must have:

- a grade-level English course (dash-1 or dash-2) or FLA;
- 2 other grade-level core courses (Math, Social Studies, Science or a language other than the one used above)
- any 2 other grade-level subjects. Three (3) CTS modules make one course.

Honors with Distinction - Minimum of 90% average based on the Honors criteria.

* This criterion is based on the Alberta Rutherford Scholarship program.

25. SCHOOL FEES

School fees for the 2025/2026 year are \$150.00 (non-refundable comprehensive fee)

**Please note that the comprehensive fee does NOT include the following: Athletic fees, CTS projects, Field Experience travel, Grad fee, Instrument rental, Parking passes, Safety Kit, Sketch book, Yearbook.*

Fees are paid at the bookstore. Payment options include: Cash, Debit, Cheque, Visa, MasterCard or online payment. If other financial arrangements need to be made, they must be arranged through the Business Manager before visiting the bookstore. Click on the link for [information on paying](#) online

26. SCHOOL PICTURES

All students must have a yearbook and I.D. card photo taken. Lost ID cards can be replaced for a fee of \$5. Students have the option to purchase photo packages at a reasonable cost. Pictures are scheduled during the week prior to the beginning of school and the first week of September with retakes taken in October.

Graduation photos will be taken in November. Please refer to the school calendar for specific dates. Lifetouch is the photographer for LTCHS and can be contacted at 403-356-9410.

27. TELEPHONES

A free phone for local calls is located in the Main Office.

28. TEXTBOOKS

If books are not returned, the full replacement cost of the book will be charged to the student's account.

29. VOLUNTEERS

Volunteers from the community are welcomed and appreciated. A wide variety of volunteer opportunities exist at LTCHS. If parents or community members wish to participate, they are encouraged to contact Mrs. Lehman (Principal). Volunteers may be required to provide a driver's abstract, proof of insurance and a criminal record check.

30. WHEELCHAIR FACILITIES

Washrooms - are located throughout the building and inside the main office.

Elevator - The elevators are located at the south, north, and the east ends of the school. Please go to the Main Office to make arrangements for the use of the elevators.

31. YEARBOOK

Yearbooks may be ordered online at ybpay.lifetouch.com or at the bookstore.

SCHOOL POLICIES AND GUIDELINES

A. STUDENT BEHAVIOUR EXPECTATIONS:

To ensure that Lindsay Thurber Comprehensive High School is a positive learning environment for everyone, all students are expected to comply with expectations set by our school District, as well as school rules which are in place for the benefit of all members of our school community.

Through Board Policy AP 350 - Appendix A, the Student Code of Conduct, the Board expects students to behave in accordance with Section 12 of the School Act. Section 12 states that students will conduct themselves so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing the student's studies;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the Board to provide education programs and other services;
- comply with rules of the school;
- account to the student's teachers for the student's conduct;
- respect the rights of others;
- ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and
- positively contribute to the student's school and community.
- be responsible and accountable for their behavior and conduct at all times, and comply with the expectations of the school while involved in school-sponsored or related activities, while on school property as well as during any breaks or lunch periods on or off school property, while traveling to and from school, and beyond the hours of school operation, if the behaviour or conduct detrimentally affect the welfare of individual students or the governance, climate or efficiency of the school;
- be positive when conveying information about Lindsay Thurber;

- seek assistance to help resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth; and
- use school and personal technology appropriately and ethically, including the use of social media (e.g. Instagram, Snapchat, etc.).

Students are expected to demonstrate responsible behavior at all times, whether on school property, during the school day, or while representing the school in the community. If actions taken outside of regular school hours threaten the safety or well-being of members of the school community, or disrupt the learning environment, school administrators may assign appropriate consequences.

By following these expectations, students can make a positive contribution to a safe, respectful, and productive school community.

Specific Student Behaviour Expectations at Lindsay Thurber Comprehensive High School:

Focus on Academics at Thurber means:

- attend all classes on time, prepared to learn and contribute in a positive manner;
- obtain the maximum number of credits as assigned on their timetable; and
- keep hallways clear and quiet during class.

Treat Staff & Students with Respect at Thurber means:

- allow teachers to teach and students to learn respectfully without interruption;
- demonstrate honesty, courtesy and respect for peers and all staff;
- respectfully comply with requests made by staff members;
- respect diversity and refrain from demonstrating any form of discrimination; and
- respect the rights of others

Contribute to a Secure & Safe School at Thurber means:

- do not smoke or vape on school property (cigarettes or e-cigarettes/vapes);
- do not use or possess alcohol, cannabis, illegal drugs, or weapons;
- do not be under the influence of alcohol, cannabis, illegal drugs, or inhalants
- do not participate in, encourage/cheer on, or record a fight; and
- make sure non-Thurber students enter the school at the main office doors only and report directly to the office (or a trespassing ticket may be issued).
- Students shall not be in possession on school premises at any time or while in any school-sponsored curricular or extracurricular activity, of a weapon as defined above. A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear. This definition also includes fake(facsimile) weapons. Possession of a weapon at school or at a school sponsored event or the sending of images of a weapon that could potentially cause fear for other students will result in a suspension with a potential for further disciplinary action.

Furthermore, students are expected to:

- resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice;
- use school and personal technology appropriately and ethically; and
- ensure that they conduct themselves with academic integrity and refrain from/report all incidents of academic misconduct including, but not limited to, cheating and plagiarizing.

When student behaviours interfere with the rights of others to learn or to feel safe and respected, school staff will respond by providing learning supports, strategies, and/or consequences. Their responses will take into account the

student's age, maturity, and individual circumstances. Responses provide support for students who are impacted by the inappropriate behavior as well as for students who engage in inappropriate behavior.

Course Withdrawal

Grade 9 and 10 students must maintain a full timetable, therefore, a course transfer will occur rather than a withdrawal. Requests for revisions to a timetable may be made prior to and within one (1) week of the commencement of the course. If a change cannot be made, the student will be expected to remain in the course. Students who are experiencing difficulty in a course should seek assistance from either the SAC, their classroom teacher or their Grade Vice-Principal. Students cannot decide to withdraw from a course by simply not attending.

Trespassing / Congregating

People who are not students or employees at LTCHS must have the permission of the school administration in order to visit the school. Students registered at LTCHS are not permitted onto Gaetz Lake Sanctuary during school hours. Adjacent neighbourhoods and parking lots (including the Memorial Center) around the school are considered non-congregation areas. Students wishing to meet with a group of friends may do so on the grounds or the fields around the school.

Lindsay Thurber Dress Code

At Lindsay Thurber, student apparel should contribute to a positive school atmosphere that facilitates learning and demonstrates respect. Therefore, not all the latest fashions are necessarily suitable for school.

- For health and safety, appropriate footwear must be worn at school.
- Clothing must be free of offensive, discriminatory, suggestive, illegal activities, violent, gory, inappropriate language or graphics.
- Underwear or clothing that acts as underwear must be covered at all times.
- Hats are permitted within the school building, but students may be asked to remove them in certain settings as directed by their teacher.
- Hoods are not permitted to be worn within the school building, and students will be asked to remove them.
- Suitable clothing is required for various classes, such as physical education, practical arts, and the various trades that are offered. Students should check with their instructor about the clothing requirements.

In the event that a student is wearing something that a staff member believes is not appropriate for a school environment, the staff member will address the issue discreetly and respectfully with the student, asking them to change their clothing or cover up.

Students are expected to respectfully comply with the decision of the teacher or staff member in these instances. Exceptions will be made for religious considerations or where health and safety are concerned.

Exclusion from class

Any student who has been excluded from a class is to go to the office immediately. The student will remain in the office until the end of the period. Depending upon the circumstances, the grade vice-principal and/or parents/guardians may be involved.

Respect for School Property (LTCHS needs your support)

Individuals and classes are encouraged to help keep work and common areas tidy and safe. Your input is needed and appreciated. Any damage, accidental or intentional, should be reported to the office. Persons responsible for non-intentional damage who immediately voluntarily report the circumstances to the office will be held responsible for the cost of replacement parts, but not labour costs. Students who are guilty of vandalism through graffiti will be charged under the Red Deer City bylaw. (\$2400.00)

In addition, LTCHS is a member of a student Crime Stoppers network. Persons wishing to report illegal activities within the school may call anonymously to **1-800 222-TIPS (8477)**.

Special School Activities, Field Trips, Exchanges and Extra-Curricular Policy

There are many opportunities for students to participate in special activities and field trips at Lindsay Thurber. We believe that these are valuable experiences in the development of the whole student and their high school experience. When our students participate in these activities, they represent Lindsay Thurber and frequently our community as well as themselves. With that in mind, we expect our students to act in an honorable manner, being examples of our school REACH values and abiding by all rules and school expectations. In the event that a student does not follow expected behaviors set by the supervising teacher, school and school board policies, there will be consequences for the student's actions.

Any use of alcohol or drugs, or any behavior deemed inappropriate, will result in a five-day out-of-school suspension. In addition the offending student may be prohibited from participating in any further extra-curricular or curricular activities. The student may also be sent home (if the group is away) at the parent's expense.

B. ATTENDANCE RESPONSIBILITY AND EXPECTATIONS

The staff of Lindsay Thurber would like every child to graduate from High School. We know that attendance is a key factor that contributes to student learning, and ultimately graduation. Lindsay Thurber has an *Attendance Responsibility and Expectations Policy*. In this policy, students are required to maintain a 90% attendance rate to take part in school activities. Student activities include: the graduation ceremony, field trips, dances, athletics, band and choir concerts and school celebrations, etc. We understand that there are often factors that prevent children from attending school, so the *attendance responsibility and expectation policy* is based on unverified absences. If your child is absent from school, a parent must call the attendance line (403-314-2017) or provide a signed note within 7 calendar days of the absence.

Attendance Responsibilities and Expectations Policy:

- Attending each class every day on time is one of the most important contributing factors to student learning & success;
- Responsibility for attendance comes from students and parents. All absences must be reported to the main office by a parent phone call or signed parent note, within 7 calendar days of the absence. Medical documentation is required for ongoing absenteeism due to health concerns lasting more than 3 consecutive days;
- Students who need to leave the school during class time due to illness or to attend an appointment must sign out through the main office for safety reasons. Office staff will need to speak with a parent/guardian by phone before the student can sign out;
- All unexcused absences from class will be recorded and will be reported to the home daily by an automated phone reporting system or by teachers; and
- 90% attendance is required for all students to take part in school activities (e.g. Grad Ceremony and Banquet, field trips, dances, athletics, band and choir concerts, school celebrations, etc.)

Students are responsible for all course material missed while absent for any reason. Medical and dental appointments should be made outside of school time if possible.

C. EVALUATION AND EXAM POLICIES

1) Course Expectations and Evaluation

Each teacher will provide the student with an outline of the course and the evaluation procedure which is to be followed in arriving at the final grade.

2) Mid-term Report Cards

Mid-term report cards are no longer issued. Up-to-date marks are available online in PowerSchool.

3) Parent/Student/Teacher Conferences – Refer to School Calendar for dates

Parent/student/teacher conferences are held at the school in October and March. It is hoped that all parents/guardians will come to meet with the teachers to discuss their child's progress.

4) Interim Report Cards

Interim progress reports may be sent home at any time of the year if the teacher feels it is desirable and/or necessary. Students and parents are encouraged to review students' achievements regularly through PowerSchool.

Click on the link for information on [how to create a Parent Portal account](#)

To access PowerSchool from your home computer, log onto <https://powerschool.rdpd.ab.ca/public/home.html>

To access PowerSchool via your mobile device follow the directions below to download the app:

- *On your phone* **go to the App Store**
- *Using the search field* **type in PowerSchool**
- **Select PowerSchool for Students and Download**
- *For Student sign in you will need your child's* **Student Web ID and Student Password**. The District code is: **JBGT**
- *(If your child does not provide their Web ID & password, please contact the school and we will be happy to provide it for you).*

5) Report Cards

Online report cards are issued to students at the end of each school year. Report cards should be retained as they are the only records students will have of their high school achievement.

6) Mark Appeal Procedure

Students who wish to appeal a final mark awarded by the school should first consult with their teacher. Following the discussion, the student may appeal, in writing, to the Principal within one week of receiving their final marks.

7) Missed Exam / Assignments

If a student misses an exam or assignment due to an absence, they will be expected to make up the exam or assignment according to the guidelines of the subject department. In most cases, students will be allowed to write the exam or its equivalent upon their return to class. Arrangements may be made to have the student write outside of class time or in an alternate location, such as the Raiders Support Center (RSC.)

8) Final Exams

Time will be set aside at the end of each semester for students to write their final examinations. The most up-to-date final exam schedule can be found on the LTCHS website. The exam in each core subject is the same for all students registered in that course during the semester and, as a result, must be written during the scheduled times. Final examinations for non-core courses are administered on the final two days of the regular classes. Most courses have a final examination.

The weight of these exams will not exceed 30% of the student's final mark.

FINAL EXAM POLICY

It is the expectation that all students registered at Lindsay Thurber Comprehensive High School will write a final exam in each of his/her courses unless otherwise specified by the course instructor in the course outline. It is acknowledged, however, that there are circumstances that arise that prohibit students from writing at the designated times.

a. Emergent Situations:

Exemptions and partial exemptions may be granted to students who are unable to complete an examination for one of the following reasons: acute medical illness; bereavement; inclement weather; subpoena to attend court; school or community emergency or crisis; administrative error; or surgery.

- In courses where Diploma exams are written, the student will provide appropriate documentation as outlined by Alberta Education to the school administration so that an application for exemption or partial exemption can be made on the student's behalf. All exemptions are reviewed, and the official decisions are made by Alberta Education.
- When students face emergent situations in courses other than Diploma exam courses, parents must contact the Administrator responsible for the coordination of final exams to request an exemption either in whole or in part.

b. Non-Emergent Situations:

Non-emergent situations may also arise where a student is unable to write during the specified final exam time. It is expected that the parent will inform the Administrator responsible for coordinating final exams, in writing, of the circumstances surrounding the reason for the absence and provide alternative dates for writing either prior to or following the absence. Requests of this type must be submitted at least 20 teaching days prior to the scheduled writing of the final exam. Failure to submit this request will be deemed to be an exceptional circumstance and may result in a mark of zero (0) being awarded for the exam.

9) Prerequisite Marks for Diploma Examination Courses

Students in Grade 11 who request to register in a Diploma examination course must have a minimum mark of **65%** in the prerequisite course.

10) Waiver of Normal Prerequisites

Under special circumstances, normal prerequisites may be waived if the following conditions are met:

1. The student possesses the knowledge, skills and attitudes identified in the waived course or program of studies. (A challenge exam may be required)
2. Judgments are made on an individual basis, not for an entire class of students.
3. It is in the student's best interest.

11) Diploma Examinations

Diploma Exams are held in English 30-1 & 30-2, French Language Arts 30, Social Studies 30-1 & 30-2, Mathematics 30-1 & 30-2, Science 30, Biology 30, Chemistry 30 and Physics 30. The final course mark will be a blended one: 70% will be made up of the school-awarded mark and 30% of the provincial diploma exam mark. The high school transcript will display three marks: the school-awarded mark, the diploma exam mark, and the final blended mark. A student must receive a final blended mark of at least 50% to receive credit for the course.

12) Rewriting Diploma Examinations

If, for any reason, a student wishes to rewrite a Grade 12 diploma exam, they may do so by making an application to write the exams at the next sitting of the exam (November, January, April, June or August). Applications are done through MyPass. <https://public.education.alberta.ca/PASI/myPass>

Students who retake a diploma exam course or decide to rewrite a diploma exam will receive the higher of the two marks (school-awarded and/or diploma exam) as part of their final blended mark. There is a fee, payable directly to Alberta Education, for rewriting diploma exams. All students rewriting a diploma exam, whether they are retaking the course or not, are responsible for registering for the rewrite.

Application Deadlines:

early October	(November Writing)
early December	(January Writing)
early March	(April Writing)
early May	(June Writing)

The rewrite fee must be paid directly to Alberta Education.

13) Examination Schedules

Exam schedules will be posted on the LTCHS website:

www.lindsaythurber.rdpsd.ab.ca

D. GRADUATION REQUIREMENTS/EXERCISES

RATIONALE

Lindsay Thurber Comprehensive High School believes that all grade 12 students registered at the school who wish to participate in the school's Graduation ceremony must meet certain minimal requirements. Lindsay Thurber Comprehensive High also believes that participation in graduation ceremonies is a privilege for students and not a right.

REGULATIONS

1. Students must meet the minimum course credit requirements for a High School Diploma as established by Alberta Education. Specifically, students will:
 - A. Achieve a minimum grade of at least 50% in all non-diploma subjects required for graduation and meet the requirements for diploma subjects described below. Because the final grades for Diploma Exam subjects are established by blending the school-awarded mark and the diploma examination mark, the following rules will apply:
 - In the first semester, students must have earned at least 50% in the blended mark in any required diploma examination subject. If students have a blended mark of less than 50%, they may become eligible by retaking the diploma exam in April or June of the second semester.
 - In the second semester, students must have earned at least 50% in the school-awarded mark in any diploma examination subject they require to meet their diploma requirements.
 - Students who are rewriting diploma exams in June, in courses required for graduation, must submit proof of their registration to the Grade 12 Vice-Principal by March 31st to satisfy the graduation requirements.
 - B. Be eligible for a Certificate of Achievement.
 - C. Be eligible for a Certificate of School Completion
 - D. Students must attend school regularly and meet the expectations outlined in the school attendance policy.
2. A list of eligible graduates will be prepared and posted throughout the second semester. Students not on the list may appeal (in writing) to the school principal within ONE WEEK of the grad list posting, which announces the final list of eligible participants.
3. The final list of graduates will be prepared and posted in May.
4. To provide information to prospective graduates and their parents, the Principal will provide a copy and review this policy and regulation to the parents and grade 12 students by November 30th.
5. The graduation ceremony is a school-sponsored event, meaning that students are responsible to the school for their decorum. Behaviour that distracts from the dignity of the celebration may result in the graduate losing the privilege of continuing with the day's activities.
6. The Principal will have the authority to make decisions for the eligibility of students in extraordinary circumstances.

7. It is the responsibility of a graduation committee in consultation with the school administration, to plan and organize the graduation activities.
8. The school shall not be responsible for any financial costs associated with graduation or for any financial liability that may arise as a result of the graduation activities.

Graduation exercises at LTCHS are sanctioned by the school, and organized by the class of graduates, with the assistance of, and under the supervision of a staff advisor. All activities planned for the formal graduation exercises, under the auspices of the school, are subject to the approval of the school administration. Monies raised for graduation activities, through direct or indirect reference to the school, may only be spent on activities which are approved by the school administration. Activities which denigrate the community, the students, or the school are unacceptable and may result in the loss of the privilege of participating in graduation, for those individuals involved.

In October of each year, a Graduation Executive Committee will be formed, which will be charged with the overall responsibility for organizing the graduation exercises. Individual members of the Graduation Executive shall act as coordinators of the various committees or functions associated with the organization of the graduation exercises.

E. ATHLETIC ELIGIBILITY POLICY

The athletics program at LTCHS provides an opportunity for all students to participate in a wide variety of sports within an educational setting. These activities offer an opportunity for athletes to develop their physical potential. Students must achieve academic and social standards to maintain their eligibility.

1. Students must maintain a passing (50%) average in their courses. Each student's progress will be closely monitored by the coach
2. Any mark below 50% will be investigated by the coach and classroom teacher. The student may be placed on probation until his/her performance improves to a level satisfactory to the classroom teacher. Failure to improve the performance level may result in suspension from the team.
3. Each student is eligible for competition in SSA-sanctioned events for three consecutive years after registration in grade 10, provided the student is under the age of 19 on September 1 of the school year.
4. Students must attend school regularly and meet the expectations outlined in the school attendance policy.
5. It must be the Principal's decision that it is in the best interest of the competitor and the school as a whole for her/him to participate.

LTCHS is a member of the Central Alberta Schools Athletic Association (CASAA). This organization includes schools as far north as Camrose, south to Bowden, west to Rocky Mountain House and east to the Saskatchewan border. Our high school athletes and teams compete in the following activities with this organization.

The Grade 9 teams compete in the Red Deer Junior Schools Athletic Association (RDJSAA). This includes teams in Red Deer, as well as Innisfail, Sylvan Lake and Lacombe.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross-Country	Basketball	Track & Field
Football	Curling	Tennis
Volleyball	Badminton	Rugby
Golf	Handball	Soccer

At the Grade 10 -12 level, LTCHS has senior and junior-varsity (JV) level teams, known as the Senior Raiders and JV Raiders. The Grade 9 teams are known as the Raiders (Red & White teams).

Inter-school sports provide an exciting and inexpensive form of entertainment. Home games are held on Monday through Friday evenings. Schedules with information are posted throughout the school.

All students are encouraged to try out for the inter-school teams.