



“Our vision is to minister to the whole person as we live, learn, play, serve and worship together in a dynamic Christian community.”

What does an LCBI student look like?

We desire our student to be:

God Honouring	Polite	Servant Hearted
Good Citizens	Kind	Responsible
Respectful	Supportive	Self-Sufficient
Independent Thinkers		

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Staff Roster

ADMINISTRATIVE

Bishop Allan Grundahl, B.A., M. Div., D. Th. (Honorary) (Interim President) – 1 year of service

Phil Guebert, B.S.P.E., B.Ed., M.B.A. (Principal, Biology, Calculus) – 18 years of service

Pastor Rick Chappell, B.A., B.Ed., M.Div. (Chaplain) – 3 years of service

Bryan Akre (Maintenance) – 12 years of service

Nadine Ivanco (Accounting/Public Relations Assistant) – 5 years of service

Dorianne Leslie (Custodian) – 3 years of service

Adrienne Lockwood, C.G.A. (Accountant) – 2 year of service

Sheri Lovrod (Public Relations/Student Admissions) – 7 years of service

Darci Morken (Office Receptionist) – first year of service

Marlene Pirness (Food Services Manager - Compass Group Canada) – 18 years of service

ACADEMIC

Cliff Adelman, B.S.P.E. (Agriculture, Christian Ethics, Geography, Mathematics, Physical Education) – 31 years of service

Bev Chappell, B.S.P.E. (Educational Assistant) – 2 years of service

Rick Delaine, B.A., B.Ed. (History, Information Processing, Law; Webmaster) – 7 years of service

Paul Engen, B.Sc.Kin., B.Ed. (Accounting, Christian Ethics, Mathematics, Practical & Applied Arts, Physical Ed.) – 11 years of service

Leanne Engen, B.A., B.Ed. (Vice-Principal, English, Interior Design, Resource Room) – 5 years of service

Kristen Friggstad, B. Ed. (Norwegian) – 4 years of service

Michael Hensby, B.Ed. (Biology, Choral, Mathematics, Music, Physics, Psychology, Science) – 13 years of service

Margo Linsley, B.A., B.Ed. (Educational Assistant, English as a Second Language) – 12 years of service

Shelley Luedtke, B.A. (Guidance Counsellor, Librarian, Publications, Study Hall) – 14 years of service

LoraLee MacMillan, B.A., B. Ed. (Art, English, Christian Ethics, Drama, Creative Writing) – first year of service

Louise Michelman, B.A., B. Ed. Intern (French, Psychology) – 2 years of service

Jennifer Ridgewell, B.Ed. (Chemistry, Science) – 10 years of service

CAMPUS LIFE

Bob Akre (Dorm Parent) – 2 years of service

Amy Chapman (Dorm parent) – first year of service

Barb Friesen, Youth Worker Diploma, B.Sc.Coun. (School Counsellor) - 6 years of service

Brian James, B.A., M.A., M.A. (Dorm Parent) – 1 year of service

Anita Manderson, B.A. (Dorm Parent) – first year of service

Kevin Schemmer, Certificate in Christian Leadership (Dorm parent/Public Relations Representative) – 1 year of service

Lutheran Collegiate Bible Institute
Box 459 Outlook, SK S0L 2N0
www.lcbi.sk.ca

School Contact Directory

	Telephone	Email
Main office	306-867-8971	office@lcbi.sk.ca
Fax	306-867-9947	
Adelman, Cliff – Teacher	306-867-8971	cadelman@sasktel.net
Akre, Bob – Head Dorm Parent	306-867-8947 306-867-8971 ext. 650	campuslife@lcbi.sk.ca
Akre, Bryan – Maintenance	306-867-8971	
Chappell, Bev – Educational Assistant	306-867-8971	rbchappell@sasktel.net
Chappell, Pastor Rick – Chaplain	306-867-8971 ext. 300	pastor_rick@lcbi.sk.ca
Chapman, Amy – Dorm Parent	306-867-8947	lcbidormparents@yahoo.ca
Delainey, Rick – Teacher	306-867-8971	rdelainey@lcbi.sk.ca
Engen, Leanne – Vice-Principal/Teacher	306-867-8971 ext. 250	lengen@lcbi.sk.ca
Friesen, Barb – Counsellor	306-867-8971 ext. 400	bfriesen@lcbi.sk.ca
Friggstad, Kristen – Teacher	306-867-8971	
Grundahl, Bishop Allan - President	306-867-8971 ext. 101	agrundahl@lcbi.sk.ca
Guebert, Phil – Principal/Teacher	306-867-8971 ext. 200	principal@lcbi.sk.ca
Hensby, Mike – Music Director/Teacher	306-867-8971 ext. 217	mhensby@lcbi.sk.ca
Ivanco, Nadine – Accounting/PR Assistant	306-867-8971 ext. 104	nivanco@lcbi.sk.ca
James, Brian – Dorm Parent	306-867-8947	lcbidormparents@yahoo.ca
Leslie, Dorianne – Custodian	306-867-8971	
Linsley, Margo – Educational Assistant	306-867-8971	linsleyjm@sasktel.net
Lockwood, Adrienne – Accountant	306-867-8971 ext. 106	accountant@lcbi.sk.ca
Lovrod, Sheri – Public Relations/Admissions	306-867-8971 ext. 105	public_relations@lcbi.sk.ca
Luedtke, Shelley – Guidance/Study Hall	306-867-8971 ext. 206	publish@lcbi.sk.ca
MacMillan, LoraLee – Teacher	306-867-8971 ext. 255	
Manderson, Anita – Dorm Parent	306-867-8947	lcbidormparents@yahoo.ca
Michelman, Louise – Teacher (Semester II)	306-867-8971	
Morken, Darci – Office Receptionist	306-867-8971	office@lcbi.sk.ca
Ridgewell, Jennifer – Teacher	306-867-8971	jridgewell@sasktel.net
Schemmer, Kevin – Dorm Parent/PR Rep.	306-867-8947	lcbidormparents@yahoo.ca

ACADEMIC LIFE

LCBI seeks to provide a safe and caring environment that will allow students to achieve their best in their education. In general, we expect that students will conduct themselves in a manner that demonstrates RESPECT and RESPONSIBILITY. To be more specific we have the following rights and responsibilities code:

BASIC RIGHTS and RESPONSIBILITIES:

- **I have a right to learn. Therefore it is my responsibility not to interfere with others.**
- **I have a right to hear and be heard. Therefore it is my responsibility not to interrupt others.**
- **I have a right to be respected. Therefore it is my responsibility to respect other people.**
- **I have a right to be safe. Therefore it is my responsibility not to threaten others.**
- **I have a right to privacy. Therefore it is my responsibility not to interfere with others. Instructors and supervisors have the responsibility and duty to ensure that any material worked on in the study hall or classroom is not offensive or obscene, and is appropriate to the activity.**

CLASSROOM and STUDY HALL STANDARDS

- The classrooms and study hall shall be quiet, or with a noise level appropriate to the work being done. Students in the study hall are expected to bring enough work, or reading, to last the entire period. If students do not have sufficient work to remain on task, they may be required (by the supervisor) to complete a task at the discretion of the supervisor.
- “Room Spares” are not granted automatically to Honour Roll students. ANY student in the study hall may EARN a room spare through consultation with the study hall supervisor. This will be based on attendance in the study hall, work levels accomplished and cooperation with the supervisor.
- Attendance for scheduled study hall periods in the study hall is compulsory. Permission to leave the study hall must be obtained from the supervisor. A lengthy absence is equivalent to an unexcused absence.
- Students are not allowed to bring food or drink into the computer room, library, study hall or classrooms.
- In keeping with a neat, tidy, and clean classroom and study hall, students must keep their desks free from graffiti, and the floors (and grounds) free of garbage.
- The plinth area is to be kept free of books, backpacks and other materials.
- Cell phones are not needed during the school day. Use of cell phones during classroom time will result in consequences as per our Cell Phone policy. This includes taking the phone away for a set time as well as sending the phone home via mail. We have the right to confiscate cell phones from students.
- Classroom teacher policies will dictate the use of iPod’s/MP3 players, or other electronic devices. A general rule is that they will not be allowed during instructional time.
 - *During the academic day, there is little need to go to your dorm room. In order to maintain a healthy separation between dorm housing and the classroom buildings, dorms will be locked from 8:30am-11:45am and 1:00pm-3:40pm. If you have earned a room spare, you will sign out the dorm key from the Study Hall Supervisor, Shelley Luedtke.*

ACADEMIC DRESS

- The dress of students at LCBI must reflect good taste and judgment. In promoting and keeping a good school spirit, students must wear shoes and clothes that are MODEST (and also inoffensive), neat, clean, and appropriate. This means that summer clothes must not be too brief, and winter clothes must be adequate for the climate. Should it become necessary, staff has the right to ask a student to change.
- Shoulders are to be covered. No spaghetti strap attire will be allowed, nor too-short shorts/skirts. This means that attire must be long enough to cover the body in a standing or sitting position.
- Underwear shall at no time be visible.
- Students must wear shirts during the academic day, including lunch hour.
- No headgear, including hoods, hats, coloured bandanas & toques is allowed during the academic day.
- No pyjamas will be allowed as school dress.
- Slippers are not appropriate footwear for the classroom building or gym.

GENERAL ATTENDANCE

Any student who knows in advance that they must be absent from academic time (classes, chapel, supervised study) must have THEIR PARENTS NOTIFY THE VICE-PRINCIPAL IN PERSON OR BY TELEPHONE OR EMAIL IN ADVANCE OF THE PLANNED ABSENCE. Telephone (306) 867-8971. In the event the Vice-Principal is not in the office, leave a message at extension 250.

Absences which have not been excused by the appropriate staff person may result in detention, academic probation, suspension or the loss of eligibility for exam exemptions or recommends. Extensive absences from classes will result in a review of the student's continuance at LCBI.

LATES

To maintain class harmony and consistency, and to ensure the most of the education offered at LCBI, all LCBI students must be on time for classes. In the event that a student is late for class, the following guidelines are put in place, and the ensuing consequences will be carried out by the Principal's Office:

1. If a student is late for class, it is their responsibility, firstly, to sign in late at the office. Then the student should proceed to class. Please DO NOT interrupt the teacher or class as you enter. Each class late will automatically result in a noon-hour detention, typically on the same day or the very next day.
2. A student may be called to the office at 3:40 PM to discuss issues regarding lates with the Principal's Office; detention will automatically be assigned.
3. If a student does not take responsibility to attend detention(s) and abide by the expectations of the detention room, the Principal's Office may put the student on attendance probation. An unexcused absence from detention is like skipping a class and will not be tolerated.
6. It is important to note that in addition, classroom teachers may also assign detention for various reasons (homework checks, behavior issues, etc.) Detentions for lates and unexcused absences will take precedence over extra-curricular activities. Note: This will be left to the discretion of the supervising staff.

HEALTH AND "SICK" POLICY

Students who are unable to attend classes due to illness are required to be in contact with the Daytime Dorm Parent before 8:00 AM. Then the student may be excused for period 1 to their respective sick room, located in the classroom building. As a general rule, the student will be excused for the full morning and/or afternoon.

Teachers cannot excuse a student for period 1.

EXCEPTION: If a student is unable to continue in class due to illness, the student will report to their current, or next class instructor, and then go directly to the male or female sickrooms. That instructor will report the illness to the main office. The student will then be excused for the remainder of the morning and/or afternoon classes.

1. The sick student will stay in the boys or girls sick room, respectively. The Daytime Dorm Parent and/or Principal's Office may check in on the sick student throughout the day. You will not be recorded as excused until the following day. This means you will be dormed that evening in order to get extra rest and in the event you are engaging in social activities outside the dorm, you will not be excused from classes that day.
2. The sick student may, if feeling well, go to the cafeteria for lunch or have a sick tray. The person who brings the sick tray is also expected to return the sick tray to the cafeteria.
3. If the student is ill longer than two days, a doctor's appointment may be made, and if illness continues the student may be asked to go home until they are well. This is to give the ill student better opportunity to get better, quicker at home and also out of respect for the rest of the student body.
4. Students who are sick all day should remain sedentary (aka laying low) for the entire day. Any sports or out-of-dorm activities after school may not be attended if the student has not attended classes. If the student begins feeling better through the day and feels able to attend, he or she should go to class, but first must inform the office that he or she is returning to class.
5. Any doctor's appointments will be made by a dorm parent.
6. Campus Life will take you to your appointments.
7. It is important after an illness to wash bedding and clean the dorm room; this is out of respect for the roommate and the sick student's health.

ATTENDANCE PROBATION

1. Teacher notifies student, Principal's Office and parent(s) about first evidence of issue. This will occur after first unexcused absence.
2. At 2nd unexcused absence: Principal's Office notifies parents, as does teacher(s) (via email, phone), student in detention, possible campussing or de-campussing or other logical consequences.
3. At 3rd unexcused absence: Principal's Office and teacher(s) notify parents, team meeting with student, detention, extra Study Hall SUPE.
4. At 4th unexcused absence: Letter of concern from Principal's Office, student meeting, in-school suspension (1 day), and other consequences deemed fitting.
5. At 6th unexcused absence: Letter of concern from Principal's Office, 2 day in-school suspension, other consequences deemed fitting.
6. At 7th unexcused absence: Parent(s) notified, 3 day in-school suspension.

7. At 8th unexcused absence: Possible loss of credit.
8. Further classes with 8 unexcused absences : Review of continuance at LCBI High School.

ATTENDANCE INCENTIVE: EXAMINATION EXEMPTION POLICY

At LCBI students are expected to be in attendance for every class, chapel, study hall session and SUPE in which they are scheduled. This allows them to have the best opportunity to learn and study to be able to receive a fair and valid evaluation which includes writing a final exam. The exemption policy is intended as a reward for students who have regularly attended class, worked hard during the entire semester which includes day-to-day evaluation, and achieved their best level of performance. To encourage attendance and behaviour in class, students will have the opportunity to be eligible for an exemption from writing up to two final exams per semester. The choice of a study hall period will result in only one (1) exemption per semester. The student must receive approval from each teacher, using the exemption form provided by the office before the assigned due date and meet the following criteria:

- a) the student is passing the class in which the exemption is being sought;
- b) the student has been present for 95% of the classes in the subject in which the exemption is being sought (not more than 5 classes missed);
- c) students must complete all assignments, projects, etc. for the class in a polite, co-operative manner, attend regularly and participate fully;
- d) the student is carrying a minimum of five subjects in that semester;
- e) the student has not had an unexcused absence from a class, chapel, study hall or SUPE in which case the student may be ineligible for any exam exemption;
- f) Approved absences (A.A.) for attendance at funerals, approved compassionate leave or extended hospital stays will not be counted as an absence for the sake of an exemption unless these result in a student having less than a 90% attendance level during the semester (more than 9 days missed);
- g) Approved Educational Absences, which will not be counted for exemption purposes, include:
 - i. students attending the music festival as participants
 - ii. students who are involved with the approved driver training program
 - iii. students who are attending a church-sponsored activity in keeping with the mission of LCBI

Students who are eligible must apply for the exemption by the time set at the end of each semester. Students who are eligible for exemptions may, and in fact are encouraged, to write the final exam.

*** Administration will be in regular contact with parents regarding attendance issues. We will also be in contact to celebrate outstanding and expected attendance.

RECOMMENDATION POLICY

“Recommends” are a reward for students in a Grade 10 (10 level) or Grade 11 (20 level) subject. Students are eligible for a recommend if their average is 80% or better. Students in a Grade 12 (30 level) subject are NOT eligible for recommends.

Recommends may be withdrawn for misbehaviour, unexcused absences, persistent tardiness, extended absence, or for any other reason which is not in keeping with the objectives and goals of the school.

Students will be notified regarding the courses in which they have earned recommendations during the last week of classes of the semester. Recommended students have the option of writing a final examination in that subject.

EXAMINATIONS

Grade 10 students must write final exams in at least three (3) subjects each semester, two of which must be core subjects. Core subjects include: English, History, Math, Science, Christian Ethics and Wellness.

Grade 11 students must write final exams in at least three (3) subjects each semester, including at least two from core subject areas. Core subjects include English, History, Psychology, Maths or Sciences.

Grade 12 students must write final exams in at least four (4) subject areas per semester, including English 30 or History 30 and a Math 30 or a Science 30.

All students shall bring only the necessary writing or calculating materials. All bags, purses, jackets or other containers must not be taken into the exam room.

All students shall write the examination at the appointed time - unless previous arrangements have been made with the instructor, or unless there is a serious medical problem (involving a hospital or doctor). Otherwise, if the student is absent from the examination, the instructor may record the mark as 0%.

EVENING STUDY HOURS (SUPE)

LCBI sets aside time for supervised study (SUPE) from 7:30-9:00 PM from Monday to Thursday. That is to say, every night of the week students of LCBI have SUPE night. This time is compulsory for all dorm students as an opportunity to catch up and complete required homework assignments, and we also welcome day students to participate in SUPE, as long as they follow the same rules that apply to dorm students. A teacher will be available in the study hall to assist the students in their studies at this time. The Campus Life Staff will provide a rotational list for the students, requiring them to be in the study hall on a certain night of the week. Students are allowed to be in the Study Hall on other nights, unless otherwise notified. Day students may study on campus during SUPE, but must arrive on time and stay for the entire SUPE period.

*If you are in the **STUDY HALL** for **SUPE** and require an alternate study location, you must ask permission from the SUPE supervisor at 7:30 PM.

If you are on a **DORM SUPE and require an alternate study location, you must ask permission from the dorm parent at 7:30 PM.

Evening study hours begin with a warning bell at 7:25 PM, so that the actual study time begins at 7:30 PM. This time is meant for study, homework, and assignment completion whether in the dorm or study hall.

During evening study hours in the study hall, the atmosphere should be quiet and standards of the classroom shall apply. Students are required to arrive by 7:30 PM and must remain until 9:00 PM. If you arrive late you may not be allowed in to the study hall and may also face further consequences for being unexcused. Behaviour not in keeping with a classroom time as Study Hall SUPE can also result in discipline. **Please remove your items when you leave the study hall.**

COMPUTER LAB

Our lab includes PC computers with Windows XP format. Each of the computers in our lab is connected to the Internet which makes this space a valuable educational resource. Students will be given a password and access privileges at orientation. Students need to treat this area with a high degree of respect and consideration to ensure the smooth functioning of the technology. Computer lab hours will be from 8:30 AM to 4:00 PM, Monday to Friday as well as during supervised study hours in the evening. Please remember to power-down when you are not using your computer. It will save energy costs and is environmentally friendly.

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

Students are cautioned to remember that any information posted to the Internet (e.g. Facebook, MySpace, twitter) is public. Any information posted that is hurtful, threatening to another person or describes illegal activity can be made available to the authorities.

There will be significant consequences for misuse of the computer lab and its contents.

LIBRARY

All books must be checked out before being taken from the library. The loan period is TWO WEEKS. This may be extended to three weeks for long term projects, or reduced to one week for shorter projects. Books may ordinarily be renewed, unless they are in high demand for a class assignment. Reference books (e.g. atlases, dictionaries, encyclopaedias), magazines and files are to be used ONLY in the library or study hall.

FIRE DRILLS

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

When the horn sounds, students will proceed out of the building in an orderly fashion, according to the instructions for each classroom. The instructors will close windows and doors, and take attendance to make certain no student is missing.

Instructors and students will return to the building only on signal from the principal or designate.

CLASSES OFFERED

LCBI follows the Saskatchewan Learning credit requirements for high school graduation. Grade Ten, Eleven, and Twelve students must choose enough elective classes to maintain their total for the semester to a minimum of five classes (excluding Choral). Classes may only be dropped in consultation with the principal and parents before the given deadline.

IMPORTANT NOTE: Whereas the Christian Ethics program is tied in with the nature and philosophy of our school, it is mandatory for ALL students (regardless if they are part time, or have previously received credit) to be actively involved in, and to receive evaluation for such involvement in the Christian Ethics classes while they are attending LCBI.

COURSES OFFERED/CREDIT REQUIREMENTS

	Grade Ten	Grade Eleven	Grade Twelve
Grade Requirements	A minimum of 8 credits	Accumulated minimum of 16 credits	Accumulated minimum of 24 credits, at least 5 being at the 30 level
Compulsory Courses	English Language Arts A 10 English Language Arts B 10 History 10 Science 10 Mathematics 10 Wellness 10	English Language Arts 20 Mathematics 20	English Language Arts A 30 English Language Arts B 30 History 30
		One – 20 or 30 level Science One – 20 or 30 level Social Science Two – Arts Ed/Practical and Applied Arts	
LCBI Requirement	Christian Ethics 10	Christian Ethics 20	Christian Ethics 30
Elective Courses	<p>Mathematics Mathematics A 30, Mathematics B 30, Mathematics C 30, Calculus 30</p> <p>English Communications 20, Creative Writing 20, Creative Writing 30</p> <p>Science Geography 10, Agriculture 20, Biology 20, Chemistry 20, Physics 20, Biology 30, Chemistry 30, Physics 30</p> <p>Social Science History 20, Psychology 20, Psychology 30, Law 30</p> <p>Special Interest French 10, French 20, French 30, Physical Education 20, Physical Education 30, Norwegian 10</p> <p>Practical and Applied Arts Accounting 10, PAA Survey 10, Information Processing 10, Information Processing 20, Information Processing 30, Interior Design 30</p> <p>Arts Education Choral 10, Choral 20, Choral 30, Drama 20, Drama 30, Visual Art 10, Visual Art 20, Visual Art 30, Music 10, Music 20</p>		

CORRESPONDENCE COURSES

Correspondence courses are no longer available, but alternate courses through CyberSchool are available. Please consult with the Principal if you are considering this option. Payment and postage are the student's responsibility.

REPORT CARDS

There will be three official reporting periods each semester — interim report at the end of the first month, the mid-semester and the final. A copy of the report card will be sent home after each reporting period. The Honour Roll (overall average of 80%) will be announced at midterm and finals. Final exams will be written at the end of each semester (in January and June). The final mark will be representative of work accomplished throughout the course. Final marks will be submitted only when all accounts are paid.

AWARDS

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

SCHOLARSHIPS

Several scholarships are offered to returning and graduating students of LCBI. Applications forms are made available in the Spring. Through the office of the Guidance Counsellor, many other scholarship opportunities are presented to help with the expenses of further education.

RESTITUTION

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

Students can expect the teacher, dorm parent or principal's office to provide corrective assistance to help the student take responsibility for their behaviour. It is expected that teachers will deal with classroom situations as they arise. Discipline may come in the form of reminders, warnings, loss of privilege, detention, work duties and possibly suspension or expulsion. The teachers are expected to deal with student discipline in a firm, caring and loving manner.

GRADUATION

To be an eligible member of the graduating class, each student must have the potential to graduate during the current school year (please see the section “Credit Requirements” above). Clarification of credits needed should be completed with the Principal before Christmas break.

GRADUATION WEEKEND

Graduation at LCBI occurs on the Mothers’ Day weekend. It is a time during which we celebrate the academic achievements of the students who have the potential to complete their Grade 12 during the current school year. The staff and student body join together to congratulate and to honour the graduating class during a festive weekend. All undergrads are expected to remain on campus to assist and to share the joy of the occasion with their friends. During graduation weekend, all grads are required to remain on campus and sleep in the dorms.

The basic schedule of graduation events follows this format:

Friday evening: Class barbecue with regular curfew

Saturday: Family photos as arranged
 Class picture @ 5:00 PM
 Grad Banquet @ 5:30 PM for graduate and their parents
 Grand March @ 8:00 PM
 Talent Show Presentation follows

Sunday: Worship Service @ 10:30 AM
 Graduation Ceremony @ 2:30 PM

Monday: Grad breakfast for graduates

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

STUDENT LIFE

GUIDELINES FOR LCBI STUDENTS

GENERAL EXPECTATIONS

At LCBI there are expectations for living within a campus community. These expectations include the students' support of school events, their respect of property, their respect of each other, and their respect of school authority and rules. This means consideration and respect for each person and the facilities, as the first principles of life in community.

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

1. LCBI is a legal entity established by the Province of Saskatchewan. We are obliged to support the laws of the community of which we are a part;
2. As a landlord, LCBI is obliged to protect its property from abuse;
3. As a residential school, LCBI is obliged to make certain that the residential experience contributes fully to the educational objectives;
4. As a school of the ELCIC, we see our ministry as one of serving the church as an educational institution.

SPIRITUAL LIFE

Campus Chaplain

Our campus chaplain is available to staff, students and their families for any pastoral care needs, discussion on faith and life.

Chapel

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

Sunday Morning Worship

All students are encouraged to get involved in a local Christian church while they are at LCBI. Weekly worship attendance is mandatory. Those who choose not to attend will face consequences. Bethlehem Lutheran Church is located directly across the road from LCBI. If assistance is needed in arranging transportation to a service at another church, please speak with a dorm parent.

Faith In Life Events

Faith In Life events are held throughout the school year. In the morning and evening sessions, guest speakers assist students and staff in dealing with the challenges and changes of life using Scripture, story and song. Students' families and members of the community are encouraged to attend as well.

Take-out Tuesdays

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

Praise and Worship

Praise and worship is held weekly. Students have opportunity to provide worship leadership and grow in relationship with God.

Campus Communion

Communion is an ecumenical celebration of Christ's passion and sacrifice. All, regardless of denomination, are encouraged to participate in this the "Lord's Meal" (eucharist).

STUDENT LIFE

Policies are in effect for all students when on campus.

Special Events

1. There are a number of special events through the year (ie. Tournaments, Homecoming, Graduation, Banquets). These events require that students be assigned certain tasks. Please perform your appropriate task and do it well.
2. During special events students and staff are asked not to use cell phones or iPod devices. These events include drama productions, Faith In Life events, guest speakers, church services, banquets, etc. Exception is athletic events.

Counselling Services

Our school counsellor is available to meet with students or their families. Appointments are made through the school office.

Dorm Devotions

Devotions are held in the individual dorms at a regular time at least once each week.

Separate Boys and Girls Dorms

1. No female students are permitted in the boys dorm. No male students are permitted in the girls dorm. Any student entering the dorm of the opposite sex without permission and supervision of a dorm parent will have their continuance reviewed, at minimum facing a suspension.
2. There will be open lounge by arrangement and at specific times wherein students will be allowed into the dorm lounges of the opposite sex. This is only under dorm parent supervision. This is a privilege so please treat it as such.
3. Appropriate behaviour is expected if the above privilege is granted.
4. In an effort to create a family-like atmosphere in the dormitories, both male and female dorm parents will maintain a presence in both dorms. Hallways, offices and lounges will be considered common areas for dorm staff to interact with students. Entry into individual dorm rooms by opposite gendered dorm parents will be handled with respect for the privacy of each student.
5. We will try to provide advance notice to students when staff of the opposite gender will be in the opposite gender dorm. However in the event of emergency, staff of the opposite gender may need to enter dorm rooms without notice.

Dorm Room Assignments

1. Dorm rooms are assigned to students at the start of the school year. No changes to that assignment can be made without the approval of the dorm parents.
2. At no such shall a student take it upon themselves to switch dorm rooms.
3. In the event of a room switch, the student moving is responsible to ensure the room is clean. Dorm parents will monitor this.

Curfew Times

1. All students are to be on campus and in their respective dorm on Sunday through Thursday at 10:00 pm.
2. Dorm work assignments are to be completed by **ALL** students between 10:00-10:30 PM each evening. Free time follows until students are to be in their own rooms by 11:00 PM. Lights out at 11:15 PM.
3. All students are to be on campus and in their respective dorm on Friday and Saturday nights at 11:00 PM. Lights out at 1:00 AM.
4. Students are not to leave campus from 10:00 PM Sunday to 3:40 PM Friday. **Exception: Wednesdays from 3:40 - 7:00 PM.**
5. Permission must be obtained from a dorm parent for **ANY** exceptions to these times.
6. Dorm students must obtain permission from parents and dorm parents to attend out of town events. Examples are buying concert tickets. Permission may be denied if the event will cause a student to be unreasonably late for curfew.

Lights Out

The reality of life at LCBI is that it involves very full schedules for many students. For the reasons of personal health, performance, and out of respect for the need of others to get enough sleep, it is important that these policies are followed.

1. Sunday through Thursday evenings, students must be quiet and in their own dorm rooms by 11:00 PM, lights out 11:15 PM.
2. Friday and Saturday evenings, students must be quiet and in their own dorm rooms by 12:00 AM, lights out 1:00 AM.
3. These times are to be respected for the sake of other students and staff.
4. On school nights, dorm parents will closely monitor and if need be discipline students who are not respectful of the curfews.

Cleaning

1. Students are assigned cleaning duties in their respective dorms on a rotation basis.
2. Each individual is accountable for keeping his or her room clean at all times.
3. Dormitory rooms will be inspected on an on-going basis for cleanliness and orderliness. Consequences for uncleanliness will be given.

Room Inspections

LCBI reserves the right to inspect students' rooms and contents and remove from the room anything that is considered not edifying to a Christian community. Examples include such things as stolen road signs, business advertising material or for sale signs, pornography, cultic material, illegal drugs, alcohol and paraphernalia related to those mentioned above. All posters and the like are expected to reflect the standards of the school.

Signing Out

If a student wishes to leave the Outlook area for any reason:

1. Permission must be obtained from a parent or guardian and be communicated to the dorm parent in order for a student to leave the town of Outlook. **Permission is required no later than 11:00 PM Thursday.** The student must leave for their destination no later than 9:00 PM on Friday or Saturday.
2. Permission to leave the Outlook area must be obtained before the student leaves the LCBI campus. Students must sign out with a dorm parent each time when leaving the Outlook area. This includes students who have permanent sign out.
3. Once the student returns to Outlook, they are expected to return to campus.
4. If a student is going to miss any classes due to early departure or late arrival, permission must be obtained **from the Principal's office.** Leaving campus and Outlook during the academic day without permission will result in a one day in-school suspension.
5. Students may only sign out to Outlook and area if it is to the home of a current student, with parents present, or to the home of a current staff person.
6. Dorm parents may grant permission for a student to sign out to the home of a current staff person with the understanding that the home of a staff person is a continuance of the campus and dorm system.

Cooking

1. Microwave ovens are provided for every floor of the dormitories.
2. **Hot plates, toasters or anything with an open hot element are not allowed.**
3. Any appliances in the rooms must be cleared through a dorm parent. Please refer to electronics section for additional information.
4. When preparation of food takes place, it must be done in a safe and clean manner.
5. All cooking must be completed by **11:00 PM.**
6. All dishes used must be cleaned and returned to the student's room.
7. All cafeteria dishes and utensils must remain in the cafeteria.

Open Flame

Open flames, candles and incense or lighter fluid are not permitted in the buildings at any time. Lighters and matches are to be used **only** in the smoking areas.

Firearms, Knives, etc.

Students are not to bring firearms, bows, knives, and/or airguns at any time.

Pets

Pets are not allowed.

Electronic Devices

1. Surge protectors are ONLY allowed to be used for computer protection and NOT for extra plug-ins. This assists in electricity costs, environmental impacts, clutter, homework stations, etc.
2. Students tend to own more and more electronic devices including gaming systems, televisions, iPod docs, cell phone chargers, fridges, etc. Students sharing a room are asked to share such devices where possible.
3. Each student is permitted to have their own computer.
4. Students are encouraged to limit the number of electronic devices in their room. The number of items “plugged in” must not exceed the number of plug ins.
5. Due to discipline issues, electronic devices may be removed at any time.

Movies and Video Games

1. Movies and games must be edifying to a Christian community. Movies rated “R”, 18A or of a violent nature, containing sexual content or coarse language shall not be viewed and will be confiscated by any staff member.
2. Video games of a violent nature, containing sexual content or coarse language shall not be played and will be confiscated.
3. At the discretion of any staff member, inappropriate use of media (ie. extended time, content. etc.) will be subject to restriction.
4. Excessive video gaming will be monitored and may result in privileges being restricted.

Music

LCBI seeks to maintain a standard that reflects the love of God and therefore edifying to a Christian community. This standard cannot support music that is racial or violent towards others, has vulgar language or promotes drugs or alcohol, rape, promiscuity, or dishonesty. Any music that does not meet the standards will be confiscated by any staff member.

Boy-Girl and Dating Relationships

In keeping with Christian standards, and desiring to provide an atmosphere in which everyone feels comfortable, students shall show respect for members of the opposite sex in all relationships and at all times. This means keeping displays of affection within appropriate, modest bounds. If any member of the LCBI community deems behaviour to be inappropriate and requests a change in behaviour, students are expected to comply with her or her request immediately.

Language

The LCBI staff feel that students are able to express themselves adequately without resorting to swearing or vulgar language. Such language is not appreciated, nor is it edifying to a Christian community.

Clothing

Dress is to be neat, modest, and appropriate to the activity. Shoes shall be worn to classes, study halls, and the dining hall. Students will not wear clothing which is revealing or has gross or objectionable statements, suggestive writing or pictures that are in bad taste. The judgment of the school staff will be final. Underwear shall at no time be visible. No headgear (hoods, hats, toques, bandanas) are allowed during the academic day.

Defiance

Defiance of any sort towards staff and school policy creates a situation where the student and the school cease to have a working relationship. Appropriate disciplinary action will be taken.

Intrusion

Any sort of forced or unwanted imposition on another person or their property is unacceptable. Therefore, students are encouraged and expected to respect their peers and treat each other in a responsible fashion at all times. Any student who feels they have experienced intrusion are invited to discuss the situation with any staff member. Each student is given a key to his/her room at the beginning of the school year. Locking your door is a deterrent for intrusion to happen.

Indecency

Indecency can be defined as any inappropriate exposure of one's body to another person or group of people. Any student participating in indecency will have their continuance reviewed. Indecency will not be tolerated.

Tobacco Usage

Provincial Law states that it is illegal for anyone to sell tobacco products (cigarettes, cigars, chewing tobacco and rolling papers) to anyone under 18 years of age. Therefore, any student under 18 years of age who uses tobacco is obtaining the products illegally.

Designated Smoking Areas: We understand that smoking is a difficult addiction to break. Our desire is to work with you and your parents rather than against you on this issue. Designated gender specific smoking areas have been established for smoking. These are not intended to be social gathering spots. Non-smokers are not permitted in the smoking areas at any time. Out of respect for our campus and the safety and health of the LCBI community, students found smoking when or where they should not be will face a three day in-school suspension. Further discipline issues will result in review of continuance.

Restrictions: Students found to be smoking inside any campus building will face immediate suspension. Smoking areas will be considered closed during academic times, SUPE and after curfew.

Reminder: We ask those students who have started a smoking habit to be open and honest with staff and to be willing to actively pursue stop smoking options available. Students who are found to be smoking, and have not indicated they are smokers on their application to LCBI will have their parents notified immediately. Further use without permission will result in a three day in-school suspension. Any further use and a student will have their continuance reviewed.

Prescription Drugs

1. All prescription drugs must be handed in to the dorm parents for their dispensing. Depending on the type of drug, the dorm parent MAY allow the student to keep the drug in their room. Completion of medication will be monitored by the dorm parents.
2. All prescriptions in Outlook are filled at the Co-op Pharmacy. Payment for prescriptions is handled directly with the Co-op Pharmacy and not the LCBI office. Insurance and credit card information is held for the payment of prescriptions. Receipts are mailed directly to you by the pharmacy the day the prescription is filled.

Alcohol and Other Drugs

1. Use of alcohol and illegal drugs will not be tolerated.
2. Abuse or misuse of over-the-counter drugs, prescription drugs, or any other mood-altering substance will not be tolerated.
3. Students are to avoid attending functions where alcohol or drugs are present. This includes parties, alcohol in vehicles, riverbank activities, etc.
4. Addictions counselling is available through the town of Outlook and the Midwest Health District, as well as by counselling staff at LCBI. Please see the chaplain or dorm parent if you feel you need a referral.
5. Students and parents have signed an agreement to uphold the policies and expectations of LCBI. We trust that parents share in our desire to foster an environment in which students would choose to be drug and alcohol free. As a school we ask for the help of parents in monitoring student weekend activities away from campus. If parents give permission for students to visit homes or events where they know illegal substances and alcohol will be present, LCBI will not take responsibility for repercussions of their involvement. We are placed in a difficult position when parents have knowingly okayed activities which are contradictory to our policies and expectations. We do not tolerate these activities and ask for parental help in creating as consistent, healthy and positive an environment as possible for each student.
6. A progressive discipline policy is in place. Written policy is available on request.

Vehicles

1. There is little need for a vehicle at LCBI, except as a means of transportation to and from home on weekends.
2. Vehicles are to be registered with the Head Dorm Parent and parked ONLY in the student parking lot when not in use.
3. Only the person who owns or is in charge of the vehicle may drive the vehicle. No exceptions.
4. LCBI assumes no responsibility for the protection of vehicles and the property left therein.
5. Students with vehicles MUST hand their keys in to the dorm parents. Students returning home for the weekend may obtain their keys from a dorm parent. Keys must be returned to the dorm parents when the student returns to campus. A student with a legitimate need to use their vehicle during the week (e.g. doctor's appointments) must ask the permission of a dorm parent after 3pm, and the principal's office during the academic day, to leave campus and thereby have their keys during the week. A student showing responsibility in keeping their vehicle parked in the student lot at all times, not

misusing the privilege of having a vehicle at LCBI by leaving campus during non off-campus times and showing respect in other areas of life at LCBI may be allowed to retain possession of their keys.

6. Day students who drive vehicles to campus will hand their keys in to the office for the duration of the school day. No day student may drive dorm students off campus except with express permission from the principal's office. Day students wanting to leave campus to go home for lunch should have parents make prior arrangements with the office. A student showing responsibility in keeping their vehicle parked in the student lot, not misusing the privilege of having a vehicle at LCBI by leaving campus during non off-campus times and showing respect in other areas of life at LCBI may be allowed to retain possession of their keys.
7. Reckless, careless and irresponsible driving will not be tolerated. Such behaviour will result in the student losing vehicle privileges or the student and parents arranging to take the vehicle home.
8. Students who do not comply with other school rules may find losing their vehicle privileges as consequence for their choices.

Bicycles

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

The River

1. The South Saskatchewan River is deceptive: undertow currents overcome even excellent swimmers, the sand bottom is unpredictable and there are pockets of quicksand.
2. The RCMP highly recommend that there be no swimming in the river. Students are not to enter the water.
3. Property rights: The river bank is used for walking, biking, running etc. Any student taking part in activities of misdemeanour at the riverbank will face discipline.
4. LCBI will seek to keep the riverbank in its natural form.

School Property

1. Furnishings, room keys, LCBI appliances, windows and screens are all considered school property. Any damage or loss is the responsibility of the student renting the room. In public areas where there is damage or loss and responsibility may not always be assigned to individuals, the damage or loss charges will be shared among the students of that floor, building, or the entire student body. The student will be billed and the parents informed and sent a copy. It is the student's responsibility to see that the bill is paid. Any damage should be reported immediately to a dorm parent.
2. Since students are held responsible for the condition of their room; thumbtacks, nails, pins, and tape should not be used. Please use poster putty.
3. **Key replacement is \$25.00. Your room will be rekeyed and a new key(s) will be cut.**
4. Graffiti breeds graffiti. LCBI seeks to encourage students to respect and protect buildings and furniture. Any graffiti or intentional damage will be charged to the student for repair or replacement.

Dining Hall

All food is to be eaten in the dining hall. No trays, dishes, or cutlery are to be removed from the dining hall except in cases of illness (see Health and "Sick Policy"). At the end of meals, students are to return their own trays and dishes to the tray rack. Students will not be admitted to the dining hall if they are barefoot, shirtless, in swim clothes, or are otherwise judged "inappropriately dressed" for the food service environment. Please ensure that all headgear (see dress code) is removed. Students disrupting the dining of others through inappropriate behaviour shall be asked to leave the dining hall and may be subject to further disciplinary action.

Meal Times

<u>Monday – Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast: 7:30 - 8:00 AM	Breakfast: 8:00 - 8:30 AM	Breakfast: 8:00 - 8:30 AM
Lunch: 11:45 - 12:30 PM	Lunch: 12:15 - 12:45 PM	Lunch: 12:30 - 1:00 PM
Supper: 5:30 - 6:00 PM	Supper: 5:30 - 6:00 PM	Supper: 5:30 - 6:00 PM

Student Centre

1. There is a student centre under the Chapel that provides a large satellite television for movies, tables for playing games, a large area for "lounging," as well as a fooseball, ping pong, shuffleboard, air hockey and pool table.
2. There is a student-run canteen in the student lounge. "PBJ" is held Monday, Tuesday and Thursday evenings at 9:00PM. Toast, peanut butter, jam, etc. is provided to students at no charge.
3. Each building has at least one container for collecting cans and bottles. These collections go to the SRC. Please do not keep any empty cans or bottles in your rooms, as it affects the SRC prices.
4. Blankets are not to be shared in the student centre. The student centre is a public area and those using this area must behave in a way that is edifying to a Christian community.

Telephones

Each dorm has a pay phone:

Girls dorm basement: 867-9001	Boys dorm 1st floor: 867-9065
Girls dorm 1st floor: 867-9000	Boys dorm 2nd floor: 867-9004
Girls dorm 2nd floor: 867-9051	Boys dorm lounge: 867-9064
Girls dorm 3rd floor: 867-9060	

1. Please **do not call** these phones or the office phones looking for students from 7:30-9:00 PM or **after 11:00 PM**.
2. The best time to reach a student on the pay phone is between **7:00-8:00 AM**.
3. There are few phones for many students. **Please limit the calls to 15-20 minutes at any one time.**
4. Students must not be on the hallway phone after 11:00 PM.
5. Many students have cell phones in order to maintain contact with home. Cell phones shall not be used for calls or texting during academic times or after 11:00 PM.

School Transportation Services

When the dorms close for school breaks (*Thanksgiving Weekend, Remembrance Day Weekend, Christmas, February Break, Easter Break and Victoria Day Weekend*) LCBI will provide transportation service on the day of dismissal leaving LCBI at 12:30 pm, arriving at the Saskatoon airport and bus station at 1:30 pm. On the day before classes resume, a school van will leave the Saskatoon bus station and airport at 8:30 PM. A sign up sheet is provided the week prior to a school break for students to reserve a spot on the van. The cost for these trips will be \$10.00/student each way. A charge will be assessed for any student failing to use the spot they have reserved if cancellation is not made prior to the trip. If the student causes a staff person to make an extra trip, regular mileage rates will be assessed. Please make your arrangements well in advance to avoid problems.

Please note that when a **LONE** student requires transportation to or from Saskatoon or other centres, the school charges a rate of \$.45/km. This breaks down to \$90.00 for one trip to Saskatoon, \$48.00 for one trip to Kenaston, and \$62.00 for one trip to Rosetown. If there is more than one student needing transportation at the same time, the cost is shared evenly. The exception to this is the special transportation before and after long weekends and major school breaks during the school year, as listed above. With the increasing costs of insurance, fuel and maintenance on our school vehicles, as well as the time dedicated by a staff member to drive a student to Saskatoon or elsewhere, the transportation fees are necessary. Please book your travel arrangements very carefully to avoid these “special trip charges”. Alternately, an Outlook company provides van service to the Saskatoon bus station each weekday leaving Outlook at 9:00 AM and returning from Saskatoon at 3:00 PM for the cost of \$13 each way.

NOTE: Following long weekends and school holidays, campus buildings do not open until 3:00 PM. Students are asked NOT to return to campus until 3:00 PM.

Contacting The Dorm Parents

To contact the dorm parents by phone, please call (306) 867-8947.

This line rings in all dorm offices and dorm parent homes.

If there is no answer, please leave a message as the voice mail is checked multiple times each day.

Alternately, you may call the school office at (306) 867-8971 and enter extension 650.

The dorm parents each have a cell phone with which they remain in communication by text messaging.

Please request their individual numbers if you would like to use this form of communication.

email: lcbidormparents@yahoo.ca

Head Dorm Parent — Bob Akre (email: campuslife@lcbi.sk.ca)

Dorm Parents — Brian James, Kevin Schemmer, Anita Manderson, Amy Chapman

Campus Chaplain — Pastor Rick Chappell

Counselling Services—Barb Friesen

2009-2010 LCBI Extra-curricular Trips

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

Alpine Trip

Dates: September 18-20, 2009 Estimated cost: \$100

The Alpine Trip takes place early in the school year. A group of up to 50 students and staff travel to the Rocky Mountains for a weekend of hiking together. With spectacular scenery and an opportunity to get to know other students well at the start of the school year, this is a very popular trip to take part in.

Ski Trip

Dates: February 11-14, 2010 Estimated cost: \$400 plus equipment rentals if required

Spend three full days during the February break skiing at a world class Rocky Mountain resort in Fernie, British Columbia. Meals, accommodation, swim and hot tub night as well as travel are included in the cost.

Vancouver Mission

Dates: February 11-19, 2010 Estimated cost: \$750 (raised)

The Vancouver Mission team ministers to people in the urban setting through a partnership with YWAM (Youth With A Mission). Vancouver is home to Canada's richest as well as its poorest postal code. A team of staff and students will learn how to reach out to those whose lives are affected by addiction, homelessness or poverty. Detailed information and applications will be available in October. Selected participants will spend five months in preparation for the outreach through regular meetings and fundraising.

Mexico Mission

Dates: February 11-23, 2010 Estimated cost: \$950 (raised)

The Mexico Mission Team travels to an orphanage and outreach center on the Baja Peninsula of Mexico. This opportunity for service during the February break is filled with countless cross-cultural and life-changing experiences. The 20 member team will take part in the day to day operations of the mission as well as have opportunity to take part in evangelistic outreaches to itinerant work camps. Detailed information and applications will be available in October. Selected participants will spend five months in preparation for the outreach through regular meetings and fundraising.

Rosebud Drama Trip

Dates: March 2010 Estimated cost: \$60

Rosebud is a school for the performing arts and theatre located near Drumheller, Alberta. In March, a group of up to 25 students and staff travel to the theater school for a weekend filled with a wide variety of drama workshops, participation in the worship ministry team and attendance at a dinner theater production.

YC

Dates: May 28-30, 2010 Estimated cost: \$245

YC is the largest annual youth conference in Canada with over 16,000 in attendance. YC is a weekend where students come together to be spiritually challenged and changed as they participate in a wide variety of concerts by well known Christian bands and hear excellent speakers. LCBI has taken groups of approximately 60 students to this event.

Canoe Trip

Dates: Late May Estimated cost: \$25

The annual Canoe Trip is an opportunity for a group of 20-24 students and staff to explore the South Saskatchewan River by canoe. Learning canoeing skills and an overnight camp out make this a special weekend outing.