

Luther College High School



Dorm Handbook 2016-2017

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Introduction

Welcome to the Luther College High School dormitory. We are excited to have you as a part of our community. We hope that you will have an enjoyable and rewarding experience for however long you call Luther College your home.

The purpose of this handbook is to give you an understanding of the rules, expectations, and guidelines that boarders abide by while living at Luther. The philosophy behind these principles is simple: we want every student to have the best opportunity to be as successful as possible while studying at Luther. Our school motto is “Quality Education in a Christian Context.” In the dorm, this applies to the way we treat one another and to our focus on school. We want every student to feel welcome, safe, and cared for so that they can achieve their very best in their studies. If everyone lives up to these basic expectations we are sure to have a positive year.

If you have any questions or concerns about any of the items found in this handbook, please talk to the dorm staff about them. Our goal is to make your experience at Luther a positive one, so your feedback is encouraged.

All the best in your studies at Luther, and welcome aboard!

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1. Schedules

These are the regular weekday and weekend schedules.

| MONDAY to THURSDAY – Regular School Days | |
|--|--|
| <i>7:15-8:45 am</i> BREAKFAST | Join us in the cafeteria for breakfast before class. On days when school starts at a different time, the breakfast time will adjust accordingly. |
| <i>11:30-1:15 pm</i> LUNCH (Time depends on your class schedule) | The kitchen staff will provide you with a bagged lunch if you need one. Please ask them well in advance so that they have time to prepare one for you. NOTE – meals must be eaten in the cafeteria. Boarders are not allowed to eat meals in their bedrooms. |
| <i>5:30-6:15 pm</i> SUPPER | Supper is not served later than 6:15 pm. If you are going to be late you can request a late supper by asking the kitchen staff ahead of time. They will leave your meal in the cafeteria refrigerator. |
| <i>6:30-7:30 pm</i> ADDITIONAL STUDY HOURS (Library open) | Additional study hours are for students who are struggling in any classes. If you are required to attend additional study hours, report to the library at 6:30 pm with relevant homework. Library computers and printer are available during this time. |
| <i>8:00-9:30 pm</i> STUDY HOURS (Library closed) | All students are required to be at the school for study hours. Students should be in their rooms with their doors propped open. If you would like to study somewhere else, please ask the dean on duty ahead of time. |
| <i>9:30-10:00 pm</i> SNACK | Join your friends in the cafeteria for socializing and a snack before bed. |
| <i>10:00 pm</i> CURFEW (Lock up) | Everyone must be in the dorms at this time. If you are late for curfew, you will be given consequences. |
| <i>10:30 pm</i> BED TIME (Internet off) | If you need to shower, brush your teeth, go to the washroom, or get water, this is the time to do it because after 11 pm the hallways are off limits. It's also time to head to your own room. |
| <i>11:00 pm</i> LIGHTS OUT | Everyone must be in their beds with the lights off at 11 pm. Please leave your door unlocked so deans can do room checks. Electronics must also be turned off at this time. Boarders who are out of their room after 11 pm will be given consequences. |
| *GYM TIME – the gym will be open most weeknights depending on availability. A schedule will be posted in each dorm. | |

| FRIDAY | | |
|---|--|--|
| <i>Same as weekday schedule until...</i> | | |
| <i>6:30 pm - 11:00 pm</i> FREE TIME, GYM TIME, ACTIVITIES | | The gym is usually open Friday nights. Check with the dean on duty to see when it will open and close. There are often dorm activities Friday nights as well. |
| <i>11:00 pm</i> GRADE 9/10 CURFEW | <i>12:00 am</i> GRADE 11/12 CURFEW | All Grade 9/10 students must be back at the school by 11 pm. Grade 11/12 students must be back by 12 am. If you are late for curfew you will be given consequences. |
| <i>1:00 am</i> BED TIME (Internet off) | | It's time to get ready for bed and head to your own room. If you need to shower, get water, brush your teeth, etc., do it before 1:30 am. |
| <i>1:30 am</i> LIGHTS OUT | | Goodnight! Please leave your door unlocked so that deans can do room checks. |
| SATURDAY | | |
| <i>9:45 am</i> CONTINENTAL BREAKFAST | | There is a cold breakfast available on Saturdays and Sundays. If you need to eat before 9:45 am please talk to the dean on duty Friday night. |
| <i>12:00-12:45 pm</i> BRUNCH | | Join your friends for a tasty weekend brunch. If you sleep through brunch, the dean on duty will probably wake you up! |
| <i>Afternoon</i> LIBRARY and WORK DUTY TIME | | The library will be open on Saturday afternoons if students request it. Please ask the dean at brunch if you would like the library open. Saturday afternoon is also a time for students to do work duty. If you have any hours, expect to work them off Saturday afternoon. |
| <i>5:30 – 5:45 pm</i> SUPPER | | |
| <i>11:00 pm</i> GRADE 9/10 CURFEW | <i>12:00 am</i> GRADE 11/12 CURFEW | |

| | |
|--|--|
| 12:30 pm BED TIME (Internet off) | NOTE – Saturday bedtime is 30 minutes earlier than Friday! |
| 1:00 am LIGHTS OUT | Goodnight! |
| SUNDAY | |
| <i>Same as Saturday schedule until...</i> | |
| 6:30 – 7:00 pm ROOM CHECKS | Every Sunday night deans conduct room inspections to make sure students are keeping their rooms tidy. You will be given a list of things to clean for room checks. |
| 9:30-10:00 pm SNACK | This is your last chance to socialize with friends before the school week begins. |
| 10:00 pm CURFEW (Lock up) | Make sure you are ready for school tomorrow! |
| 10:30 pm BED TIME (Internet off) | Time to head to your own room and get ready for bed. |
| 11:00 pm LIGHTS OUT | <i>ZZZZZzzzzzzzzz.....</i> Goodnight. |
| *GYM TIME – the gym will be open most weekends depending on availability. A schedule will be posted in each dorm. | |

| |
|---|
| STAT HOLIDAYS |
| On stat holidays, the schedule shifts to the Saturday schedule with brunch at 12 pm. Curfew and lights out the night before are the same as a Saturday. |
| SCHOOL HOLIDAYS |
| On school holidays, brunch is at 12 pm. Curfew and lights out the night before are 11pm and 12 am, respectively. |

2. Dorm Life

DORM STAFF

a. Dean on Duty

- Two deans—one male, one female—will always be on duty. On weekdays, the Head Deans will be on duty until suppertime.
- Weekday evening dean shifts begin at suppertime and end at 7:30 am the following morning.
- Weekend dean shifts begin at suppertime on Friday and end at 7:30am Monday morning.

b. Third Dean

Monday through Thursday, from 6:30 to 9:30, a third dean will supervise Additional and Supervised Study Hours. The Third Dean is there to monitor students and provide students with any help they need.

USE OF ENGLISH

Since we have students from all over the world, we encourage everyone to speak English as often as possible. This will help our dorm community grow closer and improve the English proficiency of ESL students. Please respect the fact that other people might not understand your language and may be excluded from your conversation when you are not speaking English.

DAYTIME SIGN-OUTS

Before leaving campus, all students must sign out with the Dean on Duty and sign in upon returning. Students must sign in even if they plan on leaving again. Students must also let the dean know if they are going to Mr. Sub or the convenience store across the street. This does not require a signature (unless you are on Dorm Campus).

Signing out/in is very important to help us keep students safe. Therefore, failure to sign out or in will be treated seriously and students will be given appropriate consequences.

OVERNIGHT SIGN-OUTS

Students may spend the night off campus when there is no school the next day. Only the head dean can approve these sign outs. An overnight sign-out requires the following the day before the sign out:

- The name and location of the destination
- Parent/guardian permission. This may be done via text, phone call, or email
- The student must be in good standing (academic and behaviour)

Acceptable overnight sign out locations include:

- home of parent/guardian
- parents of Luther students
- the home of a known responsible adult who will be present and accept responsibility for the student

Some parents/guardians may wish to provide a list of pre-approved overnight sign out destinations. This means the parent would not have to approve the overnight sign out each time.

For extended breaks like Christmas or Easter, parents must notify the Head Deans about overnight sign outs prior to the break.

OVERNIGHT SIGN-INS

Dorm students may wish to have guests stay with them overnight in the dorms. The procedure for having a visitor sign into the dorm overnight is the same as an overnight sign out. The Head Dean must be given permission by the parent/guardian of the visitor the day before the overnight (by Thursday for a Saturday night).

DAY VISITORS

Visitors are welcome to all parts of the school: library, gym, lounges, etc. Visitors of dorm students must sign in with the Dean on Duty when they arrive and sign out when they leave. The dorm student must accompany his or her visitor(s) at all times. Unaccompanied visitors will be asked to leave.

Note – day students are not allowed in the dorms or dorm lounge during school hours.

QUIET TIMES

The dorms can be a lively place on occasion but during study hours and after 10 pm we ask students to observe quiet. This is out of respect for other students and staff who want to study or sleep.

RELATIONSHIPS

It is natural that dorm students develop romantic relationships with other students. We expect students to develop healthy, respectful relationships with each other. Inappropriate displays of affection are not acceptable. If it makes other people feel uncomfortable please don't do it.

VIDEO GAMES

Many students spend countless hours playing video games. Dorm staff will monitor time spent playing video games and limit this time when necessary for the benefit of the student. This might include requiring students to hand in electronics at various times.

PERSONAL RIGHTS

Harassment or abuse of any kind (physical, verbal, racial, sexual, homophobic, etc.) will not be tolerated and will be dealt with as a major disciplinary issue. Harassment and abuse are against the law and will not be tolerated. This includes threats and implied harassment. It also includes using a telephone, social media, email, or other Internet platform to threaten, intimidate, bully, or coerce other people. Students who feel harassed should inform a dean, counselor, teacher, or administrator.

*Note – we abide by City of Regina bylaws relating to harassment and bullying.

MEALS

The cafeteria staff works hard to provide healthy, tasty meals to suit the tastes of all students. If you have a suggestion for a meal please put it in the suggestion box in the cafeteria. If you like a meal, tell the cooks!

Late/Early Meals – If you need to eat late or early for any reason, please inform the cafeteria staff well ahead of time so they can make arrangements for you. You can also ask the Dean on Duty to arrange this for you.

Bagged Lunches – Bagged lunches are available for students who are traveling or who must take lunch with them. Again, inform the cafeteria staff well ahead of time so that they can accommodate you.

DORM COUNCIL

Dorm Council consists of a group of dorm students who meet regularly to plan ways to enhance the experience of their dorm peers. They might plan dorm events/activities, discuss issues at dorm meetings, or bring dorm concerns to the deans for consideration. Dorm Council members are elected in the spring or early fall and should be positive role models for their fellow students. If you would like to be on dorm council, please talk to the Head Deans.

DORM ACTIVITIES

Generally, four dorm activities will be organized each month, usually on the weekends. The cost of these activities is usually free for dorm students and attendance is voluntary. Examples include bowling, movie nights, swimming, laser tag, skiing, karaoke, etc.

If you have suggestions for dorm activities, please let dorm council or head deans know.

3. Rooms and Common Areas

ROOM ASSIGNMENTS

Room assignments and changes are the responsibility of the Head Deans. Room changes require his or her permission and are not always granted. Head Deans spend a considerable amount of time ensuring the mix and balance of the dorms is as good as possible and changes will be accommodated only if they benefit the entire dorm community.

*Note – students are not guaranteed single rooms. Students should expect to have a roommate and only when there is available space will students be given single rooms, at the discretion of the Head Deans.

DAMAGE DEPOSITS AND ROOM REPORTS

When students move in a Dean will complete a Room Condition Report (RCR). This form is used to assess room damages and will be used upon move-out, during or at the end of the school year, to determine if payment for damages is owed. The dean and student will both sign off on the agreed damages before any charges are leveled.

MAINTENANCE

If your room requires maintenance, please tell the Head Dean as soon as possible so it can get repaired. Students responsible for damage will be required to pay for any replacement or labour costs.

ROOM CLEANLINESS CHECKS

Boarders are required to keep their rooms neat and tidy at all times. Room checks will be done every Sunday evening to maintain a standard of cleanliness. Students who have not properly cleaned their rooms may lose privileges until the room is clean or receive work duty.

If necessary, mid-week checks will be done for rooms that are consistently messy.

SECURITY

Every student is given a key to their room and a FOB for entrance to the dorm. If these are lost a replacement fee will be charged to the student: \$50 for the key and \$15 for the FOB. Do not lend your key/FOB to others.

Students rooms must remain locked and lights off when not in the room. Luther is not responsible for lost or stolen items. It is impossible for the school to retrieve lost or stolen goods so please prevent this by keeping your room organized and locked. Every year students lose valuables from their room

because they leave the door unlocked. If you are worried about your valuables please ask the Head Deans to securely store your possessions.

*Note – room doors must remain unlocked at night in the event of a fire. This also prevents the deans from making unnecessary noise and disturbing sleeping students when doing room checks at night.

FOOD IN ROOMS

Students are welcome to have a small fridge and snack food in their room. Cooking, however, is strictly forbidden as this can present a fire hazard. A kettle to boil water is the only acceptable cooking appliance. Other cooking appliances will be confiscated by the deans. Please refrain from cooking noodles after 10 pm because this can dehydrate you overnight leaving you with a headache in the morning.

COMMON AREAS

Students are welcome to use any of the common areas in the school. We expect, however, that students respect these facilities by keeping them clean and welcome to all students. Excessive noise is not welcoming; neither are public displays of affection.

- Blue Room – students can use the Blue Room to practice piano during pre-arranged times. This is a great place to hang out with friend or do homework, but please note that food is not allowed in the Blue Room
- Dorm Lounge – day students must be with a dorm student when using the dorm lounge. Students must have permission from the Dean on Duty to use this space during study hours.
- Gym – students must wear gym shoes and athletic clothing when using the gym, weight room, or Girls' Dorm Fitness Centre. There must be dean supervision when using the gym.
- Fitness Centre – students may use the fitness centre anytime with the permission of the Dean on Duty. Students should work out in pairs for safety
- Library – the library is open for student use during school days and after school. In the evenings students may use the library from 6:30-8:00 pm.
- Student Commons – is open for student use at any time. If you would like to work here during study hours, please ask the Dean on Duty ahead of time.

4. Health

SICK LIST

The school nurse makes rounds on school days at 7:30 am. If students are sick in the evening or through the night they should sign the sick list located in each dorm. The nurse will check this list at 7:30 am and respond to sick students. If you are sick after 7:30 am you should go to the nurses office ASAP. The nurse leaves at 11:30 am. After that time contact the Head Dean if you are sick. If they are unavailable contact the main office.

If the nurse excuses you from class you will not be allowed to participate in events or sign out after school or in the evening.

APPOINTMENTS

The school nurse will set up all medical and dental appointments. Students are responsible for paying their cab fare to and from all appointments. Most cabs take cash, credit, and debit.

MEDICATION

For safety reasons, no medication, either prescription or over-the-counter, can be kept in students' rooms. All medication will be locked in the nurse's office where dosages can be monitored.

HEALTH INSURANCE

All students are required to apply or reapply for Saskatchewan health insurance when they arrive. Dorm staff will help with the application procedure. This process can take a number of weeks and students will be responsible for paying for health related costs while waiting for insurance to be processed. A typical visit to the doctor costs \$40.00.

5. Academics

We believe that school should be students' first priority. Therefore, we treat all matters related to academics very seriously.

DRESS CODE

Students must wear appropriate clothing at all times (in and out of the dorm). Inappropriate content is not permitted (inappropriate slogans, words, pictures, drug/alcohol references, etc). Immodest or revealing clothing is also not permitted (short shorts/skirts, bare midriffs, low cut necklines, etc). Please consult the school dress code to find out what is acceptable to wear to class.

Deans have final say over what is deemed appropriate.

STUDY HOURS

Study hours are a set time for students to complete their homework. This time is mandatory for all dorm students. If you are unable to be at study hours because of school events or other circumstances please notify the Dean on Duty ahead of time. Unless you have permission to be elsewhere, you should be in your room with the door propped open during this time.

a. Additional Study

- Students who are struggling academically may be asked to attend additional study hours in the library. This is extra time to finish assignments, review for exams, or work ahead on big projects. A dean is available to help you during this time.

b. Supervised Study

- Supervised study is for students who are struggling academically or are not studying effectively in their rooms. Other students are welcome to join if there are seats available. It takes place in a classroom during regular study hours and there is a dean available to help during this time.
- **Computer and cell phone use are monitored during this time. Laptop screens must face the dean. If you are wasting time on these devices, the dean may confiscate them.**

LIBRARY USE AND PRINTING

Boarders may print for free in the library during library hours. The library is open on school days from 8:00 am – 4:30 pm and in the evenings from 6:30 – 8:00 pm. You should arrange to print during these times. On weekends, ask the Dean on Duty if you would like to use the library.

EXAMS

Please make sure to schedule flights around exam times. Exam dates are published early and can be

found online on the Luther calendar. Exams will not be moved to accommodate flight arrangements for vacations, travelling, etc.

CHAPEL

Chapel is a chance for Luther students to meet and grow as a community. Attendance at chapel is a requirement for all students, day and dorm. It takes place every day during Period 4. Students who skip chapel will be given consequences.

ATTENDANCE

Attending class is an important step in every student's academic success at Luther College. Skipping class is unacceptable and deans will only excuse boarders from class in exceptional circumstances. In order to best support students, we apply the following discipline process for absenteeism:

| | |
|---|---|
| 1 Unexcused Absence | Work duty + Additional/ Supervised Study Hours |
| 2 Unexcused Absences (on separate days) | Work duty + Additional/ Supervised Study Hours |
| 3 Unexcused Absences (on separate days) | As above + Personal Plan + Parents Notified |
| <i>If students have 3 or more absences in a semester, they will be required to create a personal plan to remedy the issue. This plan will be done in consultation with the head dean and may include work duty, loss of privileges, loss of electronics, required physical activity, breakfast attendance, etc. It will also include consequences for not following the plan. The goal is to increase class attendance.</i> | |
| * PLEASE NOTE – if a student has 10 absences from a class, excused or unexcused, the teacher has the right to remove that student from the class. | |

ACADEMIC STRUGGLES

Head deans work closely with teachers to help those students who are struggling academically. Such students may be asked to attend additional study hours, or meet with a tutor or academic advisor. Parents will be consulted over these plans.

6. Discipline

Discipline is an inevitable part of dean-student relationships. The dorm discipline system is meant to serve as a guideline. Deans will do their best to be consistent but as with all situations involving humans, no two situations are exactly alike. All discipline will be dealt with confidentially and deans and administration will deal with issues on a case-by-case basis, in a fair, consistent fashion.

Whenever possible, consequences for infractions will attempt to match the offense. Consequences for infractions are listed below.

TYPICAL CONSEQUENCES

| <i>Infraction</i> | <i>Minimum Consequence</i> |
|---|---|
| Improper sign out Failure to sign in Noise during quiet hours Late for curfew or study hours Cooking after 10 pm on school nights Out of room or out of bed after Lights Out Swearing or inappropriate language Missing from dorm meetings | 1 hour work duty |
| Failed room cleanliness check | 2 hours work duty or loss of privileges until room is clean |
| Possession of tobacco paraphernalia (lighter, matches, pipe, bong, etc.) | At minimum, Step 1 |
| Possession or use of alcohol or illegal substances | At minimum, Step 1 |
| Burning candles, paper, incense, etc. | At minimum, Step 1 |
| Misbehaviour at the end of the school year | Loss of all or part of room damage deposit |
| Failure to check out of room at end of the school year | Loss of all or part of room damage deposit |
| Disrespect/defiance to other students or deans | Work duty or Step as appropriate |
| <p>STEP 1:</p> <ul style="list-style-type: none"> • minimum 5 hours of work duty • dorm campus until work duty is completed • parents notified <p>STEP 2:</p> <ul style="list-style-type: none"> • minimum 5 hours of work duty | |

- dorm campus until work duty is completed
- personal redemption plan developed
- parents notified

STEP 3:

- minimum 5 hours of work duty
- dorm campus until work duty is completed
- behaviour contract developed and signed by student, dean, vice-principal, and parent/guardian

***NOTE – dorm staff may confiscate student electronics as a consequence (this includes cellphones, laptops, tablets, etc)

WORK DUTY AND COMMUNITY SERVICE

Work Duty hours are handed out for everyday infractions. For more serious situations, Community Service hours are assigned. Work Duty hours can be worked off in and around campus by doing various jobs like sweeping, recycling, cleaning dishes, etc. Community Service hours are worked off in the community by volunteering at community organizations or events like thrifts stores, soup kitchens, charities, etc.

WORK DUTY CREDITS

Credits are meant to reward students who are typically well behaved, but slip up from time to time. Work Duty Credits may be earned by attending various events or doing good deeds around the dorms. Deans give out Work Duty Credits at their discretion.

DORM CAMPUS

When students receive Dorm Campus they are not allowed to leave the school for any reason without the express approval of the Head Dean. This includes crossing the street to go to Mr. Sub of the convenience store. Permission to attend special events may be granted by the Head Dean.

DRUGS, ALCOHOL, AND TOBACCO

Luther College is committed to creating a campus that positively influences the health and well-being of students, staff, and faculty. According to Saskatchewan law, no person under the age of 18 is allowed to purchase tobacco in any form and no person under the age of 19 is allowed to purchase alcohol. Drug use is illegal for any age.

Alcohol/Drugs

- Use or possession of alcohol or drugs will be treated as an offence and appropriate consequences will be given. This may include Step 1, rehabilitation programs, and/or

suspension or expulsion. Administrators, deans, the school nurse, the school counsellor, and teachers will work closely with the student to provide opportunities to change such behaviour.

- The school will provide students with an initial counselling session and students will be required to follow the recommended course of rehabilitation in consultation with parents/guardians. The student may be required to undergo random drug testing at the school's request and the family's expense.
- Students who distribute or sell drugs will be expelled immediately at the school's request and the family's expense.
- *This policy applies to drug/alcohol use both on campus and off campus, including students who are 19 years of age or older*

Tobacco

- Possession and/or use of tobacco in any form (including nicotine) on school property, at school activities, in vehicles, or while under the supervision of school employees is not permitted
- Parents will be notified if their child is found smoking or violating this policy
- Disciplinary measures will be taken in consultation with the school nurse, administrators, student, deans, and parents/guardians
- *E-cigarettes of all forms are viewed in the same way as tobacco products and will be dealt with accordingly*

Note – the school reserves the right to make final decisions regarding circumstances related to drug and/or alcohol use.

*** Note – students who are struggling with alcohol, drugs, or tobacco are encouraged to approach the deans about this. These students will be treated gently and with respect. After all, our goal is to help students as best as we can.

7. Emergencies

FIRE

Fire emergency protocol will be posted throughout the dorms and fire drills will be conducted regularly. All students should familiarize themselves with the protocol and participate in all drills.

Please note that tampering with fire alarms, exits, smoke detectors, or fire extinguishers is against the law and endangers students and staff living at the school.

MEDICAL EMERGENCIES

If students encounter a medical emergency they should stay with the person and immediately dial 911. If alone and without a cellphone the student should yell for assistance. All dorm staff are trained in emergency CPR and First Aid.

There is an Automatic External Defibrillator (AED) machine located outside of the Teachers' Workroom door. Students should know where this is in case they must retrieve it in an emergency. All dorm staff is trained in the use of an AED.

OTHER EMERGENCIES

Anytime a student feels they or someone else is in a threatening situation he or she should seek help immediately and let a dorm staff member know as soon as possible. A student can always dial 911 to access emergency services (police, ambulance, fire, etc.)

8. Contact Information

BOYS DORM

Dean of Boys

Bryan Belous

Home: (306) 757-8110

Email: bryan.belous@luthercollege.edu

GIRLS DORM

Dean of Girls

Mary Gurel

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SCHOOL ADDRESS

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