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**LUTHER COLLEGE HIGH SCHOOL  
DORM HANDBOOK  
FALL 2014**



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## 1 SCHEDULES

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### 1.1 MONDAY TO THURSDAY

Regular school days:

07:15 am – 08:45 am	Breakfast.
11:30 am – 12:30 pm	Lunch (Unless one has a period 6 class).
12:30 pm – 01:15 pm	Lunch (Unless one has a period 7 class).
05:30 pm – 06:15 pm	Supper.
06:30 pm – 08:00 pm	Open Library, Additional Study Hours.
08:00 pm – 09:30 pm	Study Hours, Supervised Study Hours.
09:30 pm – 10:00 pm	Snack.
10:00 pm	Curfew, Quiet Hours.
10:30 pm	No visitors in one's room
11:00 pm	Own Room Time.
11:30 pm	Lights out - Grades 9-11
<b>11:30 pm</b>	<b>Internet Curfew</b>
12:00 am	Lights out – Grade 12's

Open gym time will occur in the evening through-out the year when available.

### 1.2 FRIDAY

Regular School Days:

Changes from the Monday to Thursday schedule are as follows:

08:00 pm – 10:00 pm	Open Gym.*when available, time will be announced during supper.
11:00 pm	Grade 9 curfew. (Option once a month to receive an extension)
	<b><u>Quiet Hours</u></b>
12:00 am	Grade 10, 11 and 12 curfew
01:00 am	Own Room Time.
01:30 am	Lights out.

### 1.3 SATURDAY

09:45 am – 10:15 am	Optional continental Breakfast.
12:30 pm – 01:15 pm	Brunch.
01:30 pm – 03:30 pm	Work Duty time.
05:30 pm – 06:15 pm	Supper.
08:00 pm – 10:00 pm	Open Gym.
	*when available, time subject to change. It will be announced during supper.
11:00 pm	Grade 9 curfew. (Option once a month to receive an extension)
12:00 am	Grade 10, 11 and 12 curfew.
12:00 am	<b>Quiet Time</b>
01:00 am	Own Room Time.
01:30 am	Lights out.

## 1.4 SUNDAY

Changes from Saturday are as follows:

03:30 pm – 05:15 pm	Library.*time subject to change.
08:30 pm – 09:30 pm	Open Gym.*when available, time will be announced during supper.
09:30 pm – 10:00 pm	Snack.
10:00 pm	Curfew, <b><u>Quiet Time</u></b>
10:30 pm	No visitors in one's room, room checks begin.
11:00 pm	Own Room Time.
11:30 pm	Lights out.- Grades 9-11
<b>11:30</b>	<b>Internet Curfew</b>
12:00 am	Lights out – Grade 12's

## 1.5 DEANS

### 1.5.1 Dean on Duty

Two deans—one male, one female—will always be on duty. During all weekdays, including holidays, the Head Deans will be on duty. Which dean is on duty will be written on the Head Dean's white board and the white board of the Dean on Duty.

All sign-outs or guest sign-ins must be done with the Dean on Duty. Other deans may be around the campus, but are not responsible for making sure students sign out properly.

Evening shifts begin at supper, 5:30 pm, Monday to Thursday, and go until 7:30 am the following morning. Each dean will have a scheduled day.

Weekend shifts begin at supper, 5:30 pm, Friday night and go until Monday morning at 7:30 am. Each dean will work one weekend a month.

### 1.5.2 Third Dean

On Mondays through Thursdays, from 6:30 to 9:30, a third dean will be scheduled to supervise Open Library time and Supervised Study Hours. The Third Dean is there to monitor students and provide any help they can to students. Students **cannot** sign-out with the Third Dean.

## 2 ACADEMICS

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School should be your first priority; therefore class attendance is an expectation.

You are required to be enrolled in at least four classes per semester. Exam dates are published early and will not be moved to accommodate flight arrangements, vacations, etc.

It is strongly recommended that students who wish to return home during extended breaks, such as Christmas or Easter, do not leave before school ends and return before classes start. Missing those days of classes will have a negative effect on your overall marks.

## 2.1 STUDY HOURS

Study hours are Monday to Thursday 8:00 – 9:30 pm. All students, except grade 12s in good academic standing, are required to be in their rooms studying during this time. Permission to study with a friend, or somewhere else other than one's own room must be granted by the Dean on Duty prior to 8:00 pm.

Those Grade 12s in good academic standing may sign-out during this time or they may stay in the dorms. However, if staying in the dorms, they must be quiet as to allow others to study.

Students wishing to attend certain school events (such as dances, musical, sporting events) that occur at the same time as Study Hours may do so with permission, depending on their academic status and recent behaviour.

## 2.2 SUPERVISED STUDY HOURS

Students who are struggling academically or are not using time wisely in their rooms during Study Hours will be required to attend Supervised Study Hours in a classroom. Other students are also welcome to attend if there are seats available.

Use of computers during this time is discouraged. **If you must use a laptop during this time, the screen must be facing the dean. Cell phone use is not allowed during this time.**

## 2.3 OPEN LIBRARY

The library will be open Monday to Thursday from 6:30 – 8:00 pm and for at least two hours Saturday and Sunday for those students needing to complete Additional Study Hours or need use of the library resources. This time is for quiet individual study and for students needing to use the printers. Students not respecting other students or the facilities will be asked to leave.

## 2.4 ADDITIONAL STUDY HOURS

Along with Supervised Study Hours, those students struggling academically will be required to attend Additional Study Hours from 6:30 – 8:00 pm Monday to Thursday.

Check in with the Third Dean, sign the Third Dean Binder which shows the time you arrived and what you plan to work on. If you miss an additional study time Monday through Thursday, you may be required to attend Supervised Library time on Saturday and Sunday.

Students who work hard and improve their grades will no longer have any additional study time. This determination will be made through discussions between teachers, the Head Dean, and the student.

## 2.5 USE OF ENGLISH

Students are encouraged to speak English at all times outside the dormitory area. This will help our dorm community grow closer, as well as further improve the English proficiency of our ESL students. If someone does not understand what is being said in an English conversation, translation is acceptable.

The goal is that every student and dean feels welcome in each conversation they are near. Teaching your own language to others builds our community and is encouraged. A general rule: if you are in the presence of someone who does not speak your own language, you should speak English.

## 2.6 ATTENDANCE POLICY

Attending class is an important step in your academic success at Luther College. Absences will result in the following consequences.

One unexcused absence:	Student receives two hours of work duty/placed on Additional Study Hours
Three unexcused absences: (On three separate days)	Step One of Discipline Policy
Five unexcused absences: (On separate days)	Step Two of Discipline Policy
Seven unexcused absences: (On separate days)	Step Three of Discipline Policy
Ten unexcused absences: (On separate days)	Step Four of Discipline Policy Parent/Guardian conference required
Twelve unexcused absences: (On separate days)	Step Five of Discipline Policy
Fifteen unexcused absences:	Step Six of Discipline Policy

\*If a student has 10 unexcused absences from a class, the teacher has the right to remove that student from that class.

### 2.6.1 Chapel Attendance

Chapel is our daily service held during Period 4. It is a chance to meet and grow as a community. Attendance is **not optional** and absences from Chapel will be considered the same as missing a class.

## 3 DORM LIFE

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### 3.1 DAYTIME SIGN-OUTS

Before leaving campus, all grade 9, 10, and 11 students must sign-out with the Dean on Duty and sign-in upon returning. Signing out to go to Mr. Sub or the convenience store is not required unless you are on Dorm Campus.

Grade 12 students do not have to get a Dean to sign them out, but must fill out the sign-out sheets completely and legibly. On the boys side this sheet is by the Head Dean suite and in the girls' side these sheets are in the foyer. Failure to complete the form correctly will result in **a loss of the privilege.**

Failure to sign-out properly by any of the grades will result in one week of Dorm Campus. Repeat violators will receive additional consequences.

### 3.2 OVERNIGHT SIGN-OUTS

Overnight sign-outs are only permitted on nights when there is no school the next day. Only the Head Dean can approve an overnight sign-out.

An approved sign-out requires the following:

- Name and location of the destination to the Head Dean by Thursday at 5:00 p.m.
- Parent/guardian approval to the Head Dean by 10:00 pm on Thursday. This can be done via a phone call, an email, or text from a known number.
- Confirmation from the adult at the overnight sign-out location by 10:00 pm Thursday. This can be done via a phone call, an email, or text from a known number.
- Student is in good standing with regards to academic and disciplinary matters.

Acceptable overnight sign-out locations include:

- home or guardians' residences;
- parents of Luther students;
- home where there is a responsible individual at least 25 years of age present who will accept responsibility for the student.

For long weekends, the Head Dean needs to be notified by 5:00 pm and approved by 10 pm the day before the long weekend begins. For example, if there is no school on Friday, the overnight sign-out must be approved by Wednesday night.

For extended breaks, such as Christmas and Easter, any overnight sign-outs must be approved before the break begins. Head Deans will set a date before which all overnight sign-outs must be approved.

Some parents may wish to provide a list of pre-approved overnight sign-outs destination. This means the parent would not have to approve the overnight sign-out by 10:00 pm Thursday.

### **3.3 VISITOR SIGN-IN/SIGN-OUT POLICY**

Visitors are welcome to all parts of the school: the library, gym, dorm lounge, and dorm rooms. Any visitors must be signed in with the Dean on Duty as soon as they arrive, and signed out with the Dean on Duty just before leaving. Failure to do so will result in work duty for any students the Dean on Duty determines are responsible.

Visitors must be accompanied by a dorm student at all times.

Males are not allowed in the female dorms and vice versa.

Day students and visitors are not allowed in the dorms or Dorm Lounge during school hours.

Visitors are not allowed in the Dorm during Study Hours without permission from the Dean on Duty.

### **3.4 OVERNIGHT SIGN-INS**

The procedure for having a visitor sign-in overnight, is the same as overnight sign-outs. The Head Dean needs to be informed of and approve the person wishing to sign-in overnight and the parent/guardian of the person must give consent to the Head Dean via phone call or email. If the parent/guardian of the person is known a text message will be sufficient, but for people staying in the dorms for the first time, a phone call or email will be needed.

All approvals must be completed at the same timeline as overnight sign-outs.

Visitors are only allowed to stay on nights when there is no school the following day.

### 3.5 CURFEW

Sunday to Thursday:

All students must be in the dorms by 10:00 pm.

The night before a school holiday 11:00 pm.

The night before a civic holiday 12:00 am.

Friday and Saturday:

11:00 pm for Grade 9s.

12:00 am for Grade 10s, 11s, 12s.

Grade 9s may have their curfew extended to 12:00 am once a month, but they must request permission from the Dean on Duty by supper of that night.

Late curfews are for special occasions only and are granted at the discretion of the Dean on Duty when notified in advance.

### 3.6 QUIET HOURS

Quiet Hours are every night starting at curfew and during study hours. It should be as quiet as possible to allow others to study or sleep. No loud music or talking in the hallways.

Residents who are repeatedly loud during quiet hours will be given work duty and/or have privileges taken away.

Starting the weekend before the beginning of exams until the last exam is complete, the dorms will be in **24 Hour Quiet Hours** to allow for serious study all day long.

### 3.7 NO VISITORS TIME

Starting at 10:00 pm on school nights, visitors will not be allowed in the dorms. This allows students to shower, brush their teeth, and any other things necessary to get ready for bed.

### 3.8 OWN ROOM TIME

**All students must be in their own rooms at 11:00 pm on school nights.** Trips to the water fountain or brushing one's teeth are not permitted during this time. Students must have those things done before Own Room Time begins.

### 3.9 LIGHTS OUT

For grades 9-11 lights must be out by 11:30 pm. Grade 12's have the privilege of lights out at midnight. Own room time also applies to grade 12's.

If students must stay up later to finish homework, they have to ask permission from the Dean on Duty prior to room checks. This privilege is only for rare occasions.

### 3.10 RELATIONSHIPS

Dorm students are expected to develop healthy, respectful relationships with other Luther students. When it comes to dating, couples need to be respectful of others who may be around. Inappropriate displays of affection are not acceptable.

### 3.11 PERSONAL RIGHTS

Physical or verbal abuse will not be tolerated and will be dealt with as a major disciplinary problem. Students who are abusive may be asked to leave Luther College.

Harassment (sexual, racial, or any other form) of other students or Luther College staff/faculty is against the law and will not be tolerated. This includes verbal, physical or implied harassment; it also includes use of a telephone, social media, or an e-mail account to threaten, intimidate or coerce other people. Students who are being harassed should inform a dean, counselor, teacher, or administrator.

\*We abide by City of Regina bylaws relating to harassment and bullying.

### 3.12 MEALS

- **Cafeteria Seating Arrangement**

Please fill one table completely before starting a new one. This will allow you to eat with a variety of students and get to know them better. It also helps break up language groups, giving ESL students the opportunity to practice their skills in a comfortable setting.

- **Late Meals**

If students require a late supper for any reason, they should inform the Dean on Duty the night before or the cafeteria staff during the day. A bagged lunch is also available from the cafeteria. If possible, please let the cafeteria staff know the day before.

- **Breakfast Attendance**

Breakfast is an important meal. Eating well early in the day gives students energy for the rest of the day enabling them to be more productive. Therefore, we suggest every student eat breakfast.

### 3.13 DORM COUNCIL

Dorm Council positions will be filled by election in June of the preceding school year.

Potential Dorm Council members meet the following qualification:

- be a positive role model to fellow students.
- be enthusiastic and committed to contributing to the betterment of the dorms.

Dorm Council members have the following responsibilities.

- provide ideas for dorm activities.
- help to plan and lead dorm activities.
- help lead dorm meetings.
- be approachable to other resident students.
- represent all resident students by bringing forth ideas, suggestions and concerns to deans.

Inappropriate behaviour or excessive absences may lead to dismissal from Dorm Council.

### **3.14 DORM ACTIVITIES**

Generally, four dorm activities will be put on each month, often on the weekends. Usually the cost to students is free. This is made possible through a Dorm Activity Fund. Activities are chosen and organized by the Head Deans and Dorm Council. Ideas for activities should go to the Dorm Council.

Although these activities are not mandatory, they are strongly encouraged. They are a good way to interact with the deans and other students. Some examples of dorm activities are: karaoke, movies, dodgeball, swimming, laser tag, the Halloween Party, and the Christmas Banquet.

**(Two mandatory activities are Christmas Banquet and All College)**

## **4 ROOMS**

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### **4.1 ROOM ASSIGNMENTS**

Room assignments and changes are the responsibility of the Head Dean. Room changes require his or her permission.

### **4.2 DAMAGE REPORTS**

Upon move-in a Room Condition Report will be completed by a Dean and the student. Upon move-out, during or at the end of the school year, this form will be used to assess any damage while the room has been occupied and whether or not charges should be applied.

Students responsible for damage will be required to pay for any replacement or labour costs. If the damage is intentional, there will be an additional \$50 charge and the possibility of a suspension depending on the circumstances and severity.

### **4.3 MAINTENANCE**

If a room requires maintenance, bring the issue to the attention of a dean. The Head Dean will then send a request to maintenance to have the issue resolved.

### **4.4 ROOM CLEANLINESS CHECKS**

You are required to keep your room reasonably neat at all times. Room Cleanliness Checks will be done weekly by deans. Times for Clean Room checks will be announced. The criteria for a clean will be posted inside each dorm room door. If your room is not clean during Room Cleanliness Checks you will receive two hours of work duty. You may also lose privileges until your room is clean.

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

#### 4.5 SECURITY

You will be given a key to your room and a FOB for entrance into the dorm. If lost, a replacement fee of \$50 per key and \$15 per FOB will be charged to your account. You should never lend your key/FOB to others or use a key/FOB that was not assigned to you.

Do not enter other student's rooms or borrow things without their permission. Rooms should be **locked with lights off when you are not in the room**. Luther is not responsible for lost or stolen items. **Doors should remain unlocked at night**.

Please carry your FOB with you at all times as it provides access in and out of the School/Dormitory.

Every student is responsible for Dorm security. When exiting the Dorms and/or school building please make sure that doors are closed tightly behind you. Do not prop open any doors for future entrance. They are locked to ensure the security of the students in the Dorm.

#### 4.6 FOOD

Students are welcome to have a small fridge and snack food in their room, such as juice, soft drinks, tea, fruit chips, etc. Cooking in your room is **strictly forbidden**. Kettles, to make tea and instant noodles, are the only cooking appliances allowed in the Dorms. Any other appliances will immediately be confiscated and returned at the end of the school year. **Cooking food/ noodles after 10:00 pm is not allowed**.

### 5 COMMON AREAS

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#### 5.1 FACILITIES

Students are expected to respect school facilities. The dorm lounge, blue room, library, gym, and student commons area are all great places to be, but are easily spoiled by a few careless people. Students are responsible for keeping these areas clean.

#### 5.2 BLUE ROOM AND DORM LOUNGE

Day students and guests must be with a dorm student when using these rooms. After 9:30 pm on weeknights (Sunday to Thursday), the blue room piano will be off limits. On weeknights, the dorm lounge will be closed at 9:30 pm. On weekends, the Blue Room will be closed at 11:00 pm. Disrespect for and misuse of these areas may lead to loss of privileges. The Dorm lounge and Blue Room must be clean at the end of each day.

#### 5.3 GYM

Students must wear appropriate gym clothes and gym shoes when using the gym, weight-room or Girls Dorm Fitness Room. Inappropriate or disrespectful behaviour will result in immediate suspension of gym privileges for a period of time to be determined by the Head Dean.

#### **5.4 DRESS CODE**

Students must wear appropriate clothing at all times when outside of the dorm, including the cafeteria. Revealing or immodest clothing is not allowed (short shorts/skirts, bare midriffs, low cut necklines, or inappropriate slogans, words or pictures).

Pajamas are not to be worn to meals. If you sleep in it, change before leaving the dorm.

### **6 MEDICAL**

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#### **6.1 SICK LIST**

The nurse's office is located in the blue room.

If you are sick on a school morning, you must sign the Sick List posted on the bulletin board in the dorm, before 7:30 am. The nurse will come to your room to check on you. If the nurse decides you are ill enough to miss class, you will be excused and put on **room campus** for the rest of the day. You will not be allowed to attend gym or dorm activities without permission from the Dean on Duty.

If you become ill after 7:30 am, it is your responsibility to go to the nurse before 11:30 am. Afternoon illnesses must be reported to the Head Deans in order to be excused. If neither is available, you must go to the office. Any further problems must be communicated to a dean. Room campus applies.

#### **6.2 APPOINTMENTS AND MEDICATIONS**

The school nurse will set up all medical and dental appointments.

No medication, either prescription or over-the-counter, can be kept in a student's dorm room. For safety reasons, it must be kept in the nurse's office where dosages can be monitored.

#### **6.3 Saskatchewan Health Insurance**

Saskatchewan Health insurance is available, free of charge to all fulltime students. Application will be made soon after you arrive. If medical services are required before you have received coverage, you will be responsible to pay for it. After you receive your card, you may claim the expense and be reimbursed. We recommend that each student keep \$50 in cash for such emergencies.

### **7 DISCIPLINE**

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All disciplinary matters will be dealt with confidentially. The dorm discipline system is meant to serve as a guideline. The deans and administration will deal with all dorm discipline issues on a case-by-case basis, and in a fair, consistent fashion

Students or parents who wish to appeal discipline decisions made by deans should approach the following people in the order listed: the Head Dean, Vice-Principal of Student Life, the Principal, and the President.

### 7.1 WORK DUTY AND COMMUNITY SERVICE

Work Duty hours will be handed out for everyday infractions. For more serious situations, Community Service hours will be assigned. Work Duty hours can be worked off in and around the campus by doing such things as sweeping, taking out recycling, helping out in the cafeteria, plus many other odd jobs. Community Service hours must be worked off in the community by volunteering at thrift stores, charities, soup kitchens, etc. Community Service hours can be counted as Work Duty hours, but Work Duty hours cannot be counted as Community Service hours.

### 7.2 WORK DUTY CREDITS

Work Duty Credits are meant to reward students who are typically well behaved, but slip up occasionally. Students can hold a maximum of five hours of Work Duty Credits.

### 7.3 DORM CAMPUS

When a student receives Dorm Campus for inappropriate behavior, they are not allowed to leave the campus for recreational events. Students will be allowed to attend church, but they must get permission from the Dean on Duty. They may also be allowed to attend dorm activities both on and off campus and to attend school-related events that are held off campus. If a student decides to disregard Dorm Campus, they will automatically receive the next on the discipline system. Discipline Steps will be posted in the dorms.

### 7.4 DRUG/ALCOHOL POLICY

Students who demonstrate a problem with substance abuse will be suspended or expelled.

Use or possession of alcohol or drugs will be treated as an offence. Such students can apply for re-admission or return from suspension when they have completed an appropriate program of rehabilitation.

The school will provide students with an initial counselling session including an assessment. Students will be required to follow the recommended course of counselling and rehabilitation in consultation with parents/guardians. Administration, deans, school nurse, school counsellor and teachers will work closely as a team to provide students with an opportunity to change such behaviour. The student will be required to undergo random drug testing at the school's request and the family's expense.

Students who present a second problem with alcohol or drug use will be required to attend a more intensive program agreed upon by Luther College and family. This will be at the family's expense. Upon successful completion of such program, the student may return to Luther College.

A third problem will lead to expulsion from Luther. The safety of students may require more serious measures in any specific situation. The administration reserves the right to deal with such matters as circumstances warrants.

Students who distribute or sell drugs will be **expelled immediately** at school's request and the family's expense.

### **Tobacco Use and/or Possession**

Luther College High School is committed to creating a campus that positively influences the health and well-being of students, staff and faculty. According to Government of Saskatchewan law, no one under the age of 18 is allowed to purchase tobacco in any form. Our objectives are:

1. To protect non-smokers from the adverse health effects of environmental tobacco smoke.
2. To demonstrate the school's commitment to promoting the health of pupils and staff.
3. To provide information and advice for those who wish to stop smoking.

Possession and/or use of tobacco or products containing tobacco or nicotine on school property (buildings and grounds), at school-sponsored activities, while in vehicles, or while under the supervision of school faculty or staff is not permitted. Parents will be notified if their child is found smoking or violating this policy. Other disciplinary measures will be taken depending on the situation.

## **8 EMERGENCIES**

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### **8.1 FIRE**

Please do not tamper with fire alarms, fire exits, smoke detectors, or fire extinguishers unless there is a fire; tampering with them is a criminal offence.

When the alarm sounds students in their rooms should:

- Close the window(s).
- Turn off their room lights.
- Wear a coat and shoes.
- Leave the door closed but unlocked.
- Go to the nearest exit without running. Bang on each closed door as they pass.
- When outside go to the predetermined meeting place.
  - **All Students are to meet in the parking lot behind the Girls' Dormitory.**
- Do not return to the building until the signal is given.

In order for students to practice what they should do in the case of fire, there will be a number of fire drills throughout the year.

### **8.2 MEDICAL EMERGENCIES**

If students encounter a medical emergency, they should stay with the person and call 911 immediately. If alone and without a cellphone, the student should go find a phone. After this is completed, a dean should be found.

The Automatic External Defibrillator (AED) machine is located outside of the Teachers' Workroom door. Students should know where this is in case they are sent to bring it to an emergency situation. All deans are trained in how to use an AED and perform CPR.

## 9 CONTACT INFORMATION

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### 9.1 BOYS DORM

#### Dean of Boys

Bryan Belous

Home: (306) 757-8110

Email: [bryan.belous@luthercollege.edu](mailto:bryan.belous@luthercollege.edu)

### 9.2 GIRLS DORM

#### Dean of Girls

Mary Gurel

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### 9.3 GENERAL SCHOOL

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