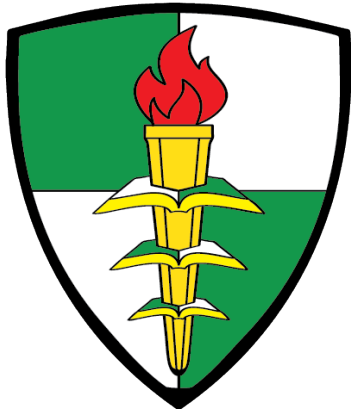




STUDENT & PARENT HANDBOOK 2026-2027

High expectations. High support. Student success.

A practical guide for students and families of Lashburn High School.

TO BUILD. TO BE.

LASHBURN HIGH SCHOOL

405 Third Street East • Box 430 • Lashburn, SK S0M 1H0

306-285-3505 • lashburn.nwsd.ca

Document version: September 2026 • Student & family
reference



Welcome to Lashburn High School



PURPOSE

This handbook organizes LHS expectations, routines, supports, and school procedures into one practical family reference. The school-specific language remains the foundation; current Northwest School Division Administrative Procedures and Saskatchewan law govern where a conflict exists.

[NWSD Administrative Procedures](#) • [The Education Act, 1995 \(Saskatchewan\)](#)

Vision

We are a resilient, compassionate, curious, and engaged community of learners.

Mission

Our Lobo Pack will work together To Build: A community of learners

To Be Resilient

- We embrace mistakes as learning opportunities
- We overcome adversity
- We strive for excellence in all areas

To Be Engaged and Curious

- We are literate and informed consumers
- We are passionate and self-motivated
- We critically explore our world
- We search for and develop our talents and strengths
- We have a growth mindset

To Be Compassionate

- We celebrate our differences and demonstrate empathy
- We are selfless and open-minded
- We are socially responsible to ourselves and others

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School at a Glance



The people, schedules, dates, and everyday routines students and families need most often.

2026-2027 NWSD Calendar

The current division calendar is available online and should be used for school holidays, non-instructional days, and division-wide dates. [Open the 2026-2027 NWSD calendar →](#)

2026-2027 LHS Staff

Teaching Staff	Assignment	Email address
Mr. Dave Pero	Principal	dave.pero@nwsd.ca
Mr. Dan Cheesman	Vice-Principal	daniel.cheesman@nwsd.ca
Mrs. Haleigh Whitlaw	Student Services	haleigh.duvall@nwsd.ca
Mrs. Madison Getzinger	Post Secondary Guidance	madison.getzinger@nwsd.ca
Mrs. Kaylee Herzberg	Classroom Complexity Teacher	kaylee.herzberg@nwsd.ca
Mrs. Jackie Churn	Physical Education	jackie.churn@nwsd.ca
Mrs. Amanda Durocher	Foods, Social Studies	amanda.durocher@nwsd.ca
Ms. Emily Lawson	ELA, Social Studies, Math	emily.lawson@nwsd.ca
Mrs. Paige Mason	History, Social Studies, Science	paige.mason@nwsd.ca
Mrs. Amanda McConnell	Science, ELA	amanda.mcconnell@nwsd.ca
Ms. Christina Schmidt	Math	christina.schmidt@nwsd.ca
Ms. Lizelle Johner	Teacher intern	lizelle.johner@nwsd.ca

Support Staff	Role	Email Address
Mrs. Jackie Getzinger	Administrative Assistant	jackie.getzinger@nwsd.ca
Mrs. Jill Rigden	Administrative Assistant	jill.rigden@nwsd.ca
Mrs. Shauna Rempel	Educational Assistant	shauna.rempel@nwsd.ca
Mrs. Spring Anderson	Educational Assistant	spring.anderson@nwsd.ca
Mrs. Jessica Carruthers	Educational Assistant	jessica.carruthers@nwsd.ca
Ms. Danelle Allen	Wellness Coordinator	danelle.covey@nwsd.ca
Mrs. Brandi McNay	Library Technician	brandi.mcnay@nwsd.ca
Mrs. Colleen Ackerman	Head Caretaker	colleen.ackerman@nwsd.ca
Mrs. Melissa Goodfellow	Caretaker	melissa.goodfellow@nwsd.ca

Report Card Dates

Semester 1

All grades - digitally published February 5, 2027

Semester 2

All grades - digitally published June 30, 2027

NWSD CROSS-REFERENCE

Assessment, grading, reporting, and student-parent-teacher communication are governed by current NWSD assessment procedures.

[AP 360 - Student Assessment and Evaluation](#)

Northwest School Division #203 Contacts

Meadow Lake Office 525 5th Street West Meadow Lake, SK S9X 1B4 Ph (306) 236-5614 • Fax (306) 236-3922 IT Helpdesk (306) 240-8762	Turtleford Office Box 280 Turtleford, SK S0M 2Y0 Ph (306) 845-2150 • Fax (306) 845-3392	South Office Box 456 Marshall, SK S0M 1R0 Ph (306) 387-1200 • Fax (306) 387-1204
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2026-2027 Homerooms

- Grade 7 — Getzinger & Whitlaw (B41)
- Grade 8 — McConnell & Rempel (B39)
- Grade 9 — Lawson & Herzberg (B40)
- Grade 10 — Churn & Durocher (A09)
- Grade 11 — Mason & Schmidt (A12)
- Grade 12 — Cheesman & Pero (A10)

Class Duties

- Gr. 7 - School grounds (except parking lot)
- Gr. 8 - LAC room cleanup (Fridays)
- Gr. 9 - Pizza boxes
- Gr. 10 - Snow removal
- Gr. 11 - Gym chair setup
- Gr. 12 - Town Hall setup (if required)

Bell Schedule

8:53 & 12:53	Warning bells
8:55-10:00	Period 1
10:05-11:05	Period 2
11:10-12:10	Period 3
12:10-1:00	Lunch
1:00-2:05	Period 4
2:10-3:10	Period 5

Attendance & Punctuality



Consistent attendance matters. LHS combines clear expectations with early support, family communication, and professional judgment.

LHS Attendance & Punctuality Framework

Shared Responsibilities

Students

- Attend every scheduled class and arrive prepared and on time.
- Check in promptly when late, explain barriers honestly, complete missed learning, and participate in improvement plans.

Families

- Notify the school of absences or known delays and provide relevant information about barriers.
- Participate in collaborative planning when a pattern develops.

Teachers

- Begin class promptly, maintain accurate records, welcome late students without public shaming, and address early concerns privately.
- Provide a reasonable pathway to recover essential missed learning and refer patterns to administration.

Administration and support staff

- Review data consistently, contact families, coordinate supports, ensure fair implementation, and document interventions.
- Use discretion for disability, health, transportation, family, cultural, safety, and other relevant circumstances.

NWSD CROSS-REFERENCE

LHS attendance thresholds are local early-support indicators. AP 340 and The Education Act govern attendance records, investigation of non-attendance, and formal escalation when necessary.

[AP 340 - Attendance of Students](#)

Graduated Attendance and Punctuality Response

Thresholds guide consistent action but do not replace professional judgment. Patterns, minutes missed, context, prior history, and student need matter. Movement between levels may be accelerated when risk is high or slowed when a documented plan is working.

#	SUGGESTED TRIGGER	REQUIRED RESPONSE	POSSIBLE CARING CONSEQUENCE OR SUPPORT
U	Universal - All students	Teach expectations; accurate same-day recording; welcoming entry; positive hallway supervision; routine family access to attendance information.	Prompt, discreet correction; teacher check-in; recognition of improvement.
1	Early - 1-2 incidents or concerning pattern	Teacher uses a brief private conversation: What happened? Who or what was affected? What will help next time? Document contact.	Recover missed directions or learning at a mutually reasonable time; create a practical arrival cue or route plan.
2	Emerging - 3 tardies in 20 days or repeated class-specific pattern	Staff contact home; complete barrier check; student sets a short goal; monitor for 2 weeks.	Brief learning-recovery period; morning or transition check-in; seating, locker, schedule, or transportation problem-solving.
3	Persistent - 5-8 tardies in a term, worsening pattern, or plan not met	Student-family-school problem-solving meeting; written Attendance Success Plan; identify one caring adult; weekly review.	Structured check-in/check-out; assigned learning recovery; temporary privilege adjustment only when logically connected, time-limited, and paired with support.
4	Intensive - 10+ tardies, chronic absence indicator, or significant educational risk	Formal attendance team or restorative conference; individualized case plan; consider counselling, health, transportation, learning, community, or interagency supports; follow division reporting procedure.	Increased adult monitoring, scheduled support time, case management, and a re-entry/reintegration plan. Administrative discipline only for separate misconduct, not merely for being absent or late.

Learning & Academic Responsibility



Assessment, Evaluation & Evidence of Learning

LHS uses assessment to support learning, communicate progress clearly, and provide multiple ways for students to demonstrate curriculum outcomes.

Course Assessment Plans

- Teachers will develop a course assessment outline that identifies assessment types, relative weightings or values, due dates, and resubmission guidelines.
- The finalized course plan will be shared on Edsby for transparency and reference.
- Assessment will include a balanced mix of formative and summative evidence, with differentiated materials or assessments provided as needed.

How Assessment Supports Learning

FOR LEARNING	Teachers use assessment to check understanding, provide feedback, and adjust instruction.
AS LEARNING	Students reflect on their learning, monitor progress, and set future goals with teacher guidance.
OF LEARNING	Summative evidence is used to evaluate achievement of curricular outcomes.

Evidence of Learning

Teachers gather evidence from conversations, observations, and products to develop a comprehensive picture of student learning. When appropriate, students will be active participants in determining how their learning can be demonstrated.

Communication & Transparency

- Edsby will be updated regularly with assessment results, progress information, assignments, and due dates.
- Students and caregivers will have access to gradebook and assignment information to support transparency and collaboration.
- Achievement standards and criteria will be communicated clearly using tools such as rubrics, checklists, demonstrations, and exemplars.

Missing Evidence Plan

When required assessment evidence is overdue, LHS will use the following process:

1	Flag the overdue assignment or missing evidence on Edsby.
2	Contact the student and caregiver and establish a clear timeline for completion.
3	Provide appropriate supports. These may include an alternate or adapted assignment, additional assistance, peer support, or completion time at lunch or after school.
4	A zero may be used as a temporary placeholder to show that evidence is missing. A zero grade may only be included in final grade calculations after multiple intervention attempts and parent/caregiver communications have occurred.

Re-submitting Evidence of Learning

- Students wishing to resubmit evidence of learning must discuss the resubmission with their teacher shortly after the initial assessment.
- All students are eligible to resubmit evidence provided they complete the designated relearning procedures.
- The resubmission plan will include a reasonable timeline and evidence of relearning, which may include additional outcome-related tasks or attendance at a tutorial or supplementary session.

Student Responsibilities

- Be actively involved in the assessment process and monitor progress toward curricular outcomes.
- Provide evidence of learning within established timelines and complete agreed-upon relearning when requesting a resubmission.
- Ensure submitted evidence represents the student's own learning and meets LHS academic-integrity expectations.

NWSD CROSS-REFERENCE

This LHS section operates within Northwest School Division assessment and academic-integrity procedures. If a local summary and the current division procedure differ, the current NWSD procedure prevails.

[AP 360 - Student Assessment and Evaluation](#) • [AP 362 - Academic Integrity and Student Responsibility](#)

Responsible AI Use at Lashburn High School

AI can support understanding, practice, organization, and improvement. It must not replace the thinking or skill an assignment is intended to assess. Teachers set the permitted AI level for each assignment. When expectations are unclear, ask before using AI.

AI Levels for Assignments

LEVEL	NAME	WHAT IT MEANS
0	NO AI	Independent work
1	STUDY SUPPORT	Learn before; submit your own
2	PLAN + FEEDBACK	Limited help; you create
3	COLLABORATION	Document and verify use
4	AI-INTEGRATED	AI is part of the learning

Before Using AI

1 Is it allowed? What did my teacher say?	2 Am I still learning? Is AI supporting or replacing my thinking?
3 Is it private? Am I sharing information I should protect?	4 Can I verify it? How do I know the result is accurate?
5 Can I explain it? Could I defend this work without AI?	6 Should I disclose it? Did AI meaningfully contribute?

Not sure? Ask your teacher first.

AI use at LHS: Always-Maybe-Never

ALWAYS ACCEPTABLE	• Learn how AI works, including its bias and mistakes. • Use AI when your teacher directs you to. • Ask for another explanation, example, or tutoring on a concept. • Create personal practice questions, flashcards, quizzes, or study plans. • Use approved accessibility tools, assistive tools, or accommodations. • Get general software or technology help when that is not the skill being graded.
MIGHT BE ACCEPTABLE	• Brainstorm ideas, titles, topics, or research questions. • Make an outline or organize an argument. • Proofread, check grammar, or rewrite wording. • Summarize a reading or translate material. • Get research help or ask AI to suggest sources. • Get help with math or science problems, code, or debugging. • Generate images, audio, video, music, or presentation content. • Ask AI for feedback on your draft, or use it for any part of the thinking or skill your teacher is grading.
NEVER ACCEPTABLE	• Have AI do an assignment and submit it as your own when independent work is expected. • Use AI on a test, quiz, exam, or supervised task when it is not allowed. • Invent citations, quotations, data, lab results, interviews, or evidence. • Put confidential student or staff information into an unapproved AI tool. • Create harmful or sexualized deepfakes, or use AI to bully, harass, threaten, or humiliate someone. • Impersonate someone or create fake school messages or documents. • Use AI to bypass passwords, filters, security, or access controls. • Use AI for illegal activity or to evade safety or reporting procedures.

Privacy Accessibility and Devices

Use approved tools and school accounts. Do not enter names, identifying details, confidential student information, or another person's work into an unapproved AI service. Approved accessibility and IIP supports remain available. Permission to use AI does not automatically permit use of a personal phone during instructional time.

Disclosure and Evidence of Learning

When meaningful AI help is permitted, identify the tool and purpose, then explain what you created, changed, and verified. Keep prompts, drafts, notes, calculations, or version history when your teacher asks. If a concern arises, you may be asked to explain your process or demonstrate the learning. An AI detector result is not proof by itself.

Related NWSD and Saskatchewan Guidance

NWSD AP 140 Acceptable Use of Technology	NWSD AP 145 Use of Personal Electronic Devices
NWSD AP 360 Student Assessment and Evaluation	NWSD AP 362 Academic Integrity and Student Responsibility
Saskatchewan IPC Advisory on Educational Apps and Privacy	Saskatchewan Supporting Students with Additional Needs

This LHS guide works with current Northwest School Division Administrative Procedures and Saskatchewan requirements. Current division procedures and law govern if a conflict exists.

Middle Years Final Exam Recommendations ("Recommends")

To recognize sustained achievement, attendance, responsible behaviour, and academic integrity, eligible Grade 7-9 students may receive a "recommend" - an exemption from a June final exam. A recommend is a privilege earned through consistent performance and is not automatic.

Eligibility - determined by June 15

- **Achievement:** An average course standing of Exemplary- or higher in the class.
- **Attendance:** No unexcused absences during the school year and no more than 10 unexcused lates in total.
- **Classroom behaviour:** Consistently meets classroom behaviour expectations, as determined by the teacher.
- **Academic integrity:** No confirmed plagiarism or unauthorized AI use during the school year.
- **Authorization:** The course teacher recommends the exemption and school administration approves it.

Limits + conditions

- Recommends apply to June final exams only; January final exams are not eligible.
- A student may receive a maximum of two recommends per school year and must write at least two final exams.
- If a student qualifies in more than two courses, the student chooses which two eligible exams to exempt.
- For an exempted course, the final standing is determined from the existing evidence of learning in accordance with the teacher's assessment plan and NWSD AP 360.

NWSD CROSS-REFERENCE

This local LHS exemption procedure operates within NWSD expectations for attendance, assessment, and academic integrity. Eligibility does not replace teacher professional judgment or current Division procedures.

[AP 340 - Attendance of Students](#) • [AP 360 - Student Assessment and Evaluation](#) • [AP 362 - Academic Integrity and Student Responsibility](#)

Academic Integrity

Honesty, responsibility, and the pursuit of truth are values that we in the public system must pursue. We expect academic integrity from all students. Cheating, in whatever form, is ultimately destructive to these values and is unfair and discouraging to students who pursue their studies honestly.

Breaches of academic integrity include such things as:

- Using or possessing unauthorized information in examinations
- Gaining unauthorized assistance in examinations
- Concocting or distorting lab or shop results, projects, or reports
- Plagiarizing or representing the work of another as one's own
- Using AI-generated writing or other content and attempting to pass it off as your own when that use is not permitted or acknowledged
- Submitting work for which credit has already been obtained
- Aiding another student's dishonesty

Possible responses

Depending upon the severity and nature of a breach, a continuum of academic and behavioural responses may be used. Grade level, maturity, frequency, and individual circumstances will be considered.

- Being required to write another exam, lab report, paper, or provide another form of evidence of learning.
- A temporary zero may be recorded while evidence is missing. Final grade consequences follow AP 360 and require appropriate interventions and parent communication.
- Additional course or school consequences may be applied through current LHS/NWSD conduct and discipline procedures when warranted.
- In all cases, parents/caregivers will be contacted when the concern is significant or ongoing.

NWSD CROSS-REFERENCE

AP 362 defines academic integrity as evidence of one's own learning through responsibility, honesty, trust, and respect. It requires a continuum of responses and recognizes teacher professional judgment and individual student circumstances.

[AP 360 - Student Assessment and Evaluation](#) • [AP 362 - Academic Integrity and Student Responsibility](#)

04 / CONDUCT + BELONGING

Conduct & Belonging



A safe, respectful school depends on relationships, clear expectations, accountability, and support.

Academic and Behavioural Expectations

Lashburn High is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the diversity that makes up the community. Every one of us is expected to:

- Respect ourselves and others and display a caring, friendly, and cooperative attitude toward one another.
- Be respectful at all times toward all school community members (self, students, staff, guests, community).
- Act responsibly and be accountable to school personnel for behaviour while in school, on school property, or away from school while participating in school activities.
- Dress appropriately for the classroom setting.
- Use language that is exemplary and free of swearing. Racist, offensive, sexist, or otherwise discriminatory language has no place in our school.
- Display respect for school property by assisting the caretaking staff with the maintenance of the building. Keep the school free of litter and report any signs of damage to school personnel.

The Education Act gives specific guidelines for student duties and accountability (Sections 150-151). [Open The Education Act, 1995 →](#)

NWSD CROSS-REFERENCE

AP 350 requires schools to publish student-conduct expectations consistent with The Education Act, provincial regulations, and Division procedures.

[AP 350 - Student Conduct](#) • [AP 170 - Human Rights Equity](#)

Student Behaviour Support Framework

LHS uses a research-informed, multi-tiered framework that combines prevention, relationships, explicit teaching, support, accountability, and restoration. The original school framework is reproduced below.



Cell Phones & Personal Electronic Devices

- Devices brought to class are to be kept put away, out of view, and left on silent mode during all classes.
- Gr. 9-12 students may, at times, have specific approved instructional uses for devices, with prior notice from their teachers and in accordance with the school's approved plan.
- Students are free to use their devices during breaks, lunch, and after-school activities, unless otherwise directed for safety or school operations.
- Exemptions approved by the school principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. Supporting documentation may be required.
- The school is not responsible for students' personal electronic devices in the event of loss, damage, or theft.
- Students found accessing their device during class time without teacher permission will be asked to turn their phone in to the teacher. These phones will be submitted to the office and can be picked up at lunch (for morning classes) or at the end of the day (for afternoon classes).
- If students refuse to cooperate with the cell phone policy, they will be sent to the office. Chronic issues will result in escalating consequences, which may include being required to leave the phone at the office during the school day.

NWSD CROSS-REFERENCE

AP 145 requires personal technology to be stored out of view and on silent mode during instructional time in all K-12 classes, with limited Grade 9-12 instructional use through an approved school plan and documented exemptions where required.

[AP 145 - Use of Personal Electronic Devices](#) • [AP 140 - Acceptable Use of Technology](#)

Bullying

At Lashburn High School we believe that every student has the right to attend school and school-related activities free from bullying, intimidation, threats, harassment, or sexual harassment. Lashburn High School condemns all forms of bullying and harassment and expects teachers, employees, students, and other individuals on school premises or at school-sponsored events neither to participate in nor condone such behaviour.

Bullying, intimidation, threats, and harassment will not be tolerated. Students who engage in such conduct will be subject to appropriate school and Division responses and consequences.

Anti-Bullying Policy

Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to report it and know that incidents will be dealt with promptly and effectively. We are a REPORTING school. Anyone who knows that bullying is happening is expected to tell staff.

What Is Bullying? Bullying is conscious, willful, and deliberate hostile activity intended to harm. It involves the use of aggression to hurt another person, commonly involves an imbalance of power, creates fear, and results in pain or distress for the targeted person.

Bullying can be:

- Emotional - being unfriendly, excluding, or tormenting (e.g., hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching, or any use of violence
- Racist - racial taunts, graffiti, or gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Verbal - name-calling, sarcasm, spreading rumours, or teasing
- Cyber - misuse of email, messaging, online platforms, mobile devices, cameras, or video to threaten, harass, embarrass, or harm

NWSD CROSS-REFERENCE

Students and families can report safety concerns directly to school staff. NWSD also provides the PSST World safety-reporting resource.

[**AP 352 - Bullying**](#) • [**PSST World - Safety Reporting Tool**](#)

Student Dress Policy

Shared Rights and Responsibilities for Student Dress

Students

- The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).
- Students have the right to express themselves, feel comfortable in what they wear, and make dress choices (e.g., clothing, hairstyle, makeup, jewelry, fashion, style, etc.).
- Students have the responsibility to respect the rights of others, support a positive, safe, and shared environment, and comply with the Student Dress Policy.

Staff

- Staff are responsible for ensuring that student dress does not interfere with student and staff health or safety requirements and/or promote offensive, harassing, hostile, or intimidating environments.
- Staff have the additional responsibility to balance student health, well-being, and safety and foster positive school climates while affirming and respecting student choices and freedom of expression.

Student dress must:

- Be worn so that bottom layers cover the groin and buttocks and top layers cover the chest sufficiently, both with opaque material.
- Undergarments may not be substituted as outerwear and, if worn, should be worn beneath a layer of outerwear. Straps and waistbands may be exposed.
- Any headwear that does not obscure the face may be worn. Hoods must be taken down in the classroom.
- Conform with established health and safety requirements for the intended activity (e.g., Physical Education, science and chemistry, sporting events, technical education, drama/dance, etc.).
- Respect Lashburn High School's intent to sustain a community that is positive, anti-oppressive, equitable, accepting, and inclusive of a diverse range of social and cultural identities.
- Not promote offensive, lewd, vulgar, or obscene images or language, including profanity, hate, and pornography.
- Not promote or include content that is discriminatory (e.g., racist, anti-Black, anti-Indigenous, antisemitic, Islamophobic, sexist, transphobic, homophobic, classist, ableist, sizist, etc.), defamatory, threatening, harassing, or promoting bias, prejudice, or hate.
- Not symbolize, suggest, display, or reference tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence, or illegal conduct or criminal activities.
- Not interfere with the safe operation of the school, limit or restrict the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights. Except for creed accommodations and safety requirements, no headwear may obscure the face.

NWSD CROSS-REFERENCE

[AP 170 - Human Rights Equity](#) • [AP 350 - Student Conduct](#)

School Life & Responsibilities



Practical routines that help the school stay safe, organized, respectful, and ready for learning.

Locks and Lockers

- Each LHS student will be provided a school lock.
- Students are to keep their lockers locked; failure to do so may result in loss of locker privileges.
- Locks are to be turned in at the end of the school year. Replacement locks are \$10.00.
- Anyone who requires a half locker for athletic storage may report to the office to sign one out and receive a second lock.
- Students who wish to use their own locks MAY do so IF they return the school lock AND provide the office with the combination. Locks that cannot be opened when access is needed will be cut off and no reimbursement will be given for the lock.
- Teachers should monitor their homeroom lockers for security and cleanliness.

NWSD CROSS-REFERENCE

School lockers remain subject to current Division procedures. Replacement charges and other school fees are administered through current NWSD fee procedures.

[AP 356 - School Searches](#) • [AP 505 - Student Fees](#)

School Appearance

- This school belongs to you. As such, you have a stake in keeping it clean, safe, and friendly.
- Dirty, wet, or muddy outdoor shoes must be taken off at the front door and put on the boot rack. Students should have clean indoor shoes to wear.
- Environmental concerns will focus on recycling, reusing, reducing, and rethinking. Each homeroom will set up collection areas.
- Students will be charged for avoidable damages.

NWSD CROSS-REFERENCE

[AP 357 - Damage to Property](#)

Substitute Teachers & Bus Drivers

Substitute teachers are considered part of the LHS staff. As such, they deserve students' respect. Substitute teachers are left with specific instructions by the regular teacher. A record of the day's activities is kept and forwarded the next day. The role of these teachers is vital to the delivery of education services.

Bus drivers are legally in charge of the people on their bus. They are responsible for the safety and organization of that route. LHS expects students to assist bus drivers in performing their duties and to follow the rules posted on the bus. Behaviour not tolerated in a classroom will not be tolerated on the bus.

NWSD CROSS-REFERENCE

[**AP 351 - Student Conduct on School Buses**](#) • [**AP 553 - School Bus Safety**](#) • [**NWSD Parent Information + Forms**](#)

Vehicles and Parking

Each year a special effort is made to deal with safety and our reputation in the community. Do not expect compromises on safety and reputation issues.

- Driving any vehicle to school is a granted privilege. Any perceived danger to students or the community that results from driving habits will result in an interview with the student, parents/caregivers, and/or legal authorities. Driving privileges to school may be suspended.
- Dangerous driving will be reported to the appropriate authorities.
- The number of passengers must not exceed the number of seatbelts.
- The use of vehicles for intramural activities, practices, Physical Education, etc. during the school day is prohibited unless special permission is obtained.
- Observe all traffic signs and laws. They are there to protect everyone. There is a stop sign at the parking lot exit.
- Parking spaces and electrical outlets are available for staff on the east side of the parking lot adjacent to the school. Student parking is available on the west and north sides. Guest parking is available immediately in front of the main doors.
- Motorized vehicles may be used if they are legal and licensed.
- Bicycles are to be parked on the south side of the school entrance. Students are asked to respect the private property of others.
- The garbage pick-up area must be kept clear of vehicles.
- LHS prides itself on its community relationships. Drive safely and with respect and consideration for others.

NWSD CROSS-REFERENCE

[**AP 312 - Motorized Vehicle Traffic**](#)

The Use of Unscheduled Time (Spares)

Students in Grades 11 and 12 may take advantage of an open campus policy provided:

- They have a full complement of required hours of classes.
- They adhere to the late and attendance policies outlined in this document.
- They are demonstrating good work habits and achievement in all of their classes.

“Open Campus” can be withdrawn pending these conditions.

The following areas can be used during unscheduled time:

- The Library
- Unused classroom space (with permission)
- Specific work areas for projects and assignments - with permission (e.g., Art Room, computer area, SRC, etc.)
- Hallways and rotunda areas are not to be used as a primary site during study periods.

Gymnasium Use

- Use of the gymnasium requires respect for the varnished floor. A “no shoe other than gym shoe” policy will be enforced.
- Only clean, non-marking shoes are to be worn in the gym.
- Students are urged not to bring jewelry or money to Physical Education class. DO NOT leave valuables in the change rooms.
- A student using school equipment must answer for loss or damages if negligence or a lack of respect for school property was the main cause.
- Each student must be accountable for proper hygiene before, during, and after Physical Education activities.
- Clothing for Physical Education will consist of shorts or sweatpants, T-shirt or sweatshirt, clean non-marking runners, and socks. Clothing with inappropriate logos (including alcohol advertisements) is not acceptable.

NWSD CROSS-REFERENCE

[AP 214 - Physical Education](#) • [AP 357 - Damage to Property](#)

Fees & Fundraising



2026-2027 LHS Student Fees

Mandatory Fees - All Students

FEE	WHAT IT SUPPORTS	AMOUNT
SRC Activities Fee	Helps cover expenses related to student activities such as spirit weeks, house games, holiday events, guest speakers, dances, and similar school activities.	\$25
Student Consumables & Services Fee	Helps purchase supplies and services used by students during the school year, including iXL membership, tissues, water-filler station servicing, math workbooks, and general classroom supplies.	\$10

Athletic Fee - All Athletes

FEE	WHAT IT SUPPORTS	AMOUNT
Athletic Fee	Charged per season (Fall, Winter, Spring) and visible in SchoolCash once a student is on a team. The fee covers SHSAA and BRAA memberships and helps with uniform and equipment replacement.	\$25 / season

Course Fees - Grades 10, 11, 12 Only

Course fees help subsidize classes with considerable operating expenses. Teachers will provide further information about how fees are used. Fees will appear in SchoolCash during the first week students attend the class.

COURSE	FEE
Visual Art 10-20-30	\$20
Food Studies 10-20-30	\$60
Construction & Carpentry 10-20-30	\$40

Additional project fees may apply for Construction & Carpentry 10, 20, 30 projects and Visual Art 10, 20, 30. Parent/caregiver approval is required for any additional project fee.

SCHOOLCASH

Please pay all fees through SchoolCash Online. It is the safest and most secure method of paying student fees. [Open SchoolCash Online →](#)

If you must pay by cheque, make it payable to Lashburn High School.

NWSD CROSS-REFERENCE

[AP 505 - Student Fees](#) • [AP 512 - Financial Accountability for School Generated Funds](#) • [AP 520 - Fundraising Activities in School](#)

2026-2027 LHS Fundraising

Below is a list of recurring LHS fundraisers and the purchases or opportunities they support. New fundraisers may be introduced from time to time; specific information will be provided when that occurs.

SRC Fundraisers	SRC fundraisers include fruit sales, Christmas greenery, spring flowers, and other opportunities as they arise. Proceeds support student activities, including guest speakers and special-event costs. SRC members will approve major purchases at their meetings.
Class Fundraisers (Including Grad)	Each class may undertake fundraising to reduce the cost of year-end trips. Funds not completely used in Grades 7-11 will roll over into the class grad fundraising. It is our intent not to over-fundraise; any surplus funds upon graduation will be used for legacy purchases that improve the school.
Hot Lunch Program & Vending Machine	Proceeds from hot lunch programs and the vending machine support unique events and extracurricular opportunities for students and contribute to school-improvement initiatives.
Individual Fundraising	Individual fundraising opportunities (Mom's Pantry, etc.) allow students to reduce the cost of their year-end trips or Outdoor Education trips. Proceeds are tracked per student and applied to that student only.
Grilled Cheese Fridays & Other Club Fundraisers or Fees	Some sports teams and clubs will hold their own fundraising events or have additional team fees to help cover costs above the basic cost of running the activity. Tournament entry fees, team clothing, and hotel costs are examples. Coaches will provide detailed information to parents/caregivers at the start of each season when these fundraisers or fees are needed.

NWSD FUNDRAISING + FINANCIAL ACCOUNTABILITY

[AP 512 - Financial Accountability for School Generated Funds](#) • [AP 520 - Fundraising Activities in School](#)



Health & Substance Expectations



Clear expectations, timely intervention, and access to support when students need help.

Alcohol / Drug Usage

Possession of, use of, or trafficking of alcohol, illegal drugs, drug paraphernalia, or any other abusive substance will not be tolerated at school or at any school-sponsored activity. Immediate and firm action will take place. Students who encounter difficulties in this area have the right to obtain specialized help. All you have to do is ask. Approach a staff member or a member of the Student Health Services team. You will receive personalized, confidential, and professional assistance.

NWSD CROSS-REFERENCE

[AP 354 - Drugs / Alcohol / Addiction](#) • [AP 350 - Student Conduct](#)

Smoking & Vaping

No smoking, including smokeless tobacco and vaping, is allowed on school property, including the parking lot. Students are discouraged from smoking or vaping on private property adjoining the school. Violations will result in appropriate school consequences and parent/caregiver notification. LHS believes nicotine use among students is a health concern worthy of the attention of the LHS school community.

NWSD CROSS-REFERENCE

[AP 164 - Tobacco and the Use of Tobacco Products](#)

Events & Activities



School events are part of community life. Expectations for safety, attendance, guests, supervision, and conduct continue to apply.

LHS Dance Regulations

Dances at LHS are for the students of this school and their special guests. Reciprocal agreements are made with some high schools upon presentation of student cards. These arrangements may be developed or adjusted through the year.

- Your guest must be signed in one (1) full day in advance of the dance date.
- All guests and students who plan to arrive late must be verified by the principal by 1:05 p.m. the day of the dance.
- Every dance must be sponsored by an internal group of the school, which is responsible for decorating, food services, music, and clean-up. A Cleanup Committee list (minimum 8 students) must be submitted to the principal 24 hours before the dance.
- There must be a minimum of six (6) parents and two (2) teachers on the chaperone list at any given time.
- Regular school dances will run from 8:00 p.m. to 11:00 p.m. Doors close at 10:00 p.m.; a one-way door is then in effect.
- All non-gym footwear, outer clothing, and purses must be checked in - NO EXCEPTIONS.
- Students not in attendance in all classes on the day of the dance will be refused entry. Students with valid reasons for absences may be exempt following communication with the teacher in charge.
- Anyone suspected of having consumed alcohol or drugs will be denied admission.
- All school rules apply to dances. The RCMP are notified of dance dates and times.
- At LHS we believe that a minimum amount of adult interference at a dance should be the norm. However, unacceptable behaviour will not be tolerated and appropriate consequences will be imposed if necessary.

NWSD CROSS-REFERENCE

Dance regulations are local LHS operating expectations. Current NWSD supervision, conduct, safety, and substance-use procedures apply to every school-sponsored event.

[AP 310 - Student Supervision](#) • [AP 350 - Student Conduct](#) • [AP 354 - Drugs / Alcohol / Addiction](#)

Emergency Procedures



Students and families should know the five school emergency responses. During an incident, staff directions and the current LHS School Safety Plan govern.

SAFETY PLAN GOVERNS

This handbook is a student/family summary. The current LHS School Safety Plan, NWSD Emergency Response Plan, Incident Command structure, and directions from school/emergency officials take priority during an actual incident.

[AP 165 - Safe and Orderly School Environment](#) • [AP 132 - Emergency School Closure](#)

There are 5 unique emergency responses

1. Drop-Cover-Hold

Utilized when the building has the chance of becoming unstable and materials can fall, explode, or disintegrate.

- Tornado
- Explosion

Process

- Drop to the ground, take cover under a sturdy object, and hold the position until it is safe to move.

Specific considerations

- May be followed by a second response such as evacuation or shelter-in-place.

2. Evacuate

Utilized when a building or area becomes unsafe.

- Fire
- Chemical spill
- Bomb threat
- Gas leak
- Sewer backup

Process

- Close windows.
- Turn off lights.
- Unlock and close all doors.

- Evacuate your room according to directions posted by the door.
- Stay with your class and take attendance at the muster location (ball diamonds at the back side of the school) at a safe distance from the building.

Students who are out of the classroom when the alarm occurs (e.g., washroom)

- Evacuate the building according to your location within the building.
- Find your class by walking the perimeter of the building from a safe distance away from the building.
- Muster point - baseball diamonds.

3. LOCKDOWN

Utilized during a potentially serious violent incident. Lockdown is used to prevent intruders from entering occupied areas of a building or when it is necessary to isolate students and staff from a danger outside or within the building.

When the signal “lockdown” is heard over the PA, announced verbally by a staff member, or the school bell sounds for an extended period of time (more than 15 seconds), the following protocol will be applied.

1. Teachers will ensure that doors are locked, blinds or curtains are drawn, and lights are extinguished. Additional precautions (e.g., barricading doors and windows with furniture) may be taken at the discretion of the classroom teacher.
2. Students and staff are to sit quietly on the floor and against the wall, out of the sightlines of the classroom door window. A roll is to be taken and the names of students out of the classroom are to be noted.
3. Any student outside a classroom must immediately go to the nearest classroom for shelter. Students and staff in the office, wellness office, resource centre, or another non-classroom area must immediately go to the nearest classroom for shelter.
4. Students in the gymnasium or fitness room should immediately head to the girls change room and wait there with their teacher.
5. Any student outside the building should make their way to JH Moore School by a route that takes them away from, and out of sight of, the high school. If JH Moore School is also in lockdown, students should proceed quickly to the town office and wait there until someone comes to fetch them.
6. Once 5-10 minutes has elapsed and it is safe to do so, or an announcement has been made giving the all clear, teachers should display their emergency-response colour-coded cards as directed by the current School Safety Plan.
7. Staff and students are to remain in locked classrooms until someone in authority and known to them announces that the lockdown is ended. This announcement is to be made at the room doors.

Special Consideration

If a lockdown occurs BEFORE students have arrived at school, buses will be diverted to the common LHS/JHM muster point (Town Hall).

4. Hold & Secure

Utilized when an emergency situation is happening outside of the school (e.g., a police incident in the area).

1. The entrance doors will be locked and students will remain inside the building at all times.
Students should return to their regular classroom.
2. The gym will be open for Physical Education. Students may use the washroom and walk in the hallways. Classes proceed as normal, except that students should be with their classroom teacher. Students on spare will be directed to the Alt. Ed. Room.
3. School administration and assigned staff will ensure that all outside doors are locked and secure.
If the threat enters the building, an emergency lockdown will be announced.
4. Parents will not be allowed to enter the building while Hold & Secure is in effect.

5. Shelter in Place

Utilized when safety is considered to be in danger if anyone leaves the school.

- Environmental conditions such as blizzard, tornado, or wild animal danger
- Hazardous spill nearby, gas leak, or severe weather
- Any situation where evacuation may pose a greater risk than sheltering
- The day would proceed as normally as possible.
- In some instances, students may have to remain at the school beyond the school day.

NWSD CROSS-REFERENCE

NWSD requires schools to maintain and regularly review a current School Safety Plan, conduct prescribed drills, and communicate with students and families. Emergency closure and severe-weather decisions follow current Division procedures.

[AP 165 - Safe and Orderly School Environment](#) • **[AP 132 - Emergency School Closure](#)** • **[AP 133 - Severe Weather](#)**

Concerns & Key Links



A clear pathway for questions, concerns, appeals, and the live resources referenced throughout this handbook.

Questions, Concerns + Grievances

LHS encourages students and families to address questions or concerns early, directly, and respectfully. For disputes involving a teacher or other school employee, NWSD AP 151 establishes the following sequence:

1. Teacher or staff member - the first person to hear and address the concern.
2. Principal - if the concern cannot be resolved with the teacher/staff member.
3. School Superintendent - if the concern cannot be resolved with the Principal.
4. Director or designate - if the concern cannot be resolved with the Superintendent.
5. Board - a written complaint may be made on decisions that significantly affect the education of a student, as provided in AP 151 and Board policy.

NWSD CROSS-REFERENCE

[AP 151 - Student and Parent Complaints and Grievances](#) • [AP 390 - Student Appeals](#)

Live school + family resources

Lashburn High School website	LHS school website and school-level information.
NWSD Calendars	Current Northwest School Division school-year calendars.
Edsby Login	Family and student communication, attendance, gradebook, and school information.
SchoolCash Online	School fees and approved online payments.
NWSD Parent Information + Forms	Division parent information, busing resources, forms, and safety information.

<u>PSST World - Safety Reporting Tool</u>	Safety reporting resource linked by Northwest School Division.
<u>NWSD Administrative Procedures</u>	Current master list of NWSD Administrative Procedures.
<u>NWSD Forms</u>	Current division forms and administrative-procedure forms.

Administrative Procedure cross-reference

<u>AP 145 - Use of Personal Electronic Devices</u>	Cell phones and personal electronic devices.
<u>AP 165 - Safe and Orderly School Environment</u>	School safety planning and emergency response.
<u>AP 340 - Attendance of Students</u>	Attendance of students.
<u>AP 350 - Student Conduct</u>	Student conduct and school handbook expectations.
<u>AP 351 - Student Conduct on School Buses</u>	Student conduct on school buses.
<u>AP 352 - Bullying</u>	Bullying and prevention/response.
<u>AP 354 - Drugs / Alcohol / Addiction</u>	Drugs, alcohol, addiction, and school response.
<u>AP 360 - Student Assessment and Evaluation</u>	Assessment, grading, reporting, missing evidence, and re-submission.
<u>AP 362 - Academic Integrity and Student Responsibility</u>	Academic integrity and student responsibility.

<u>AP 312 - Motorized Vehicle Traffic</u>	Motorized vehicle traffic on/around school property.
<u>AP 214 - Physical Education</u>	Physical Education and related safety expectations.
<u>AP 505 - Student Fees</u>	Student fees and school-level fee practices.
<u>AP 512 - Financial Accountability for School Generated Funds</u>	Financial accountability for school-generated funds.
<u>AP 520 - Fundraising Activities in School</u>	Fundraising activities in school.
<u>AP 151 - Student and Parent Complaints and Grievances</u>	Student and parent complaints and grievances.

DOCUMENT GOVERNANCE

This handbook is an LHS operating guide. If a local statement conflicts with a current Northwest School Division Administrative Procedure, Saskatchewan law, or an official direction issued for student safety, the current governing document or direction prevails. AP links reviewed September 2026.

NWSD Administrative Procedures • **The Education Act, 1995 (Saskatchewan)**

THE LOBO PACK

**CONNECTED.
SUPPORTED.
READY TO LEARN.**

Lashburn High School

To Build. To Be.



Questions about this handbook should be directed to the school office or administration.