

# LCI HANDBOOK

## 2022-2023



### LETHBRIDGE COLLEGIATE INSTITUTE

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## **SCHOOL HANDBOOK**

The purpose of this handbook is to provide students and parents with an outline of the educational programs offered by Lethbridge Collegiate Institute and to explain the organizational and operational procedures of the school.

Lethbridge Collegiate Institute (LCI) has a population of approximately 1240 students and a staff of approximately 54 teachers and 30 support staff. It is a composite high school, providing a complete academic program, including Honors and Dual Credit opportunities; a wide range of Career & Technology Studies courses in the areas of Industrial Education, Home Economics, and Business Education; the Fine Arts; and Second Languages. LCI also offers a broad co-curricular program for the purpose of encouraging student involvement in athletics, the arts, and recreational activities. LCI is also designated as an Arts Academy in the areas of Visual Arts, Drama and Theatre, Band, Choir, and Dance.

The educational programs of LCI have been developed in accordance with the school's philosophy and the goals of education of Lethbridge School Division outlined on the following pages. Since education is an all-encompassing venture that requires the cooperation of students, parents, teachers, and the entire community, LCI looks forward to your continued involvement and support.

## **A BRIEF HISTORY OF LCI**

The high school department in the public school system was organized in 1891. It was part of the original Central School until the Barford Wing was completed in 1904. When the Manual Training School closed, the high school department moved to that building in 1915. In 1928, a new high school building was erected on the corner of 4th Avenue and 15th Street South (now Lethbridge School District 51 Board Office). The "high school" was named Lethbridge Collegiate Institute. By the late 1940's, the school had outgrown its quarters and a new LCI was constructed on 5th Avenue between 16th and 18th Street South and opened in 1950 with grade 10 – 12 students. Subsequent additions to the 1950 building were completed in 1957 and 1970. Finally, commencing in October, 1987, a major total upgrading and renovation of the school was undertaken and completed, leaving LCI as one of the most attractive, modern high schools in the province. The 1999-2000 school year saw a major celebration, as LCI recognized it's '50 Green and Gold Years' in the 'new' building. In 2003 – 2004, grade 9 was added to LCI, resulting in its current construct as a grade 9 – 12 high school with approximately 900 students.

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## **SCHOOL VISION, MISSION AND PHILOSOPHY**

Lethbridge Collegiate Institute supports the Lethbridge School Division Vision and Mission when providing educational opportunities.

### **Vision Statement**

Learners are innovative thinkers who are successful, confident, respectful, and caring.

### **Mission Statement**

Lethbridge School Division is inclusive, forward-thinking and accountable for engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens.

Staff at LCI also believe in and strive to build student skills in the eight competencies outlined by the province of Alberta which include Critical Thinking, Communication, Problem Solving, Collaboration, Managing Information, Cultural and Global Citizenship, Creativity and Innovation, and Personal Growth and Well-Being.

### **Philosophy**

Lethbridge Collegiate Institute is a comprehensive high school where staff care about meeting the needs of each and every student. To this end, we offer a wide variety of programs designed to recognize the unique and special abilities of each individual. We believe that students' needs are best met through a close partnership with the school, parents, and community. In and out of the classroom, we provide numerous opportunities for the development of academic, artistic, and athletic talent. The staff at LCI are committed to fostering healthy social skills and attitudes in a safe and caring environment. Along with parents and guardians, we strive to assist the youth in our community as they grow towards adulthood.

## **LCI CODE OF CONDUCT**

LCI students are responsible, productive citizens of our school. Students, parents and staff are partners in keeping LCI a safe, secure learning environment. It is an expectation that all members of the school community be accountable for their conduct while involved in school activities. All expectations for appropriate behaviour can be addressed by following two simple rules:

1. No one has the right to hurt anyone either physically or emotionally.
2. No one has the right to interfere with the learning environment at LCI.

Behaviors that are inappropriate at LCI include, but are not limited to:

- Violation of property rights (theft, vandalism)
- Violation of someone's personal rights (assault, harassment & bullying, fighting, inappropriate language/acts, hazing)
- Truancy

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- Possession or use of Alcohol/Tobacco/Drugs/Weapons
- Cheating/Plagiarism
- Violation of Criminal Code and/or School Act

Violation of any or all expectations outlined in the LCI Code of Conduct will be dealt with by administration accordingly.

### **LCI FACULTY AND STAFF**

A detailed list of staff members, along with their contact information can be found on the [LCI website](#).

### **BELL SCHEDULE AND OFFICE HOURS**

Classes at LCI are divided into two semesters: September to January and February to June. Each school day consists of five periods. A detailed bell schedule can be found on the [LCI website](#). Office hours are detailed below:

#### SCHOOL OFFICE HOURS

Monday - Thursday  
7:30 a.m. – 3:30 p.m.

Friday  
7:30 a.m. - 1:00 p.m.

### **ADVISOR PROGRAM**

Each student in the school is assigned to a teacher-advisor who is intended to provide specific support services to the student in a manner designed to give all students opportunities for personal contact with and assistance from a designated adult in the school.

There will be scheduled times where students are to meet with their advisor. Tasks that will be completed include, but are not limited to: course selections, academic programming, attendance checks, school announcements.

The major goals of the LCI Advisor Program are to provide each student:

- With at least one adult staff member who knows them as an individual.
- With someone to turn to when a problem arises.
- With someone who will discuss school performance with them on a regular basis.
- With someone who is in a position to consult the school administration and counselors about students' school – related problems in an attempt to help solve any issues or problems.
- With someone who will assist them in developing short – and long-range-plans

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concerning their educational futures and careers.

- With someone who will encourage their participation in school activities.
- With someone who will be in a position to assist in the school/home communication process.

## **ATTENDANCE POLICY AND PROCEDURES**

### Policy

Rationale: The Attendance Policy at LCI is based upon the following principles:

1. Regular attendance is essential to satisfactory progress.
2. Decisions regarding absenteeism should be made in the home by the parent and student, based upon an understanding of the consequences of such decisions.
3. The attendance system requires the full cooperation of the school (teachers, administrators, counsellors, and office staff) and the home (parents/guardians and students).
4. The school will attempt to assist those students and parents where the students' attendance and punctuality are problems. An administrator will be responsible for the attendance supervision of a group of students as follows:

**Grade 9 – Gordon Vatcher**  
**Grade 10 – Kyle McKenzie**  
**Grade 11 – Katrina van der Meer**  
**Grade 12 – Wayne Pallett**

### Education Act

Part 3, Section 31 of the [Education Act](#) states that “a student shall attend school regularly and punctually”. Section 7 of the Education Act states, “every person who is younger than 16 years of age, shall attend school”. Notwithstanding that, a student is excused from attending school on a day on which the school is open if:

- the student is unable to attend by reason of sickness or other unavoidable cause,
- the day is recognized as a religious holiday by the religious denomination to which the student belongs,
- the principal of the school has suspended the student from school and the suspension is still in effect, or;
- the student is expelled from a school and has not been given permission to enroll in another school.

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## Procedures

1. Parents must phone the school to report excused absences for their child (403-328-9606 then dial "1"). Parents are required to phone in advance of the absence where possible; on the day of the absence is also acceptable: An absence not called in by parents within 24 hours will be considered unexcused.
2. An electronic phone system will call the home of each student with unexcused absences from one or more classes.
3. With consideration given to extenuating circumstances, in order to promote regular attendance, the school takes the following position for all students with unexcused absences from a class:
  - a. After 2 unexcused absences the classroom teacher will send an email or make a phone call home to communicate the absence.
  - b. After 3 unexcused absences the student will serve an in-school suspension supervised by an administrator at the school.
  - c. After 5 unexcused absences the student will serve a 3-day out of school suspension. Upon returning to school, the student, along with their parent(s)/guardian(s) will meet with administration/counselling to discuss supports and strategies to positively engage the student at school.
  - d. After 10 absences administration will contact parents/guardians to discuss the matter.

**NOTE: At any time a student is deemed to be truant from a class or school day, an in-school suspension may be enforced as a consequence by an administrator.**

## Student Lates

Students are expected to be on time for all classes. As with absences, parent(s)/guardian(s) are asked to call the school to report their child being late to class. Teachers will be primarily responsible for dealing with tardiness. Students who are chronically late will be referred to an administrator. Repeated tardiness will be considered an attendance problem and will be dealt with according to the Attendance Policy.

## **CURRICULAR PROGRAM**

### Introduction

This section of the handbook deals with curricular or the "classroom" program offered at LCI. Advisors are available to help students with their course scheduling and academic pathway at the school.

### School and Course Registration

Students new to the school will be provided assistance in registration by the school counsellors. Administrative approval for school registration is required for all students.

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After registration, please report any change in name, address, telephone, guardianship, or any other change in student status to the general office.

Outside of the first two weeks of each semester, changes in educational programs, such as adding courses, dropping courses, and transferring courses, will be made by the administration for special circumstances only and only after students have consulted with their Advisor.

### Credit System

High school subjects (grades 10-12) have a credit value based upon the number of hours of instruction provided for each subject. Credits can only be granted once for any course.

### Course Numbering System

Grade 9 courses are assigned number 9 and are all non-credit offerings.

Grade 10 courses are assigned numbers between 10 and 19; e.g., English 10, LDC 15.

Grade 11 courses are assigned numbers between 20 and 29; e.g., Social 20, Biology 20

Grade 12 courses are assigned numbers between 30 and 39; e.g., English 30, WE 35

### Course Credit Requirements and Prerequisites

In order to receive credit in all courses, a student must obtain a final mark of at least fifty (50%) percent. Many high school courses are sequential; e.g., Social Studies 10-1, 20-1, 30-1 and one is usually taken at each grade level. In the case of sequential courses, successful completion of a course at one level is a prerequisite to entry into the course at the next level. A mark of at least fifty (50%) percent must be obtained in order to proceed to the next course in a sequence, however, certain academic courses have recommended averages of 65% that are strong indicators of continued success. Further details concerning [course mapping can be found on the LCI webpage](#).

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For students entering Grade 10, there are prerequisite requirements for core courses which include; English, Social Studies, Mathematics, Science, Physical Education and Career and Life Management.

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### High School Completion

A detailed explanation of courses and credits required for high school completion and for attaining a high school diploma can be found on the [Alberta Education Website](#).

### ID Cards

Student ID cards can be obtained at the Learning Commons. Students are encouraged to have their LCI identification on their person anytime they are in the school or at school related activities. The ID card is required to sign out library materials, textbooks, gain admission to athletic events and identify you as a student at LCI.

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### Courses and Programming at LCI

A detailed synopsis of the curricular programs offered at LCI can be found on the [“programs”](#) section of the website.

### Independent Learning Centre

The ILC offers students the ability to complete curricular components independently, through online course offerings. All enrollment decisions for the ILC are made with the consultation of an administrator.

### Student Evaluation

Student success in all courses will be evaluated in accordance with the evaluation format outlined in the respective course outlines. Student progress will be available to parents by way [PowerSchool](#). Parents requiring information regarding how to access PowerSchool are encouraged to call the office and speak with one of the administrative assistants (403.328.9606).

Parent-teacher interviews are scheduled once each semester to discuss academic progress of students with their teachers. Communication regarding how to set up appointments with teachers will be communicated by the school prior to each interview session.

### Convocation Requirements

Students must qualify to receive a minimum of 100 credits in accordance with the [Alberta Education Requirements](#) by the end of the school term in June of their graduation year before being permitted to attend convocation. All qualifying Grade 12 students and their invited guests may attend the Convocation. Students who wish to participate in the LCI Convocation but have fewer than 100 credits must request permission to attend convocation under special circumstances by presenting a written request to the principal.

### Valedictorian

The Valedictorian address is presented at Convocation by the graduating student with the highest academic average in a list of specified courses (English 20-1, Social 20-1, Math 20-1, two of Biology 20, Chemistry 20 and/or Physics 20, English 30-1, Social 30-1, Math 30-1 and two of Biology 30, Chemistry 30 and/or Physics 30) all courses must be completed/in progress at LCI at the time of selection.

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## Academic Awards

In general, the qualifications for scholarships emphasize high scholastic achievement, participation, and service to the school, as well as qualities of leadership and good character. Financial need is also a factor in certain scholarships.

Scholarships and awards vary in value and are available to students of LCI. Many of these awards require applications. Additional information regarding application forms, deadlines and awards specifics can be accessed through the main office.

All major academic awards are presented at the Annual Academic Awards Night held in October.

## Final Exam Protocols

LCI plays host to both Grade 9 Provincial Achievement Tests, as well as 30 Level Diploma Exams. In each of these cases, the government issued exams occur at a set date determined by Alberta Education at the end of each course. In alignment with Lethbridge School Division Policy 609.1, Section 2, Assessment of Student Achievement; LCI also conducts a comprehensive final exam in each of the core subjects at the 10 and 20 levels. These final exams follow of the same regulations regarding Diploma Examinations and Provincial Tests.

At LCI, our final exam dates are set to coincide with the provincial examination dates at the end of each semester. With that said, LCI cannot set specific examination dates until one full calendar month prior to the exam break. The examination schedule is contingent on student enrollment in each of the core subjects, number of students who need access to exam accommodations, facility space, and staffing. Although these variables are fluid throughout the semester, LCI will strive to have examination dates set at the 10 and 20 levels one full calendar month prior to the first exam break day. As with Provincial Achievement Tests and Diploma Exams, students are required to keep those dates open so that they able to complete their Final Exams.

Please Note that LCI is unable to reschedule final exams at the 10 and 20 level for the following reasons. This is keeping in alignment with division policy 609.1 which stipulates that final exams follow the same regulations as Diploma Examinations and Provincial Test:

- Test security** - All students writing the same exam on the same date ensure the fair and equitable application of the final exam and helps to maintain test security
- Test Fairness** - All students writing the test at the same time ensure that no one student has an unfair advantage, or disadvantage on the exam
- Limited Space** - Examinations require large amounts of space within the building in order to properly conduct the exam, including those

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students who require special accommodations. We have limited space to which is often stretched to maximum capacity during the final examination dates

**Supervision** - Staffing required to properly proctor an exam is immense. Staff utilized for not on exam supervision, but also to help provide special accommodation (i.e. reader / writer / scribe).

Should a student not attend a Grade 9 Provincial Achievement Test or and 10 or 20 Level Final Exam, a mark of zero will be entered and their final grade for the course will be reflective of that

### Special Accommodations

Please note that students requesting special accommodations for final exams need to already be using said accommodation in that particular course throughout the semester. This needs to be clearly identified in an Individual Student Plan (ISP) that is shared between teachers and parents. Please see more information under "Individual Student Plans" within this Handbook.

## **CO-CURRICULAR PROGRAM**

### Introduction

In addition to providing students with a wide variety of courses, LCI also offers a broad co-curricular program. Co-curricular activities are those that occur outside the classroom. They include additional opportunities in music and drama, as well as numerous athletic, social, and other recreational activities. The co-curricular program has been developed as an extension of the curricular program. Participation in co-curricular activities can provide students with the opportunity to perfect skills learned in the classroom. It can also serve to further develop strong character through developing skills such as cooperation, mutual respect, self-control, and sportsmanship.

All students are strongly encouraged to **GET INVOLVED!!** Most co-curricular activities are available to all students. Some require that students audition or tryout but all students will be given a fair chance to qualify. Activities will be advertised by way of public address announcements, bulletins, and posters. Students interested in any aspect of the co-curricular program shall contact the appropriate teacher-sponsor or the school office.

### Athletics

LCI prides itself on having a robust and competitive athletics program. The school is proud to offer students the opportunity to participate in excess of 12 sports on over 25 athletic teams. Further details regarding the LCI athletics program in addition to a [detailed calendar of athletic events](#) can be found in the [LCI Athletics Handbook](#).

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## Fine Arts

The Fine Arts Program at LCI offers students the opportunity to develop and explore personal expressions and skills. Our program includes Art, Instrumental Music, Drama, Dance and Choir. Students involved in the Arts have the opportunity to develop personal skills and growth to last a lifetime. Skills such as self-discipline, concentration, abstract and critical thinking are universal and can be applied to any career choice. For further information about each of our Arts programs, please visit the [LCI Website](#).

## Green to Gold

At LCI we believe that character, in conjunction with academics, will set our students up with the greatest opportunity to succeed in school and beyond. Beyond fostering success in academics, LCI is focused on a desire to help empower, motivate and recognize students who are continually striving towards building strength in character. Five character traits are at the core of our Green to Gold Program; Grit, Respect, Empathy, Responsibility and Growth. To nominate a student who shows strength in character, please follow our [nomination link](#). Additional information can be found on the "[Green to Gold](#)" section of our website.

## **STUDENT FEES**

Any fees associated with programming at LCI can be paid through [School Cash Online](#). For additional information with logging in and using School Cash Online, please contact the main office (403.328.9606).

## **TECHNOLOGY**

The District provides technology access to students. Each student is required to comply with the [Acceptable Use Policy 607.4](#).

## **STUDENT SERVICES**

The LCI Counselling Centre is prepared to provide services in the following areas:

Personal Counselling - Counsellors are available to discuss personal problems, particularly as they relate to progress in school. Referrals are regularly made to community support agencies. Services through AADAC, Alberta Mental Health, Probation and Lethbridge City Police are provided on campus.

Educational Counselling - Assistance can be provided for the planning of high school programs and for the selection of post secondary institutions. Information related to scholarships and other financial assistance can also be supplied. Additionally, students are encouraged to access [MyBlueprint](#) as an additional resource to support their

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academic pathway in the school.

Career Counselling - Counsellors are available to explore potential career opportunities and help students work on the development of resumes and skills associated with interviews and job searchers. The counselling office also connects students to job fairs, job shadows and career expos throughout the year to help students further explore potential paths of employment.

### **HOMEBOUND INSTRUCTION**

In the event of a long-term absence of a student due to injury or illness, coordination of instruction will be arranged between the home and LCI. The major responsibility will rest with the home, and the student's parent/guardian will be expected to initiate coordination of instruction and ongoing liaison with the school. The school's responsibility will be to determine how best the student's program can be managed during the long-term absence, to arrange for appropriate learning materials to be sent home, and to provide as much assistance as possible to the parent/guardian in the delivery of instruction to the student. The initial contact from the parent/guardian will be to the student's advisor and assigned administrator.

### **LOST AND FOUND**

Students finding misplaced property are asked to bring it to the main office. Students who have had the misfortune of losing property should report the loss to the office. Lost and found items will be kept for a minimum of 30 days after which they may be given to a charitable organization.

### **LOCKERS**

Students will be issued a locker and combination lock which they will use for the duration of their enrollment at LCI. **Under no circumstances should students change lockers without the approval of the office. Additionally, it is strongly encouraged that students do not share locker information with other students.** Students should be aware of the following points as they relate to the use of school lockers:

- The school cannot accept responsibility for articles stolen from lockers.
- The administration of the school reserves the right to search student lockers in special situations such as suspicion of rule violations and concerns for student health and safety.
- Lockers should be completely emptied by the student at the end of the school year. Students whose lockers are excessively marked up or damaged will have the costs of cleaning or repair charged to their caution fee.

#### Locker Locations

"D" Wing

1st Floor: Contains lockers 1000 to 1327

2nd Floor: Contains lockers from 1328 to 1527

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3rd Floor: Contains lockers from 1528 to 1931

"B" Wing

1st Floor: Contains lockers 1932 to 2092

2nd Floor: Contains lockers 2093 to 2251

3rd Floor: Contains lockers 2252 to 2414

"C" Wing

1st Floor: Contains lockers 2415 to 2546

2nd Floor: Contains lockers 2547 to 2712

### **LOCKDOWN/FIRE DRILLS**

Lockdown and fire drills are based on district procedure and policy. LCI participates in lockdown and fire drills throughout each school year.

### **TRANSPORTATION**

#### **Busing**

All students residing a distance greater than 2.4 kilometers from LCI, who live on the south side of Lethbridge, will qualify for busing to and from the school.

Bus routes for the current school year can be found on the [Lethbridge Transit Website](#). School Bus Rules and Guidelines, set by the City of Lethbridge, must be followed at all times. The rules are outlined in [Policy 502.1.3A School Bus Rules and Regulations](#).

#### **Student Parking**

The parking lot located on the northeast side of the school is reserved for staff until 4:00 PM, Monday to Thursday, and 3:00 PM on Fridays. Student vehicles are to be parked on the streets adjacent to the school. ***Vehicles parked in staff parking areas or "No Parking" zones may be towed away at the owner's expense.***

#### **Bicycles**

Students are welcome to bring bicycles to school. Bicycle racks are located on the north side of the school (in the staff parking lot). All bicycles should be locked during school hours. The school cannot accept responsibility for damage done to bicycles.

### **CAFETERIA & EATING FACILITIES**

The LCI cafeteria is an excellent facility that offers many different food options for purchase during school hours. Microwave ovens are also available for student use.

#### **Hours of Operation**

Monday to Thursday: 7:30 AM - 2:00 PM

Friday: 7:30 AM - 12:30 PM

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## **STUDENT TRAVEL AND EXCHANGE PROGRAMS**

Each year, LCI provides opportunities for students to travel abroad...

### **SCHOOL COUNCIL**

As per [Policy 1002.4](#), the LCI School Council consists of all parents of LCI students, the school Principal, a teacher representative, a student representative and a community representative all working together to promote the well-being and effectiveness of the entire school community and thereby enhancing student learning.

The LCI School Council meets at least eight times per school year, beginning in September with the Annual General Meeting, at which time an executive is elected. The Council operates on a Town Hall Model where most decisions are made at regular, open meetings of the entire school community. The School Council are kept regularly informed about educational matters by the Principal, School District Administration, and the School Board. As well, they are consulted about many school issues and work in partnership with the staff and students of LCI whenever needed. The School Council provides volunteers for school-sponsored functions; facilitates the formation of Dry Grad and Safe Grad committees; and sponsors information evenings for parents and students, covering such topics as preparation for post secondary education, scholarships available and when to apply, issues related to adolescence and career opportunities, just to name a few.

The LCI School Council operates under a set of by-laws, including a Mission and Vision Statement and a School Council Plan, which were drawn up by School Council members during the first year of operation. These are available on line at [www.lethsd.ab.ca./ci/schoolcouncil](http://www.lethsd.ab.ca./ci/schoolcouncil)

### **SCHOOL CALENDARS**

A live version of the [school calendar of events](#) as well as the [athletic schedule](#) can be found on the LCI website. A list of important dates regarding the school schedule can be found below:

<b><u>Event</u></b>	<b><u>Date</u></b>
First Day of Classes (Semester 1)	September 3, 2019
Parent-Teacher Interviews (Students Dismissed at 12:30 PM)	October 24, 2019 (5:00 - 8:00 PM)
PD Day (No School for Students)	October 25, 2019
Mid-term Report Cards on PowerSchool	November 8, 2019
PD Day (No School for Students)	November 12, 2019
PD Day (Students Dismissed at 12:30PM)	November 21, 2019
PD Day (No School for Students)	November 22, 2019

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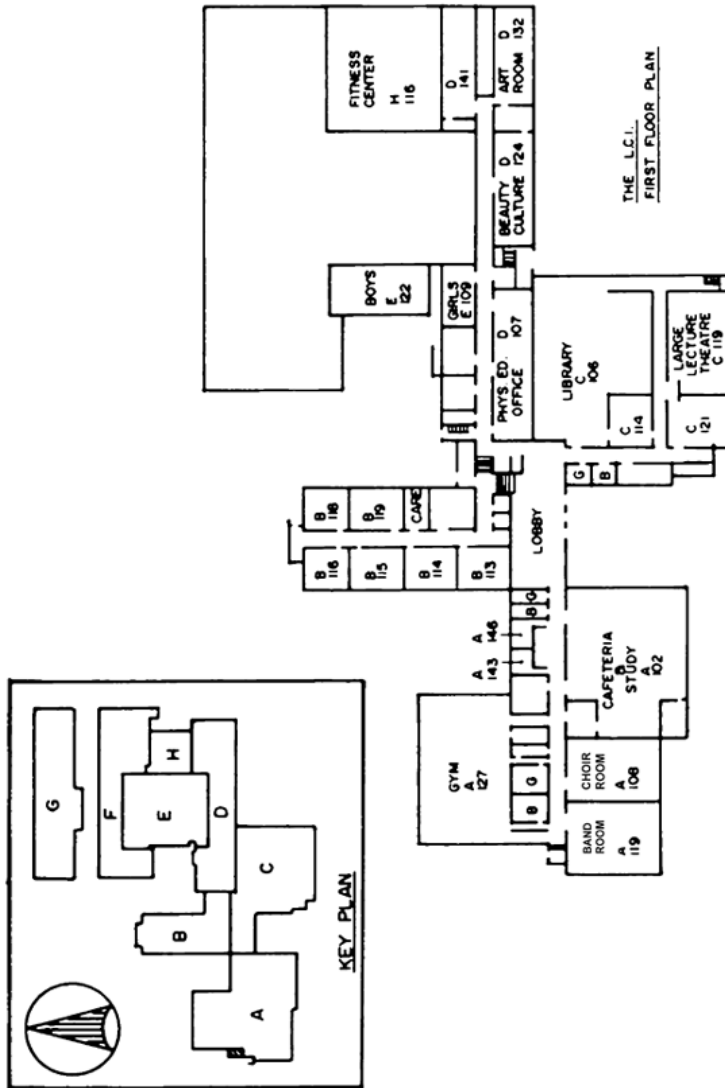
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Last day of Classes before Winter Break	December 20, 2019
Students Return from Winter Break	January 6, 2020
Last Day of Classes (Semester 1)	January 21, 2020
PD Day (No School for Students)	January 31, 2020
Semester 1 Reports Cards on PowerSchool	January 31, 2020
First Day of Classes (Semester 2)	February 3, 2020
Teachers Convention (No School for Students)	February 18-21, 2020
PD Day (No School for Students)	March 20, 2020
Parent-Teacher Interviews	March 26, 2020 (5:00 - 8:00 PM)
Mid-term Report Cards on PowerSchool	April 9, 2020
Easter Break (No School for Students)	April 10-17, 2020
PD Day (No School for Students)	April 20, 2020
PD Day (No School for Students)	May 19, 2020
Last Day of School	June 25, 2020
Semester 2 Report Cards on PowerSchool	June 26, 2020

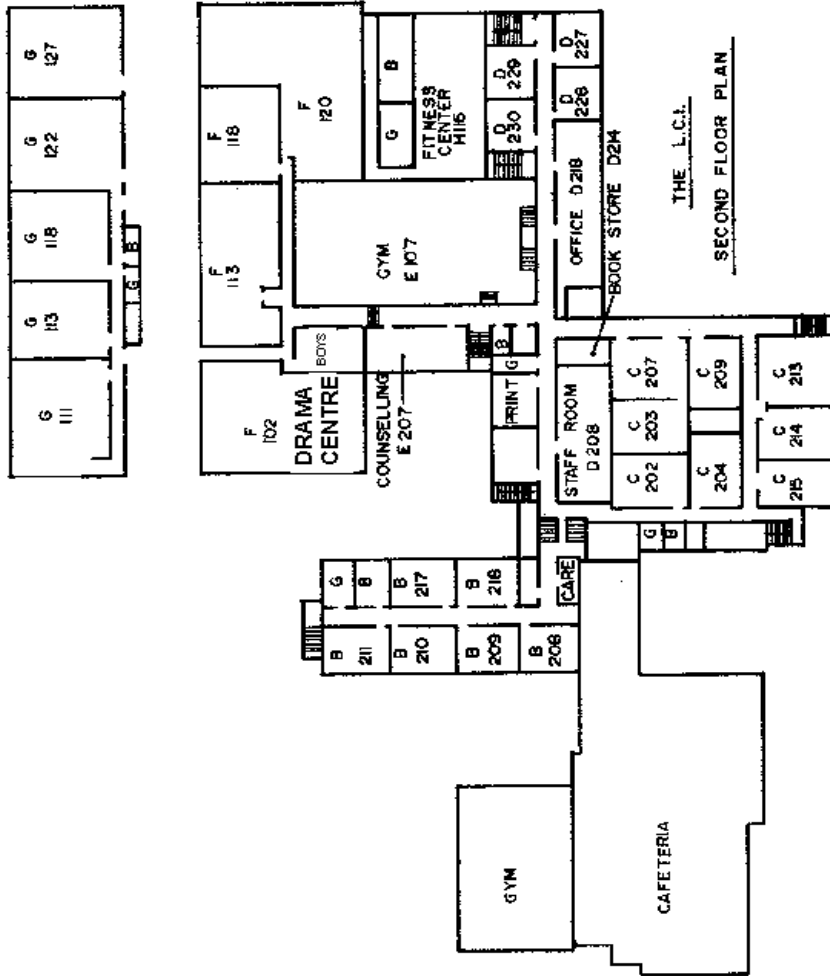
**MAP OF LCI**

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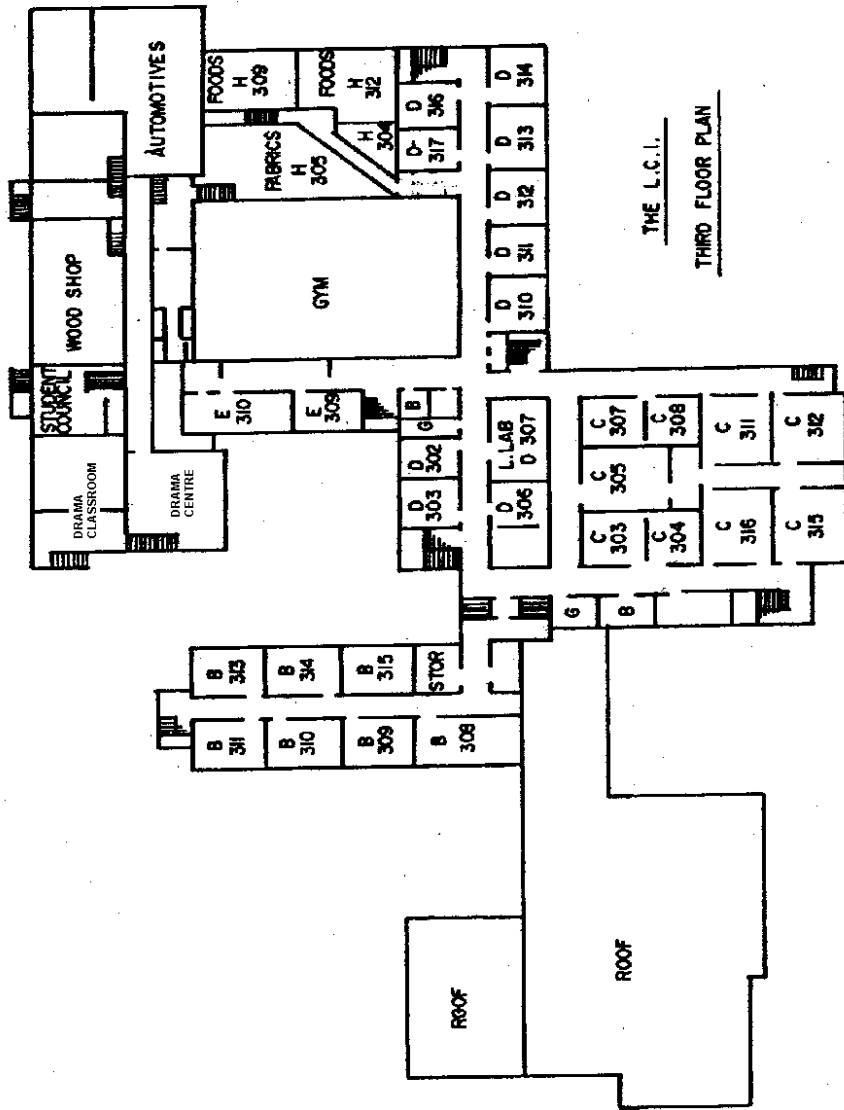




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