

# J. T. Foster School



**Student and Parent Handbook  
2024-2025**

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## GENERAL INFORMATION

### Bell Times

# 2024-2025 J.T Foster Bell Schedule

| <b>Monday - Thursday</b> |             |       |
|--------------------------|-------------|-------|
| <b>Warning Bell</b>      | 8:40 – 8:45 |       |
| <b>Period 1</b>          | 8:45        | 9:30  |
| <b>Period 2</b>          | 9:30        | 10:14 |
| <b>Break</b>             | 10:14       | 10:18 |
| <b>Period 3</b>          | 10:18       | 11:03 |
| <b>Period 4</b>          | 11:03       | 11:47 |
| <b>Lunch</b>             | 11:47       | 12:22 |
| <b>Warning Bell</b>      | 12:22       | 12:27 |
| <b>Period 5</b>          | 12:27       | 1:12  |
| <b>Period 6</b>          | 1:12        | 1:56  |
| <b>Break</b>             | 1:56        | 2:00  |
| <b>Period 7</b>          | 2:00        | 2:46  |
| <b>Period 8</b>          | 2:46        | 3:30  |
| <b>Friday</b>            |             |       |
| <b>Warning Bell</b>      | 8:40 – 8:45 |       |
| <b>Period 1</b>          | 8:45        | 9:16  |
| <b>Period 2</b>          | 9:16        | 9:47  |
| <b>Period 3</b>          | 9:47        | 10:18 |
| <b>Period 4</b>          | 10:18       | 10:49 |
| <b>Period 5</b>          | 10:49       | 11:20 |
| <b>Period 6</b>          | 11:20       | 11:50 |
| <b>Lunch</b>             | 11:50       | 12:10 |
| <b>Warning Bell</b>      | 12:10       | 12:15 |
| <b>Period 7</b>          | 12:15       | 12:45 |
| <b>Period 8</b>          | 12:45       | 1:15  |

## Mission and Vision Statement

### **Mission Statement**

JT Foster School inspires excellence through meaningful and inclusive relationships.

### **Vision**

Every Learner Matters

### **Core Values**

Student-centered

Community

Place-Based

Integrity

Wellness

Engagement (in leadership, academics, athletics)

## Place-Based Learning

We continue to look for ways to connect students with experiences outside the classroom. Outside learning opportunities could take the form of challenges, field trips, visiting the PEAKS campus and other exposures to make daily learning in school relevant to our students.

## Attendance

Livingstone Range School Division believes that students unless excused in accordance with provisions of the Education Act, should attend school on a daily basis, arrive on time, and attend all scheduled classes.

### J. T. Foster School Policy

Regular attendance is the responsibility of the student and the parent/guardian.

The teacher's role is to encourage total attendance and support this by maintaining accurate records, sharing and addressing concerns with students, parents/guardians, and reporting these concerns to Administration. The JT Foster Learning Support Team will collaborate with teachers, counsellors, parents/ guardians, and students to achieve attendance goals.

### Reporting Absences to the School

We ask that parents/guardians phone the school at 403-646-2264 or email [s-jtfoster@lrsd.ab.ca](mailto:s-jtfoster@lrsd.ab.ca) to report absences. Parents are requested to email or phone in advance of the absence, if possible, preferably on the day of the absence and no later than noon on the day after the absence.

### Attendance Extended Leave Policy

We understand that some circumstances require students to be away from school for extended periods. Please review the policy below for such absences.

#### Advance Notice:

- Students or their guardians should inform the school as soon as it becomes apparent that an extended absence will be necessary. Ideally, this notice should be provided at least 2 weeks prior to the start of the absence.

#### Academic Arrangements:

##### 1. Instructional Materials:

- The teacher will work with the student to provide access to instructional materials, assignments, and any other resources required to keep up with the curriculum during the absence.
- Teachers may provide online resources or materials that the student can access remotely.

##### 2. Assignments and Assessments:

- Students will be given a reasonable amount of time to complete missed assignments and assessments upon their return. Students may be required to use their personal time to complete missed assignments or assessments.
- Teachers will provide a plan for catching up on missed work, which may include extended deadlines and/or make-up assessments.

- Missed assessments will be administered to the student upon their return at a reasonable time that is agreed upon between the teacher, student, and parent. Should there be a disagreement that cannot be resolved through these parties, an appeal may be made to school administration.

### **3. Support Services:**

- The school will offer additional support to help the student reintegrate smoothly upon their return. This may include tutoring, counseling, or academic advisement.

Parents may wish to remove their child from school for an extended period (longer than three days) for reasons other than bereavement or illness. Ideally, information regarding an extended absence should be provided in advance so teachers can prepare alternative lessons. In most cases, two weeks' notice is sufficient. The school does not approve a student's absence but records the parent's intent to remove a student from school. Refer to the individual teacher course outline for details on handling missed work or tests. Students are expected to be in attendance for all major exams, including end-of-semester exams in January and June. Parents are discouraged from removing students from school during this time.

### **Lates**

It is reasonable to expect each student to be punctual for each class period. Students who enter a class late can distract others from their learning. Repeated lateness is disrespectful and discourteous and, if not corrected, tends to become more commonplace. Corrective action may include detention time, extra work, assignments, or referral to Administration in chronic situations.

### **Permission to Be Excused**

Students, who must leave during the day for personal reasons, **must have a phone call or email from a parent or guardian requesting permission to do so and stating the reason.** Students leaving school during class for any reason **MUST** sign out through the Office. Students going without proper check-out may be considered truant for the time missed.

## **High School Registration Expectations**

Students require 100 credits to attain an Alberta High School diploma. Within those 100 credits, there are specific required courses. To ensure there is room for error, students at J. T. Foster School must register for a minimum of 110 credits within grades 10 to 12. Students in grades 10 and 11 must enroll in courses that will enable them to earn a minimum of 40 in grade 10, 35 credits in grade 11, and 35 credits in grade 12.

## **Final Examinations**

There is a provision for a comprehensive final examination in all academic subjects. Alberta Education requires students to write comprehensive Diploma examinations in Grade 12. When students do not write final examinations, they receive a mark of zero. Students taking Diploma Exam courses, who achieve a blended mark below their expectation or goal, may rewrite the diploma exam at the student's cost in the next examination period.

All students are expected to be present for their final exams, whether written in the classroom or another location. **The only acceptable excuse for missing a final exam is illness or bereavement.** The following rules apply to midterm and final exams:

1. All exams are scheduled to start at 9 AM. Students should be in the exam room at least 15 minutes before the exam begins.
2. Personal electronic devices are not permitted in the exam room. This includes wearable technologies, such as smartwatches.
3. Exams are scheduled for 2 hours, with an extra ½ hour being provided to all students. Students must remain in the exam room for the first 90 minutes of the exam.
4. Any exam accommodations must have been in place for the entire year or semester.
5. All textbooks, novels, and other school-owned course materials must be turned in before the exam.
6. Students should use the washroom before the exam starts time. If there is an emergent need to go to the bathroom, the supervisor will call the Office to supervise the student to and from the washroom.
7. Students must provide writing materials, including pens, HB pencils, calculators (and batteries), or other necessary instruments.
8. No notes, papers or books may be brought into the examination room other than those specified by the teacher.
9. Scientific calculators, rulers, and protractors may be used but may not be shared by students.
10. Calculators with memory must be cleared before the exam, especially graphing calculators. Your math or physics teacher will help ensure that the memory is cleared.

## Student Achievement

Teachers have a **professional responsibility** to **clearly** describe student **learning**. Accurate and meaningful reporting requires the teacher to assess **student** progress and achievement validly and reliably.

### Assessment

To effectively influence student learning, feedback must be timely, ongoing, descriptive, and contain specific directions for students. Students participate in the assessment and reporting process by establishing criteria, peer and self-assessments, sharing portfolios, and personal goal setting. Various assessment and evaluation practices are needed to determine student achievement (e.g., performance assessments, extended written responses, demonstrations, projects, portfolios, observations, selected responses, and personal conversations). Teachers need to provide students with more than one opportunity, when necessary, to demonstrate their ability to meet learner outcomes within reasonable timelines.

### Grading and Reporting

The teacher's responsibility is to assess and report what the student knows and can do regarding learner outcomes. Reporting of student achievement and progress to students and parents will be timely, and frequent, and involve multiple communication strategies (i.e., phone calls, printed reports, online access, and email).

Students need a clear understanding of the assessment criteria which may come in the form of rubrics and exemplars.

Grades will reflect objective evidence of learning based on mounting evidence of curricular outcomes throughout instruction.

Assessment results must be free of non-curricular influences such as work lateness and extra credit. Attitude, effort, work habits, behaviour, and attendance, are reported separately from grades reporting academic achievement unless they are defined in the learner outcomes.

If there is not enough evidence of a student's level of proficiency because of missing summative information or academic dishonesty, the student will initially receive an incomplete. In discussions with the teacher and parents, students will be given a reasonable amount of time to provide acceptable evidence for learning.

Students' late assignments may temporarily be given a "0" by their teacher in the grade book. While the student's late assignments are considered "Incomplete," entering an Incomplete into the grade book does not change a student's overall grade average and may result in a false impression of a student's overall achievement. Students will be given as much opportunity as possible to get their assignments handed in, as per [Administrative Procedure 360](#).

### **Appeals**

Students or parents have the right to appeal a grade in any subject, and the following directions apply to such an appeal:

1. A teacher must provide evidence to substantiate the grade.
2. If the student or parent is dissatisfied with the outcome of an appeal to a teacher, the student or parent may appeal to the principal.
3. If the student or parent is dissatisfied with the outcome of an appeal to the principal, the student or parent may appeal to the Superintendent.
4. Appeals must be initiated by the student and parent in writing within 30 days following the issuance of the report under appeal.

### **Dispute Resolution**

JT Foster understands and supports parents' and caregivers' right to inquire about school operations. In the event of a dispute between a parent or caregiver and a school staff member, the goal should be collaborative, positive, and solutions-focused. For more information on appropriate channels of communication with school staff, please reference [LRSD Administrative Procedure 152](#) and [LRSD Board Policy 23](#).

### **Clothing Expectations**

Everyone is expected to wear appropriate clothing for a school environment. Clothing that promotes or symbolizes drugs, alcohol, racism, weaponry, vulgarity, hate speech, or pornography is not permitted. Students wearing inappropriate clothing for a school environment will be asked to find alternate clothing or prompted to go home to retrieve something suitable.

### **Visitors**

Upon arrival, all visitors must report to the Office to receive authorization for their visit. Visitors with a purpose are welcome to our school. However, those who arrive with no intention will be asked to leave. Students are not permitted to invite friends to visit them at the school; meet them off the school property. Students are asked to report any suspicious/unknown person or group to a teacher or the Office.

### **Personal Mobile Devices**

In compliance with Board Policy 24 Personal Mobile Devices and Social Media in Schools and Administrative Procedure 145 Use of Personal Mobile Devices and Social Media in Schools, J.T. Foster School has developed



this Personal Mobile Devices and Social Media in Schools Plan to govern the appropriate use of personal mobile devices and social media at our school.

The following contexts are specific limited circumstances when personal mobile devices and social media access are approved:

- Students in grades 7-9 may not access a personal mobile device or social media during the school day.
- Students in grades 10-12 may not access a personal mobile device or social media during instructional time unless they are using it for an educational purpose, at the discretion of the teacher.
- Accommodations/exceptions for student use during instructional time/class time may be granted to support, monitor, or regulate an approved identified health and/or medical reason as per the medical plan or to support an approved identified inclusive educational need (accessibility and accommodation)
- Student(s) may be granted access to a personal mobile device for a school-sponsored event or activity, with the permission of a supervisor.
- Student(s) may be granted access to their device at the discretion of school administration.
- Students are not permitted to have their personal mobile devices while they are in the Learning Commons.
- Students may use their personal devices before the first bell. When the first school bell rings, students will store their phones in their lockers.
- Personal Mobile Device use is permitted on a school bus to and from school. Devices may be used on the bus during field trips, at the teacher/supervisor's discretion.

#### **Storage of Personal Mobile Devices**

- Students bring personal mobile devices to school at their own risk. The security and storage of these items are the sole responsibility of the owner and user. J.T. Foster School assumes no responsibility for the safety, security, loss, repair, or replacement of personal mobile devices.
- Students who choose to bring personal devices to school must store and secure them in a locked locker that will be assigned to every student at the beginning of the school year. A combination lock and locker will be provided to every student to keep items safe at school.

#### **Failure to Comply with Mobile Devices Policy**

We believe that consequences for non-compliance for students must be both corrective and progressive. As such, we will respond to all disciplinary situations with personal mobile devices on a case-by-case basis.

Failure to adhere to the personal mobile device expectations will result in the following consequences:

**1st Offence** - the personal mobile device will be delivered to the office by the student to be confiscated. The student will be permitted to collect their personal mobile device at the end of the school day. This offence will be recorded in PublicSchool Works.

**2nd Offence** - the personal mobile device will be confiscated and will be delivered to the office. The student will be permitted to collect their personal mobile device at the end of the school day. Parents or guardians will be contacted by the office. This offense will be recorded in PublicSchool Works.

**3rd Offence** - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device. Parents or guardians will be contacted by the office. This offense will be recorded in PublicSchool Works.

**4th Offence** - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device. Parents or guardians will be contacted by the office. The parent or guardian will meet with school administration to create a personal plan to assist the student in developing more responsible use. This offense will be recorded in PublicSchool Works.

### **Stakeholder Roles and Responsibilities**

Students, parents, and staff will comply with the roles and responsibilities as outlined in this plan, LRSD Administrative Procedure, and Board Policy.

### **Emergency Situations**

In the event of an emergency, our priority is the safety of students. Please be assured that the school has an emergency response plan which is reviewed regularly with staff. This plan includes contact with emergency personnel (fire, police, medical, etc.) as necessary, the possible relocation of students as well as a plan for communication with parents as appropriate. Should an emergency occur, the school will provide updates and information to parents as soon as, and as often as, reasonably possible.

### **Locks and Lockers**

Students will be assigned a locker and a combination lock that will be used on only their assigned locker. Only school-owned locks are permitted to be used on lockers. Unauthorized locks will be cut off. Lockers may be used to store personal valuables such as personal mobile devices. As such, student lockers should be locked at all times with the combination lock that was assigned to them.

Students are not permitted to share their locker combinations with their peers. Students who are not using their lockers appropriately will have their locker privileges revoked.

### **Internet**

Access to the Internet is governed by the Internet User Agreement that all students and parents must sign before the student will be allowed online.

### **Fire Drill / Lockdown**

Six fire drills and at least two lockdown drills are conducted throughout the year. Exiting directions are posted in each room and are to be followed when the alarm sounds. Students are to proceed quietly out of the building, stay with their class, remain quiet, and not interfere with others. Attendance will be taken and reported to the designated fire marshal. Students on study periods must report to the administrator on duty to acknowledge their presence.

School Division policy states that anyone found tampering with fire equipment is to be charged under the Criminal Code of Canada and any action taken by the school administration.

## Injuries (Reporting)

Injuries and accidents that could have resulted in injuries that occurred in school must be reported to the Office immediately by the student involved and the supervising teacher. School Division Accident Report Forms must be filled out for all accidents stating the circumstances relating to the injury.

## School Fees

All students or their parents must pay fees as set by the Livingstone Range School Division. Additional charges are levied for participation in certain subjects and various co-curricular and extracurricular programs on a cost-recovery basis.

## Student Transportation

When attending an extracurricular or co-curricular trip, students are only allowed to ride in vehicles or buses registered to be on that trip. Parents may transport their children. Students may not ride with other adults who are not their parents. The school bus is an extension of the school; the same rules and expectations for student conduct apply. **Under no circumstances may a student drive themselves or others to school-sponsored events.**

## School Closures

When a decision is made to close schools for the day due to inclement weather or the cancellation of some or all buses, the Livingstone Range School Division website, [www.lrsd.ab.ca](http://www.lrsd.ab.ca), will post updates.

Billeting - At the beginning of each year, students are given a print to take home with their demographics. Included is information on where they should stay in town if the school is closed due to a storm or an emergency or if the buses do not go out for the same reasons. If this should happen, we will do our best to contact the billet homes and parents.

## Insurance

The Livingstone Range School Board has insurance coverage for all students. Parents wishing more extensive coverage for their children (especially those participating in extracurricular activities) may purchase additional coverage.

## School Dances

School dances are a part of student social activities. Parents of our students expect school dances to be safe and appropriate extensions of our school environment. They rightly assume that such dances will conform to accepted standards. This means that all students in attendance will follow our school expectations and guidelines for a safe, caring, and welcoming school environment. Also, the policies of Alberta Education and the Livingstone Range School Division are in force.

1. All dances are held from 7:30 to 10:30 PM. The doors are closed for admittance at 9:00 PM. No one is allowed into the dance after locked doors unless previously approved by the administration. Once a student or guest leaves the dance at any time, they are not readmitted.
2. Non-students may be invited to school dances by a student. Invitations are one (1) per student and must be approved by the Administration. The student, as a sponsor, **MUST ACCEPT THE RESPONSIBILITY OF THE CONDUCT OF THEIR GUEST**, should guests become troublesome. Make your guests aware of their responsibility to you as a host.

3. All guests must be registered by the Wednesday before the dance; otherwise, they will be denied entry. No exceptions.
4. To achieve a successful dance, full cooperation should be extended to staff and parents who are volunteering their time in a supervisory capacity.
5. Students suspected to be under the influence of alcohol or other intoxicants or involved in ANY disturbance will be denied entrance or removed from the dance. They may be suspended from all school activities until the end of the school year. Also, the student will face suspension or be recommended for expulsion from school. A student removed from the dance will have their parents notified to have parents or a responsible adult pick up the student.
6. Students who bring backpacks, coats and other personal belongings to school dances must check these items at a designated "Coat Check Area." This area is always supervised. Access to student lockers is not permitted during the dance.
7. Students must meet all school dress expectations while attending school dances.
8. Students who are not present for the entire school day of the dance will not be allowed to attend the dance.
9. Please dance with respect for yourselves and others.

## High School Graduation, Honour Roll, and Valedictorian Policy

Graduation is an important milestone in a student's life. The J. T. Foster Graduation Committee hopes to make this a special time for all the grads and their guests. As a grad, you must keep informed and keep your parents informed as the year progresses. Please use this policy as a guideline and pay attention to announcements. Our goal at J. T. Foster is to see every student receive a high school diploma or achievement certificate.

### Graduation Participation Requirements

Students will be eligible to participate in the graduation exercises if they meet the graduation criteria. Students will receive a Graduation Certificate from the school at the ceremony. Students are presented with their certificates alphabetically during the Graduation Ceremony, and no distinction is made between the various programs offered at J. T. Foster School.

### Graduation Criteria

To graduate from J. T. Foster School, students must:

1. Meet the minimum course credit requirements for a High School Diploma or Certificate of Achievement as established by Alberta Education.
2. Have a minimum grade of at least 50% as of May 31 in all non-diploma subjects and meet the requirements for diploma subjects described below.
3. Have attended J. T. Foster School and completed a minimum of 5 credits the year of graduation.
4. All graduation fees must be paid as outlined by the Grad Committee of that graduating class.
5. Students must be in good standing with the school.
6. Because the final grades for Diploma Exam subjects are established by blending the school-awarded mark and the diploma examination mark, the following rules will apply:
  - Students must have earned at least 50% in the blended mark in required diploma examinations in the first semester.
  - In the second semester, students must have a mark of at least 50% as of May 31 in any diploma examination subject students require to meet their diploma requirements.

**OR**

- Complete all requirements of the Certificate of Achievement or Completion Program

A student who meets these criteria is eligible to:

- Be introduced at the ceremonies.
- Receive the Graduation Scroll.
- Be included in the Graduation Group Photograph.

### **Graduation List**

Students who are not registered in required courses for graduation or whose grades fall below 50% in any courses required for graduation will have their names removed from the grad list.

Students' names are removed from the graduation list because of:

- Failing marks in required courses
- Incomplete courses/modules required for graduation.
- Failing to attend classes
- Inappropriate behaviour

Students who do not intend to attend the ceremonies should inform the school or Graduation Committee as early as possible

## **Graduation and the School**

A convocation ceremony is a school-sponsored event meaning that students are responsible for their decorum.

## **Alberta High School Diploma Requirements**

100 CREDITS are needed to receive a high school diploma, and 80 credits are required for a Certificate of Achievement. Also, specific course requirements must be met. Check My Pass for further details.

## **Appeals**

Students who do not meet the above guidelines due to extenuating circumstances may appeal. A committee consisting of an administrator, counsellor, and another staff member will determine the student's eligibility. Appeals must be made in writing to the principal by the end of the first week in June.

## **Procedures**

Students and parents will be aware of the graduation policy before starting their grade 10 year and again in June or September of their grade 11 year.

The School Counsellor/Academic Advisor or Principal will notify students in jeopardy of graduating & their parents in writing by September 30 of their graduating year.

Parents and students will be notified in writing of any changes in their graduation eligibility during the following reporting periods: October 15, January 30 & April 15.

## **Valedictorian**

The valedictorian shall be the student demonstrating the highest overall aggregate mark in English 30-1, Social Studies 30-1, and three (3) of the following taken at J. T. Foster School:

Mathematics 30-1

Physics 30

Mathematics 30-2

One 30-level CTS (min. five credits)

Mathematics 31 (with LRSD permitted)

Biology 30

Chemistry 30

## **Honour Roll**

The honour roll shall be calculated twice yearly based on the formula below. To be eligible for honour roll, the student must have earned half or more of their credits in person at JT Foster School. Schools outside of LRSD will not be factored into the honour roll calculation.

### **Honours**

Grade 7-9 Average mark of 80 - 89 in ELA, Science, Social Studies, Math, Physical Education

Grade 10-12 Average credit weighted mark of 80 - 89

### **Honours With Distinction**

Grade 7-9 Average mark of 90 - 100 in ELA, Science, Social Studies, Math, Physical

Education Grade 10-12 Average credit weighted mark of 90 - 100

# J. T. Foster School Contact Information:

P.O. Box 610, 2501- 22 Street Nanton,  
Alberta T0L 1R0

Phone: 403-646-2264

Fax: 403-646-5758

Web site: <http://www.jtfostersterschool.ca>

Email: [s-jtfoster@lrsd.ab.ca](mailto:s-jtfoster@lrsd.ab.ca)

Facebook: <https://www.facebook.com/JTFosterSchool>

Twitter: <https://twitter.com/jtfosterschool>

Instagram: [https://www.instagram.com/jtfosterschool\\_lrsd](https://www.instagram.com/jtfosterschool_lrsd)

| Name                | Position   | Email  |
|---------------------|--|--|
| Jeff Anderson       | Teacher/ Staff and Student Health and Safety Committee Advisor | <a href="mailto:andersonj@lrsd.ab.ca">andersonj@lrsd.ab.ca</a>     |
| Christine Armstrong | Educational Assistant  | <a href="mailto:armstrongc@lrsd.ab.ca">armstrongc@lrsd.ab.ca</a>   |
| Rob Charchun        | Off-Campus Teacher   | <a href="mailto:charchunr@lrsd.ab.ca">charchunr@lrsd.ab.ca</a>     |
| Lee Chattaway       | Administrative Assistant                                       | <a href="mailto:chattawayd@lrsd.ab.ca">chattawayd@lrsd.ab.ca</a>   |
| Angie Conway        | Family School Liaison<br>Counsellor/ Wellness Coach            | <a href="mailto:conwaya@lrsd.ab.ca">conwaya@lrsd.ab.ca</a>         |
| Lettie Croskery     | Career Practitioner  | <a href="mailto:croskeryl@lrsd.ab.ca">croskeryl@lrsd.ab.ca</a>     |
| Jenna Flitton       | Administrative Assistant                                       | <a href="mailto:flittonj@lrsd.ab.ca">flittonj@lrsd.ab.ca</a>       |
| Jason MacDonald     | Principal  | <a href="mailto:macdonaldja@lrsd.ab.ca">macdonaldja@lrsd.ab.ca</a> |
| Brent Gammie        | Teacher/ Athletic Director                                     | <a href="mailto:gammieb@lrsd.ab.ca">gammieb@lrsd.ab.ca</a>         |
| Cody Hall           | Teacher  | <a href="mailto:hallc@lrsd.ab.ca">hallc@lrsd.ab.ca</a>             |
| Vaughan Henning     | Teacher/High School Academic Advisor                           | <a href="mailto:henningv@lrsd.ab.ca">henningv@lrsd.ab.ca</a>       |
| Kasey Howard        | Teacher/ Grade 11 Academic Advisor                             | <a href="mailto:howardk@lrsd.ab.ca">howardk@lrsd.ab.ca</a>         |
| Dawn Jersch         | Learning Commons Facilitator/<br>Educational Assistant         | <a href="mailto:jersched@lrsd.ab.ca">jersched@lrsd.ab.ca</a>       |
| Sara MacLachlan     | Teacher/ Queens Ball Advisor                                   | <a href="mailto:maclachlans@lrsd.ab.ca">maclachlans@lrsd.ab.ca</a> |
| Brooke McLaren      | Teacher  | <a href="mailto:mclarenb@lrsd.ab.ca">mclarenb@lrsd.ab.ca</a>       |
| Brenda Southgate    | Educational Assistant  | <a href="mailto:southgateb@lrsd.ab.ca">southgateb@lrsd.ab.ca</a>   |

|                 |  |  |
|-----------------|--|--|
| Jillian Spencer | Assistant Principal/Learning Support Teacher | <a href="mailto:spencerj@lrsd.ab.ca">spencerj@lrsd.ab.ca</a> |
| Shannon Wickett | Teacher                                      | <a href="mailto:wicketts@lrsd.ab.ca">wicketts@lrsd.ab.ca</a> |
| Amanda Yost     | Teacher                                      | <a href="mailto:yosta@lrsd.ab.ca">yosta@lrsd.ab.ca</a>       |