

# Grades 7 to 12 Student Handbook 2016-2017

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**Note: Please read this entire Student Handbook.**

This 2016-2017 version of the St. Maurice School Student Handbook replaces and supersedes all previous St. Maurice School Student Handbook publications.

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**1. Mission Statement**

St. Maurice is a Catholic, parochial school established and supported by St. Vital Roman Catholic Church. Our school is dedicated to creating a community which promotes academic excellence in an atmosphere permeated by Gospel values.

Called to serve in the Church's mission of education, we, at St. Maurice School...

- ◆ recognize, promote and foster the uniqueness of each child as a gift from God with individual needs, abilities and talents.
- ◆ create within our school community a family atmosphere of faith, love, trust, and freedom in which each student can grow and develop as a Child of God.
- ◆ foster a strong partnership between church, school, home, and community with students, teachers, parents, administrators and the spiritual director working cooperatively to strengthen and nurture the religious, moral, and educational needs of our students.
- ◆ enable students to explore, practice, and demonstrate commitment to their Catholic faith in an ever-challenging and secular world.

St. Maurice School of St. Vital Parish is a Catholic Faith based school. All students attending St. Maurice School are required to take part in all components of our school's Religion Program, including Religion Courses, Grade Masses, School Masses, Student Retreat Programs, Prayer Services, etc.

**2. School Hours**

**7&8:** The school opens for Grade 7 and 8 students at 8:30 am\* and closes at 3:45 pm, unless a special event is taking place under adult supervision. General supervision is only provided between the hours of 8:30 am to 3:45 pm. Students in Grades 7 and 8 must enter the school buildings by the brown doors at the Church entrance. Grade 7&8 students will exit the school via these brown doors until 3:45 pm, and thereafter exit using the white doors.

\*The 7&8 entrance doors will be opened at 7:30 am for Grade 7&8 students entering to attend the supervised morning study hall.

**9-12:** The school is opened for Grade 9-12 students by 7:30 am and closes at 3:45 pm, unless a special event is taking place under adult supervision. Please note that general supervision is not provided outside the above hours. Students in Grades 9 to 12 must enter and leave the school buildings by the blue parking lot entrance doors.

Grades 7 to 12 Regular Schedule	
7&8 and high school doors open 7&8 and high school morning study halls open	7:30
all school doors open	8:30
warning bell	8:40
home room: O Canada, announcements, prayer	8:45
end of morning home room	8:53
period 1 begins	8:55
period 1 ends	9:40
period 2 begins	9:45
period 2 ends	10:30
period 3 begins	10:35
period 3 ends 9-12 lunch begins	11:20
period 4 begins 7&8 classes / 9-12 lunch period	11:25
9-12 lunch cleanup	12:00

period 4 ends 9-12 lunch ends / 7&8 lunch begins	12:10
period 5 begins 7&8 lunch period / 9-12 classes	12:15
7&8 cafeteria cleanup, outdoor recess	12:40
7&8 outdoor recess ends (to lockers)	12:55
period 5 ends	1:00
period 6 begins	1:05
period 6 ends	1:50
period 7 begins	1:55
period 7 ends	2:40
period 8 begins	2:45
period 8 ends	3:30
7&8 study hall begins high school study hall begins	3:30
All students (7-12) are to leave the school building unless they are participating in a specific, adult supervised school event.	3:45
7&8 study hall ends high school study hall ends	5:00

A quiet atmosphere that is respectful of the classes in progress is expected at all times. Please note that classes will be in session throughout the entire day, including both the Grade 7 and 8 lunch period and the 9-12 lunch period.

**7&8:** Grade 7&8 students are not permitted in the school building after 3:45 p.m. unless they are participating in a specific, adult supervised school event. Grade 7&8 students may choose to remain in the supervised study hall, which is ordinarily available daily, for nominal fee, and is open until 5:00 pm. Parents and students are expected to make transportation arrangements such that students are not waiting outdoors after the end of their school day/activity.

The following shortened class schedule will be used on **School Mass** days:

Grades 7 to 12 School Mass Schedule	
The first 3 morning periods will be 20 minutes long, with periods 4 to 8 unaffected (including both lunch periods).	
high school doors open 7&8 and high school morning study halls open	7:30
all school doors open	8:30
warning bell	8:40
home room: O Canada, announcements, prayer	8:45
Note: Classes proceed immediately to the Church for the School Mass after the morning home room period.	

period 1 begins immediately after Mass	after Mass
period 1 ends	10:30
period 2 begins	10:35
period 2 ends	10:55
period 3 begins	11:00
period 3 ends 9-12 lunch begins	11:20
period 4 begins	11:25
Periods 4 to 8 according to the regular schedule, including both lunch periods.	

### 3. Home Room

The purpose of the home room period is to foster the building of a community spirit in our school. Prayer, announcements and other forms of communication are important to the life and functioning of the school. Students are expected to listen carefully to all announcements made and to participate in home room activities. All students are expected to be in their assigned home room, dressed in full uniform, and with all materials needed for their first classes of the day, *before* the home room late bell rings. Please refer to the Late Arrival to School section of this handbook.

Students not present for the morning home room announcements are expected to seek pertinent information from a classmate.

### 4. Late Arrival to School

Classes, scheduled class Masses and school Masses will begin on time and therefore it is very important that all students arrive on time for the beginning of the school day at 8:45 am. The late arrival of a student is disruptive to their home room period and/or class, and is also detrimental to their own education.

All students are expected to be in their assigned home room, dressed in full uniform, and with all materials needed for their first classes of the day, *before* the home room 8:45 am bell rings. Any student who is late or absent for the morning home room period, for any reason, must report to the school office for a late slip and sign in before going to their next scheduled class. A late slip will only be issued once the student is dressed in full school uniform and prepared to attend class. All late arrivals will be recorded by the administration.

**7&8:** Parents will be notified by letter when a pattern of late arrivals has been noted by the Administration.

**9-12:** The student must indicate a specific reason for their late arrival upon the sign in sheet, and/or must meet with the high school vice-principal within the day. Disciplinary consequences and contact with parents will result from repeated and/or unexcused lates.

Senior students who have a scheduled spare during period 1 are required to be on time for their first scheduled class of the day. They must sign in on the Spares Sign in Sheet or the Lates Sign in Sheet, as applicable, in the High School Office before going to class. Students with a period 1 spare who are present in the school at 8:45 am are expected to attend home room. Please refer to the Grades 11 and 12 Spares section of this handbook.

### 5. Attendance

Regular and punctual attendance for all classes is required for a student to be successful in his or her academic endeavour. St. Maurice School requires that a student attends a minimum of 90% of his or her classes in a course to earn credit with a passing mark in that course. Attendance is taken by each teacher for each class. If more than ½ of a class is missed, one absence is recorded.

Parents are asked to contact the school by phone, by dated and parent-signed note, or in person before 9:00 am if a student is going to be absent or late, otherwise the parents will be contacted by the school office. Calls from students or email messages are not usually accepted. If a student's absence has not been explained, a signed note from the parents must be presented to the office on the day the student returns to classes. A medical doctor's certificate or note must be presented to the office for a period of consecutive absence of 3 days or more. A medical note is also requested in cases where a student must be scheduled for frequent and recurrent medical appointments which cannot be set outside of school hours.

It is expected that parents schedule all appointments for their children outside of school hours if at all possible. The school

office must be informed in advance by the parent if a student must leave the school for an appointment. Such communication may be made by a phone call from the parent or a note signed by the parent turned into the school office as early as possible and before the student is to leave for the appointment (preferably before 9:00 am). The student is responsible for signing out at the office before leaving the school and signing in if returning before the end of the school day.

Students are responsible for all work missed due to illness, appointments, etc. and are expected to get caught up on their own time. Missed tests and assignments will be made up at the discretion of the teacher. Refer to the Missed Due Dates, Tests and Exams section of this handbook.

Parents who allow their children to be absent for such reasons as non-school athletic events or competitions, employment, vacations or family trips must not expect teachers to provide make-up work, special assistance or extensions for missed work. The student is responsible for all course content missed. Missed tests and assignments may or may not be made up at the discretion of the teacher. Extended absences from school adversely affect the student's academic development and are strongly discouraged. Parents are expected to provide a written explanation of planned absences (eg. vacations) to the administration at least two weeks in advance.

If a student knows ahead of time that he or she will be absent from class, the student must make prior arrangements with the subject teacher(s) for the work that will be missed. If the student does not make prior arrangements with the teacher, any evaluation due or conducted during that class may be awarded a mark of zero (includes assignments that are due, tests, presentations, etc).

A student who is absent due to a school-sponsored event will not be marked absent from classes provided that the activity has the prior approval of the administration. The student must make prior arrangements with each subject teacher as noted above or else any evaluation due or conducted during those classes may be awarded a mark of zero.

**Participation in National or Provincial Level Sports Teams (9-12):** A student who is participating in a sport at one of these levels may be granted excused absence status with respect to earning credit (not with respect to earning exemptions) when away from the school to compete in that sport. The student will still be required to adhere to the St. Maurice School Student Handbook and in particular the points in reference to class time missed and the impact on earning exemptions from final exams. Excused absences for provincial or national competitions are not discounted from a student's total absences with respect to earning exemptions; however, absences which may be excused for high-level sports competitions will not impact the student's ability to earn credit in their courses. Parents are asked to notify the Administration in writing at least two weeks in advance of any upcoming competition event(s) that will require a student to be away from school, by letter to include an official notice of the event and/or a letter from their child's coach indicating that the child is required to attend that event. The student must make prior arrangements with each subject teacher as noted above in this section or else any evaluation due or conducted during those classes will be awarded a mark of zero. The student is responsible for all course content missed.

A student serving an out-of-school suspension will be marked absent for all classes missed. A student present at the school will not be marked absent during an in-school suspension.

A student who becomes ill during the school day must report to the office before making any arrangements to leave the school. School office personnel must communicate with the parent or guardian directly before the student leaves the school to go home. The student will be marked absent for any classes missed.

**8:** For Grade 8 students, at each reporting period: Parents will be notified by letter when a student has accumulated a significant absences in an exam course (ELA = 16, Math = 9, Science = 8, Social Studies = 8). This letter will also advise the parents and student that the student's possibility for exemption is in jeopardy. Parents will be notified by a (second) letter when a student has accumulated an excessive number of absences in an exam course (ELA = 24, Math = 14, Science = 12, Social Studies = 12). This letter will advise the parents and student that the student's possibility for exemption has been lost. Please refer to the Exemptions section of this handbook.

**9-12:** For Grade 9 to 12 students, at each reporting period:

Parents will be notified by letter when a 9-12 student has accumulated 8 absences in a full credit course. This letter will also advise the parents and student that the student's possibility for exemption is in jeopardy. Parents will be notified by a (second) letter when a 9-12 student has accumulated 12 absences in a full credit course. This letter will advise the parents and student that the student's possibility for exemption has been lost. Please refer to the Exemptions section of this handbook.

**9-12:** A 9-12 student with 16 or more absences in a full credit course may be withdrawn from that course (8 for a half-credit course). The parents and student will be notified by letter. A written appeal may be made to the administration regarding the student's withdrawal from a course. A student withdrawn from a course must either attend the class (without possibility for credit) or attend supervised study periods, at the discretion of the administration.

**Note:** The Physical Education / Health Education courses at the Grade 11 and 12 levels operate on a different time schedule than other full credit courses. Students are scheduled for 2 classes per school day cycle, which represents 40% of the required course time for the credit. The remaining 60% of the course time is accomplished as the student completes an out-of-school physical activity practicum. Both portions of the course (in-school and out-of-school) are required for the student to complete the credit. A student's credit standing in this course is in jeopardy if the student accumulates a significant number of absences. Parents will be notified by letter that the student's possibility for credit in the course is in jeopardy or has been revoked due to excessive absences. Credit may be withheld after a total absence from 10% of the total available in-school

class time (6 classes).

## **6. Class Change Times and Class Lates**

Students are expected to use the 5 minute class change times to use the rest room, exchange books from their lockers if required, and proceed to their next scheduled class. Students are expected to move to their next classroom as soon as possible and to not loiter in the halls. All students are expected to be at their desk, ready for class work, when the bell rings to begin the next class. A student who is late for a class from a previous class or spare must go directly to their next class (a late slip will not be issued from the office for class to class lates). Consequences for class lates will be assigned by the subject teacher. The administration will be advised of cases of repeated class lates.

During the fall and spring, students are expected to travel around the gym using the outdoors between the white and blue doors within the fenced off area or by passing through the cafeteria. If it is raining, and during the winter, students may cross through the cafeteria. They must pass in a quiet, orderly fashion, walking quietly without disturbing any other people or activities in the cafeteria. Failure to pass in a respectful manner may result in infractions and consequences assigned by school staff.

## **7. Washroom Use**

Students are required to ask permission to leave class to use the washroom. They are required to use the washroom nearest to their classroom from which they are excused, and must return promptly and directly.

Note: Students in Grades 7 to 12 are not permitted to use the washrooms in the elementary area of the school at any time. Grade 7 to 12 students attending classes in the grade 7&8 area of the school are required to use the washrooms in the lower level just outside the east entrance to the cafeteria.

## **8. Food and Drinks**

Students will be permitted to bring sealable beverage containers into most classrooms, except the computer lab, multi-purpose/band room, and library. Food may not be eaten in classrooms (except where students are attending a lunch meeting in a classroom and eating has been permitted by the supervising teacher). Refer to the Lunch, Cafeteria, and Grades 11 and 12 Spares sections of this handbook.

## **9. Lunch Period**

**7&8:** Grade 7 and 8 students must stay on the school property between the hours of 8:45 am and 3:30 pm. They may go out for lunch only if a signed and dated note from the parents or guardians is provided to the home room teacher before 9:00 am on that day.

**7&8:** Grade 7 and 8 students will be dismissed from morning classes at 12:10 pm. Students will proceed to their lockers to secure their books and obtain their lunch. Students will then go directly to the cafeteria where they will eat lunch. The cafeteria food service and microwave ovens will ordinarily be available. By 12:40 pm, students will be dismissed to clean up their lunch debris and to proceed outdoors for the staff-supervised lunch recess. Indoor recesses will only be held if it is significantly raining or if the Environment Canada - Winnipeg (The Forks) temperature or windchill is  $-27^{\circ}\text{C}$  or lower. The general clean up crew assigned for each day will remain in the cafeteria with a staff supervisor to finalize the lunch room clean up. The supervising teachers will return the students to their lockers at 12:55 so that students may prepare their books for the afternoon classes, which begin promptly at 1:05 pm.

**9-12:** Grade 9 to 12 students may choose to leave the school during the lunch period. Should they choose to do so, they are expected to conduct themselves in a manner that is consistent with the philosophy of St. Maurice School (whether on or off school property). Students are not permitted to use the lawns, benches or picnic tables of the Rotary Villa adjacent to the school as these are private property for use by the residents of the Rotary Villa. Senior students may use the basketball hoop on the west side of the high school building during their lunch period, but must not interfere with nor disrupt any activity or class underway in the playground. Students are expected to leave the playground if so requested by any supervising staff. All litter must be disposed of into a garbage or recycling bin. Students must return on time for their next scheduled class. Students arriving late for class after the lunch period must sign in at the high school office and obtain a late slip. Students arriving late after the lunch period will be assigned cafeteria clean up duties.

**9-12:** Grade 9 to 12 students may choose to remain at school during their lunch period to eat their lunch in the cafeteria, outdoors or in the designated classroom(s) (if the cafeteria is full). The cafeteria food service and microwave ovens will ordinarily be available. Students are responsible for cleaning up debris and wiping up spills regardless of where they eat their lunch. A general clean up crew will be assigned for each day, with the formal clean up process for the cafeteria and halls beginning by 12:00 noon at the latest. Eating lunch in the halls is not permitted.

Students will not be permitted to eat lunch in a classroom unless (a) they are attending an extra-curricular meeting or tutorial session and the teacher advisor has granted them permission to eat lunch in the classroom, or (b) the cafeteria has had to be closed and the classroom has been designated as a lunch room for that day. All students are expected to responsibly clean up all litter, recyclable materials and spills, both inside and outside of the school.

## **10. Cafeteria**

(Menu items and available times are subject to change)

*Breakfast:* Breakfast foods can be ordered before school begins between the hours of 8:00 am and 8:30 am. Only those students who order breakfast from the cafeteria food service or are enrolled in the Before School Program are allowed use of the cafeteria before 8:55 am. All students are expected to be in home room on time. Breakfast-type foods will be available to senior students on spare between 8:55 am and 11:00 am. Lunch-type foods will be available to senior students on spare between 11:00 am to 1:00 pm.

*Lunch:* All students staying for lunch at school must eat their lunch in the cafeteria regardless if their lunch is brought from home or purchased at the cafeteria. Students will be seated 8 per table (4 per side) or less depending upon where the table is located.

Students are responsible for cleaning up debris and wiping up spills. A general clean up crew will be assigned for each day.

The cafeteria food service and microwave ovens will not be available during all school in-service days, all examination days, and may be closed without notice if required.

The cafeteria space may need to be closed at other times, with students assigned to eat their lunch in a designated classroom. Microwave ovens will ordinarily still be available for student use in such instances.

*Spare:* All senior students on spare who choose to stay in school must remain in the cafeteria or appropriate high school hallway space. Noise in the cafeteria must be maintained at a level that does not interfere with the need for students and staff to carry on their work. Students must always respect the rights of others who are trying to work. Musical instruments, radios or devices with loudspeakers are not allowed. Students are permitted to listen to music using headphones only.

Everyone is asked to be responsible for maintaining the cleanliness of the cafeteria and all areas of the school at all times.

Students may not use or play with any of the Daycare supplies or games stored in the cafeteria at any time.

No students are permitted in the cafeteria after 2:30 pm as the lower level space is used by St. Maurice Daycare for students registered in the After School Program.

## **11. Spares for Grades 11 and 12 (9-12)**

Grade 11 and 12 students have the privilege of an open campus spare when they are not scheduled for a class or study period. Students on spare are not permitted to behave in any fashion which disturbs classes or activities in session anywhere in the school. Students who choose to stay in the school during a spare must remain in uniform, except Grade 11 and 12 students on a period 8 spare, who may choose to change into appropriate casual clothing for that spare period only.

Grade 11 and 12 Students on a spare may only use a classroom with the direct permission and supervision of the classroom's teacher.

In the event of an emergency evacuation or fire drill, all students on spare will evacuate the school by the nearest exit and report to the nearest school secretary or administrator (locations: playground, parking lot, or Pembina Highway doors). Should the student not find a secretary or administrator, he or she must report to the nearest teacher.

Grade 11 or 12 students choosing to leave campus during a spare must sign out in the high school office as they leave and sign in as soon as they return to the school. Students abusing the open campus privilege (both on-site and off-campus) may be required to attend supervised study hall periods in place of open campus spares. Senior students may use the picnic tables and basketball hoops on the St. Maurice playground during their spares, but must not interfere with nor disrupt any activity or class underway in the playground. Students are expected to leave the playground if so requested by any supervising staff. All litter must be disposed of into a garbage can or recycling bin. Students must return on time for their next scheduled class.

Grade 11 and 12 students must attend all School Masses, Class Masses and all special school events (eg. guest speakers, Student Council events, etc), even if they have a spare scheduled to occur during such events.

## **12. Study Periods (Grade 10)**

Grades 10 students assigned to supervised study periods must appear on time, in full uniform, and prepared with materials for schoolwork. A study period is designed to allow for the completion of individual assignments, although the supervising teacher may permit quiet group work. Students must always respect the rights of others who are trying to work. Students are permitted to listen to music using headphones only. Grade 10 students may be offered the opportunity to volunteer in elementary classrooms during their study hall period; they must do so with maturity and commitment. Skipping a study period carries the same penalty as skipping a regular class. A study period may be pre-empted without warning by a school administrator (eg. for course options information meetings, etc). In the event of an emergency evacuation or fire drill, students in the study hall will evacuate the school with their supervising teacher according to the exit instructions posted in the

study hall classroom.

### 13. Uniforms

St. Maurice School students must wear the St. Maurice School Uniform. The uniform promotes unity and reduces competition. The school uniform consists of the following specific garments.

**Those items identified with ♦ are to be purchased only through the school's official uniform supplier, Top Marks.**

Students will not be allowed to wear uniform garments that have been purchased elsewhere, even if garments come close to matching school uniforms. Otherwise, the fairness of the school uniform policy is jeopardized.

All new uniform items are available by online sale direct from Top Marks. Please contact the school office for online access information. The St. Maurice Parent Guild also offers a used uniform sale a number of times per school year - sale dates are noted on the monthly calendar.

#### BOYS

- ♦ White oxford dress shirt with button down collar and crested with the St. Maurice School logo (long or short sleeved)
- ♦ Navy blue school dress pants
- ♦ Crested navy blue school tie
- Navy blue or black dress socks
- Black dress shoes
- Belt, if worn, must be black, with a small buckle
- Hair is to be kept clean and must not exceed collar length; moderate hairstyles only
- No facial piercings are allowed other than a small and simple\* earring stud (\*not ostentatious or flamboyant)
- No make-up

#### GIRLS

- ♦ White tailored ladies blouse crested with the St. Maurice School logo (long or short sleeved) - to be worn untucked
- ♦ Navy blue school dress pants for ladies, OR
- ♦ Blackwatch kilt (no shorter than 5 cm (2 inches) above the kneecap. The kilts are manufactured to a standard length of 20 inches. Any rolling of the waistband or shortening of the overall hemmed length which makes the kilt shorter than the expected length noted above is unacceptable.
- ♦ Crested navy blue school tie
- Plain navy blue socks with the ladies pants; OR
- Plain navy blue tights, plain navy blue knee-highs, neutral nylons, or full length black or navy blue leggings with the kilt.
- Navy blue or black dress shoes
- Hair is to be kept clean; moderate hairstyles only (small hair accessories / small headbands are acceptable)
- No facial piercings are allowed other than:
  - simple\* earrings and/or
  - a simple\* small nose stud (\*not ostentatious or flamboyant)
- Make-up should only be lightly applied
- Undergarments must not be visible through the blouse

#### BOTH SEXES

Optional:

- ♦ Navy Blue knitted button-front cardigan crested with the St. Maurice School logo, OR
- ♦ Navy blue knitted V-neck sweater crested with the St. Maurice School logo, OR
- ♦ Navy blue knitted V-neck sleeveless vest crested with the St. Maurice School logo
- Grade 12's may wear their Administration-approved Grad Sweatshirt as part of their uniform
- Older, now discontinued, navy blue fleece cardigans crested with the St. Maurice School logo will be permitted, provided that the garment is in good repair.
- No other sweaters, sweatshirts or pull-overs will be permitted (exception: Administration-approved St. Maurice School grad sweatshirts may be worn by Grade 12 students as part of their school uniform)
- Crested St. Maurice School jackets may be worn as approved by the school administration
- No unauthorized accessories are to be added to the school uniform (St. Maurice School pins are acceptable)



- Coats and jackets are not to be worn in class
- No hats to be worn in the school (except on approved school spirit days)
- No boots to be worn in class
- No printed or coloured shirts to be worn under the dress shirt / blouse
- No unnatural hair colours
- The summer uniform (walking shorts) is permitted for students in Kindergarten to Grade 8 only.

#### **7&8: SUMMER UNIFORM FOR BOTH SEXES, GRADES 7 AND 8 ONLY**

- ◆ Navy blue walking shorts (permitted during September, October, April, May and June only)

Note: The walking shorts replace the kilt/pants only. All other uniform items and requirements apply. The walking shorts must extend down to the top of the kneecap.

**All students must wear the school uniform in a proud and presentable fashion at all times.** Shirts must be properly tucked in\*, top shirt buttons must be done up and school ties must be snug to the neck at all times.

All uniform items must be clean and in good repair, else the student may not be permitted to attend classes. Parents will be expected to replace uniform items which are torn, stained or excessively worn. Replacement uniform items may be purchased throughout the school year directly from Top Marks.

\*Exception: the ladies tailored blouse is designed to be worn untucked when worn with either the kilt or the ladies pants, except when worn under a school cardigan, school sweater, or approved grad sweatshirt, at which times the blouse must be tucked in/tucked under.

Students are expected to be dressed in full school uniform whenever they are in the school building between the hours of 8:45 am and 3:30 pm (includes the class change times and the lunch period). Unless otherwise instructed, students must also wear their full school uniform during a teacher assigned detention. An infraction will be recorded for any student who is repeatedly not dressed in full uniform during the above listed times. Change rooms for Grade 7 and 8 students are located in the lower level outside the cafeteria. Change rooms for 9-12 students are located on each floor of the high school. Changing in the hallway is prohibited. Students may be required to wear their school uniform whenever they are away from the school and are acting as ambassadors or representatives of the school.

If, for any reason, a student does not have a required uniform garment to wear, the student will not be permitted to attend classes until the problem has been remedied. The student must meet with a school administrator to address the uniform problem. Ordinarily, a service-work consequence (such as helping to clean up the cafeteria after lunch) will be assigned whenever a student comes to school without a complete uniform. An infraction will be recorded for a student who repeatedly needs a uniform pass from the administration.

Casual Day is usually held twice a month to permit the students a change from the normal uniform. The school asks that the students use good judgement in their choice of clothing. Shoulders and midribs must be covered and skirts may be no shorter than the acceptable uniform kilt length. Casual shorts are only permitted on Casual Days during September, October, April, May and June or as part of an approved student council activity, and if worn, must extend down to the fingertips of the student's hands when these are placed by their sides when standing. The same expectations for appropriate casual/non-uniform clothing applies to all school events, field trips, dances, spirit weeks, etc.

If the school administration deems an article of clothing inappropriate\*, the student will not be permitted to attend classes or school events until the problem has been remedied. This may require that the student's parent be called to bring other clothing to the school for their child.

\*clothing which is too tight, form-fitting, revealing, or ripped

\*clothing showing inappropriate content; for example messages, references, symbols or images which are sexually suggestive or which suggest hell, torture, demons, death, etc.

Students who repeatedly abuse the privilege of the Casual Days will have that privilege revoked.

#### **14. Student Information and Age of Majority**

Any changes in student information (address, telephone numbers, medical concerns) must be reported to the office as soon as possible.

All school documentation and all communication (eg. report cards, parent-teacher interview forms, permission slips, phone

calls home, at-risk meetings, etc) will be addressed to the student's parent(s) or legal guardian(s) unless the administration receives written notification to the contrary from students who have reached their 18<sup>th</sup> birthday. The form required for such notification will be available from the school office. The parent(s) or legal guardian(s) of the student will be advised if such a change has been requested.

#### **15. Agendas and Wikis**

All students are responsible to bring this agenda book with them for all classes throughout the entire school year. All students are expected to use their student agenda to diligently record their assignments, due dates and scores on a daily, class by class basis. Parents are encouraged to review their child's agenda daily to be advised of upcoming assignments, tests, etc. If a student loses their agenda, he/she must purchase a replacement agenda from the office.

Each teacher maintains a wiki website which indicates upcoming due dates and other course information. The information provided on the wiki is intended to assist parents in monitoring their child's school work responsibilities. All students are responsible for noting assignments, etc. and their due dates in their agenda. In the event that discrepancies exist between the information found on the wiki and the actual timelines and due dates given by the course instructor during class time, the information provided by the instructor during class time will be deemed correct.

#### **16. Bicycles and Vehicles**

Bicycles must be securely locked to the bicycle rack on the west side of the school property. Students are not allowed to store their bikes within the school.

All student vehicles must be registered in the high school office (make, model, colour, licence plate). Student vehicles must be parked in a marked parking spot and not in any of the numbered parking spaces.

In an attempt to deter criminal activity, the school parking lot and main entrances are under 24 hour video surveillance. The school will not be held responsible for damage to or theft of vehicles or contents and/or bicycles while parked on school property.

#### **17. Entrances**

**7&8:** Students in Grade 7 and 8 must use the brown doors (Church doors) when entering or exiting from the school. Students must wait for their rides near these brown doors (and not in the parking lot). When a ride arrives for a student, the driver must park the vehicle in an empty spot in the parking lot. The student then leaves the area in front of the brown doors and walks to the parked vehicle. Vehicles are not to stop, even temporarily, in any of the traffic lanes.

**9-12:** Grade 9 to 12 students must use the blue doors that open onto the parking lot when entering or exiting the school. Students who must pick up younger siblings are asked to exit by the high school blue doors and meet the younger students outside their exit door. Going through the gymnasium or the cafeteria for these purposes is prohibited. The blue high school doors that open onto the playground are not to be used except for fire emergencies.

#### **18. Visitors and Volunteers**

In keeping with the Manitoba Safe Schools Regulations, St. Maurice School has instituted a process by which authorized visitors to the school are required to sign in at a school office. For student safety reasons, it is important to limit visitor privileges to only those who have an important and justifiable reason for being in our school buildings.

All visitors must report to a school office immediately upon entry into the school. Depending upon the nature of the visitor's business in the school, the visitor may be required to sign in and be provided with a visitor tag that must be worn in a manner visible to others. The visitor tag will serve to identify to staff and students that the visitor has a legitimate reason for being in the school. This visitor tag is to be returned to the office from which it was issued when the visitor is leaving the building. Visitors who may be approved and issued a Visitor's Tag include: parent volunteers, guest speakers, and St. Maurice School graduate alumni.

All adults who wish to volunteer in the school must obtain a Child Abuse Registry Check form from either of the school offices and return the completed form to the Principal for processing well in advance of their volunteer work in the school. There is not fee for the processing of this check for volunteers. It may take up to 6-8 weeks for the process to be completed by the proper authorities. Volunteers will be assigned to various tasks, including: photocopying, laminating, changing bulletin board displays, and providing their assistance for special school activities and fundraising events.

Students are not permitted to invite any visitors into the school. Friends from other schools, even if they previously attended St. Maurice School, may not visit with current St. Maurice students within any part of the school buildings. In the case of an emergency, the St. Maurice student will be called to the office to meet with their visitor there.

Once classes are in session, no student may interrupt an on-going class for any reason (ie. borrowing materials). Students are not allowed in the staff room unless they are accompanied by a staff member.

## **19. Cell Phones and Electronics**

It is recommended that student not bring any valuable electronic devices to school. The school will not assume responsibility for damaged, lost or stolen articles.

Students in 7&8 may ask permission to use the secondary phone in the elementary office to contact their parent if required. Similarly, students in 9-12 may ask permission to use the secondary phone in the high school office to contact their parent if required. Casual or frivolous use of these school phones will not be permitted. Telephone messages will not be relayed to students except in the case of emergencies.

*Cellular phones:* Cell phones must not be turned on during a class or school event. All cell phones turned on outside of class times must be set to vibrate or silent mode. Students may have cellular phones in their possession during the school day; however, any cell phone action or use which distracts the student from the lesson or learning activity, interrupts or disturbs a class or school event will be confiscated and turned in to an administrator. The cell phone will be returned to its owner or to the parent at the discretion of the administrator; the student responsible for the improper use of the device will be issued a recorded infraction. Students may only use cell phones in the school to answer or place calls before school hours, during the lunch period, during a spare and/or after school hours. Cell phones are not to be used and must not be turned on during any of the following times: supervised study hall periods, classes\*, grade and school Masses, or during any special events. These regulations apply equally to the text messaging and other functions of cell phones. Students who become ill during the school day may use their cell phone to contact their parent, but the student may not leave the school until the parent has directly confirmed the student's leaving with a school official.

\*unless smart phone use has been specifically permitted by the direction of a teacher for work in that class.

*Cameras, the camera function of camera phones and video cameras:* These devices may not be used on school property at any time in a manner which could disturb a class or activity. School staff have the right to deny the use of such devices in their classrooms. The permission of the individuals to be included in any photos or videos should be sought in advance. Individuals included in any photos or videos have the right to request that image(s) of themselves be deleted. Any and all images or videos recorded at school or at school events may only be used in ways that are in keeping with the moral obligations which respect all of the individuals included in the images. Recording devices used in inappropriate ways will be subject to confiscation, with the deletion of any and all unauthorized content. Other disciplinary measures and consequences may also be imposed.

*iPods and other music players:* Students are permitted to listen to music using headphones/earphones during their spares, the lunch period, and their study halls (with the permission of the teacher supervisor). However, music players, including headphones/earphones, must not be visible while the student is in a class. These items must be stored out of sight such as in the student's locker, backpack or pocket while attending classes. Headphones and earphones may not be worn or seen on the person (even if the device is turned off).

*Audio Recording Devices:* Audio recording devices or the built-in recording function of cell phones, etc, may not be used during class times without the expressed permission of the teacher.

*PDA's - personal digital assistants* (such as Blackberry devices, iPhones, etc): Please review the policies which address cell phone devices. Electronic devices may not be used in any fashion which distracts the student, interrupts or disturbs a class or school event. Electronic devices such as iPhones, Blackberries, and the like may not be used as calculators for in-class course work or assessments.

*Personally-owned Netbooks, Notebooks and Laptop Computers:*

(7&8): Such devices are not permitted for use in class, except for certain circumstances with the expressed permission of the teacher (such as for a presentation involving a PowerPoint display).

(9-12): Students will be allowed the use of their own notebook or laptop to take notes, organize course information and the

like. Students are reminded that the school will not be in any way responsible for safeguarding or storing the device, providing AC power, or helping to maintain or troubleshoot hardware or software. The school will also not be held responsible for loss, damage, or theft of such devices nor for any software issues, malware, or data loss. Course instructors will not make any adaptations to the delivery of their course material to accommodate those students who wish to use these tools. Students will not be permitted to connect this equipment into any of the school computers (either by network cable or wirelessly), but may use the school's public access wi-fi (if available) to connect to the Internet when outside of class time (unless specific permission granted by the teacher for use in research during class times). Students are expected to adhere to the expected use of the equipment, which is to take notes, organize course information and the like. Messaging, games, watching movies, and personal emailing etc. will not be permitted during class time. In the event that a student misuses his or her device during class time, the classroom teacher will inform the administration. At the discretion of the administration, the improper use of such devices will result in the loss of the privilege of their use for all classes for those students.

## **20. Lost and Found**

Found objects should be placed in the Lost and Found boxes located in the K-8 area or the high school area. Valuable items must be turned in to a school office. Keeping something that you have found is considered theft. Unclaimed items will be donated to charity several times during the year. St. Maurice School will not be held liable for lost items, or for unclaimed items that St. Maurice School has donated to a charitable agency.

## **21. Closures**

Cancellation of classes or a delayed opening will be announced on local radio stations. Every effort will be made to make such an announcement by 7:00 a.m. St. Maurice School will be closed due to a major snowstorm or emergency situation if the schools of the Pembina Trails School Division are closed.

## **22. Fire Drills / Emergency Evacuations / School Lock Down Drills**

Several fire drills will be conducted throughout the school year as required by law. Students must follow the exit procedures exactly as posted in each room. Windows and doors are to be closed upon exit. Silence and orderly movement must be maintained as the building is cleared and attendance is taken. Students may not re-enter the school until permission is granted by a school administrator.

In the event of an emergency evacuation or fire drill, all students on spare will evacuate the school by the nearest exit and report to the nearest school secretary or administrator (locations: playground, parking lot, or Pembina Highway doors). Should the student not find a secretary or administrator, he or she must report to the nearest teacher.

School lock down drills are scheduled throughout the school year to practice with students and staff the measures which can be taken to increase their personal safety in the event that a dangerous person enters the school. Students will be instructed by their teacher(s) early in the school year about the procedures to follow in the event of a school lock down.

## **23. Student Information Updates**

Each student is provided with an individual Student Information Update Sheet to be completed and updated by the parent for submission to the school office each September. It is very important that all medical and emergency contact information be kept up to date, and that the school office is advised of any changes which may occur during the year.

Where a student is indicated by their parent as having a serious medical condition (e.g. diabetes, life-threatening allergy), the medical information provided by the parent will be confidentially shared with all school staff and the school's public health nurse. The information relayed to staff may include typical symptoms, likely causes, suggested first aid treatment, and emergency contact numbers. Parents who indicate that their child has a life-threatening allergy will be provided with a copy of the St. Maurice School Anaphylaxis/Life-threatening Allergies Policy.

## **24. Accident Procedures**

In the case of any minor accident or illness reported to a staff member or to the office, first-aid shall be rendered and parents will be notified if at all possible for further direction. In the case of an accident or illness, which in the opinion of the Principal (or designate) requires immediate medical care, first-aid shall be rendered. The Principal (or designate) will arrange for the injured student to be taken to the nearest hospital emergency room if it is deemed necessary to do so. The parents shall be notified of such action as soon as possible. Any cost of ambulance service and/or medical treatment will be the

responsibility of the parent.

## **25. Medication Policy**

Over the counter medications will not be administered by St. Maurice School Staff (includes pain medications, vitamins, cough syrups, etc). Furthermore, it is recommended that students not bring such medications to school, even if only for their own use.

If it is absolutely necessary for school staff to administer a prescribed medication, a parent must obtain, fill out and submit a Parental Authorization for Dispensing Prescription Medication form. This form can be obtained from either school office and must be submitted to the school office once completed. The medication must be brought to the school office in a container bearing the original pharmacist's label indicating: Physician's name, date and number of prescription, type of medication, child's name, dosage instructions. Pre-measured doses in pharmacist-labelled blister packs are required for frequent and longer-term medication requirements.

## **26. Student Services**

Students at St. Maurice School have access to the services of our school Counsellor. The Counsellor will seek parental consent for ongoing sessions when the counselling will extend beyond an initial consultation or session with the student.

Students at St. Maurice School have access to clinician services through a shared services agreement with the Clinical Support Services (CSS) of the Winnipeg School Division. Referrals are made to CSS by the school's Resource Teacher or Guidance Counsellor and an Administrator. These services include a psychologist, social worker, reading specialist, and a speech and language pathologist. Due to the fact that these services are performed by personnel not directly employed by St. Maurice School, parental consent is required for all referrals. Any student, however, at the discretion of the administration, may have access to these services on a consultation basis only unless otherwise stated by parents in writing to the Principal at the onset of the school year.

## **27. School Property**

Students causing damage to school property will be liable to disciplinary action and will be held financially responsible for repairs or replacements. This includes the defacing of desk surfaces, lockers, bulletin boards, etc. Students are asked to report any damaged or unsafe school property or equipment to the school office.

## **28. Lockers and Personal Property**

The locker(s) assigned to a student are school property and the privilege of having a locker may be revoked by the school administration. Switching lockers is not permitted. Students must bring their own combination or keyed lock(s). The combination or a key for each lock must be left with the home room teacher. Combinations should never be shared with others. If a lock is changed, the home room teacher must be advised of the new combination or provided with a copy of the new key.

Students are responsible for all of their personal property. The school will not assume responsibility for damaged, lost or stolen articles. It is recommended that the student's name be clearly written on all personal items (calculators, etc). Valuable items and large amounts of money should never be brought to school. Materials must never be left in the washrooms, hallways, or on top of the lockers. Students are expected to secure all of their belongings in their locker or take their bag with them at all times (including to the gymnasium when attending Phys. Ed. classes.)

Students assigned a locker must abide by the following conditions:

- Lockers must be kept clean. Food items that may spoil must not be stored for more than 1 or 2 days.
- Items should not be placed on top of the lockers.
- Items found on top of the lockers or unattended in the hallways may be moved into the lost and found boxes without warning.
- Dangerous goods or materials must never be brought to school or placed in lockers.
- The locker is subject to inspection by school authorities at any time. In a situation where the locker must be opened and the student is unavailable, the locker will be opened by a school authority and the student will be notified. The school is not responsible for the replacement of the damaged lock.
- Posters or pictures are permitted inside the locker but any poster or picture deemed inappropriate or offensive by an administrator must be immediately removed. Disciplinary consequences may also be applied.

- Lockers must be securely locked at all times. Failure to do so may result in the loss of locker privileges.
- Thefts should be immediately reported to the office. Practical jokes such as hiding books, changing locks, etc. will be subject to disciplinary action.

### **29. School Supplies**

Parents are asked to ensure that students attend school with all of the items indicated on the School Supplies List posted on the school website by the beginning of July. Items which are lost or used up need to be replaced throughout the year.

### **30. Textbooks**

Students will be assigned a numbered copy of each required text at the beginning of the school year. Students must write their name in ink in the appropriate space inside the cover of each text.

At the end of the school year, students are expected to return their school textbooks during the scheduled Textbook Return Times in June. All books must be returned directly into the hands of the subject teacher. Books should never be deposited outside the classroom door, outside the examination room, at any of the school offices or left unaccounted for at any time. After the textbook return deadline, any school books not returned will result in the student being charged a late fee per book. Any late textbook not returned before the last day of the school year will result in the student being charged the full replacement cost of each missing book. This charge is non-refundable even if a missing book has been found and returned since a replacement text will already have been ordered for use next year.

Students are liable for lost or damaged texts and will be fined accordingly by deduction from their textbook caution fee and assessed fines for any outstanding balance.

### **31. Library**

The library must remain a place for research and study. Students must respect the rights of others who are trying to work. The library may be closed to students due to classes scheduled in the library, book fairs, special presentations, etc. Students must be in full uniform when in the library. Food and drinks are not permitted in the library. The library hours are ordinarily from 8:30 a.m. until 3:30 p.m daily.

Damaged, lost or overdue library materials will result in suspension of borrowing privileges, fines, fees for replacement costs and/or other consequences. Students may use the computers in the library for school work only. The same guidelines and Computer Acceptable Use Agreement as for the computer lab applies to the computers in the library.

### **32. Music and Band Room**

The Music and Band Room is only to be used for teacher supervised classes and activities. Food and drinks are not permitted in the Music and Band Room.

### **33. Science Lab and Laboratory Equipment**

The Science Lab is only to be used for teacher supervised classes, experiments or activities. While working in the science lab, students must maintain an orderly, quiet work environment. Food is not permitted in the science lab at any time. Laboratory equipment may only be used under the supervision and direction of a qualified teacher.

### **34. Computers and Electronics**

Students and their parent(s) agree to the terms of the St. Maurice School Computer Acceptable Use Agreement (below) by signing the St. Maurice School Student Handbook Signature Slip. Students needing to complete assignments or Internet research using any of the school's desktop or laptop computers must be directly supervised by a staff member while doing so. All school computers and Internet access is to be used for school work only (ie. no personal e-mail, chat rooms, video-streaming, etc.). Food and drinks are not permitted in the computer lab. School-owned digital cameras, video recorders, televisions, VCR/DVD players, CD players, computer peripherals, etc. may only be used by students for school projects and only with the permission of a teacher.

### 35. Computer/Technology Acceptable Use Agreement

St. Maurice School provides access to individual desktop and laptop computers, the school computer network and the Internet with all of its informational resources, communications, searching, and browsing tools. The school network is the sole property of St. Maurice School, Inc. and consists of all computers in the school whether part of the local area network or stand-alone. St. Maurice School provides computer access to its students and staff as a privilege, not a right, and access is made available only so long as they agree to this Computer Acceptable Use Agreement. For the purposes of this document the term network refers to both the internal and external networks (i.e. the Internet), including but not limited to all computers in the school. The inappropriate use of any computer equipment, network resource, Internet or otherwise, will result in disciplinary action, including without limitation: reprimand, suspension or termination of access privileges to all school computers, suspension or expulsion from the school and/or appropriate legal action.

Students and parents must also be aware that the inappropriate use of personally-owned computers, cameras, phones, or other electronic devices, whether in school or out of school, which negatively impacts any persons or institutions associated with the School will result in disciplinary action in keeping with the school's Code of Conduct.

The following expectations apply to the school computer systems and networks, including the public access wi-fi made available by St. Maurice School:

- The network is intended for educational and/or research purposes only.
- The network is a shared resource, and must be used in moderation. Please be aware that there are other St. Maurice users who will want to access the network.
- When interacting with others via the Internet, students are expected to behave as they would in any other environment where they represent the school.
- Sensitive, confidential or personal information should not be communicated over the school network.
- Students may not use any school computer without the direct permission and supervision of a St. Maurice School staff member.
- Students may only print under the direct instruction or permission of a staff member. Students do not have access to colour printing.

Note: St. Maurice School staff will not provide technical support for personal computer equipment accessing the Internet via the public wi-fi system available in the school. Persons choosing to connect their own devices to the Internet using the wi-fi access do so at their own risk; anti-virus, anti-spyware, and firewall protection is the responsibility of the user/device owner. Please also refer to this Student Handbook's section on Cell Phones and Electronics: Personally-owned Netbooks, Notebooks and Laptop Computers.

The following is a sample list of some specific behaviours that may lead to disciplinary action. The inappropriate use of the computers and/or network includes, but is not limited to, the following:

- Tampering with computers, computer systems, computer equipment, software, network cabling or routing devices.
- Only school-related personal files or content may be loaded, copied or stored onto the local or network drive(s) of a school computer.
- Programs and/or any other executable files may not be loaded, copied or stored onto the local or network drive(s) of a school computer by students. Such installations must be carried out by the school computer administrators or designated school staff only.
- Desktops, screen appearances, wallpapers, and all settings must be maintained according to the directives of the school computer administrators or designated school staff.
- Printing without the permission of a school staff member.
- Defaming the school, its employees, contractors or other students.
- Duplicating, storing or transmitting any material in violation of Canadian Law including, but not limited to infringing on anyone's intellectual property rights, i.e. copyright.
- Duplicating, storing, or transmitting pornographic materials.
- Transmitting, using or posting threatening, abusive, or obscene language or materials.
- Criticizing, harassing, insulting, or attacking another person via the network.
- Sending or receiving e-mail using any other service than the one provided by the school. (Students authorized to have the use of an individual school-based, safe e-mail account may send or receive e-mails using their own school e-mail account when permitted computer time to do so).
- Re-posting personal e-mail.
- Corresponding through the network with unknown persons, unless specifically authorized by a teacher.
- Downloading any material not used for academic purposes, unless specifically authorized by a teacher.
- Subscribing to or corresponding through mailing lists, chat rooms, news groups, or any other network services,

unless specifically directed to do so by a teacher.

- Web-based computer games and activities may only be accessed and used with the direct approval of the teacher and of that particular website and/or game/activity.
- Using the network to make unauthorized entry into other computer resources.
- Using software designed to disrupt the security of the network or devices on the network, or spying on the network traffic of other users.
- Knowingly and intentionally engaging in any activity that spreads malicious software of any kind to computers at school or on the Internet.
- Using the network for commercial or shopping purposes.
- Using the network for illegal, inappropriate, or obscene purposes, or for purposes in support of such activities.
- Using another person's account on the accessible computer systems.

Portable memory storage devices may be used by students to transfer data files; however, no cable connections to mobile devices will be permitted. If a student is in doubt about the suitability of a portable memory device for interface with any of the school computers or the network, they are to consult a computer lab administrator or school administrator in advance of connecting the device to any school systems.

Students are strongly advised to not share their user name and password with others. Students who suspect that their account security has been compromised are asked to see a computer administrator or school administrator. Students are expected to immediately notify their teacher or a school administrator if they have reason to believe that any user (including themselves) may have breached this agreement.

Please be advised that the school reserves the right to monitor, audit, intercept, review, screen, edit, delete, remove, collect, use, store and/or disclose any information or materials relating to student's activities using the school computers, network, and/or wi-fi access. The use of the school computers, network and/or wi-fi access is not to be considered private in any way, shape or form at any time. The school will solely determine what is considered "inappropriate" use of the network and any peripheral devices.

Acceptance of this agreement is made by the parent and student as they sign and return the Student Handbook Signature Slip found at the end of this handbook. The student and parent signatures indicate that they have read, understood and accepted the terms and conditions of the St. Maurice School Computer Network Acceptable Use Agreement for Students. By way of their signatures, the students and parents give their consent to school personnel to enforce any or all of the above precautions and consequences without limitations.

### **36. Physical Education Classes**

Students are expected to change quickly and quietly for phys. ed. classes in the designated change rooms. Students must not leave any personal effects unattended in the change rooms. Students are expected to secure all of their belongings in their locker or take their bag with them to the gymnasium when attending phys. ed. classes. Students not in full phys. ed. uniform will lose a percentage of their Phys. Ed. marks, may be excluded from activities and may be subject to an extra assignment given by the teacher. Students must change quickly and quietly in order to report to their next class on time.

Physical Education Uniform (Grades 7 to 12)

- ◆ Blue T-shirt crested with the St. Maurice School logo, St. Maurice School Track T-shirt, or St. Maurice School sportswear logo T-shirt - To be purchased only through the school - Please contact the Phys Ed staff for gym uniform T-shirt sales information.

Plain navy blue shorts, school team shorts, or St. Maurice School sportswear sweatpants

Non-marking runners

Navy blue sweatpants and/or a navy blue crewneck sweatshirt (no hoodies) may also be worn at the discretion of the Phys. Ed. Teacher (particularly for outdoor activities in the fall or spring).

A note from the parent and/or a medical doctor will be required to excuse a student from participation in phys. ed. activities. A replacement assignment may be required to fulfill the requirements of that unit.

The compulsory Grade 11 and 12 Physical Education/Health credit courses (PEH30F and PEH40F) will require that the student attend in-school classes for 40% of the required credit hours, and provide documented evidence of their Physical Education / Health course activities out of school for the remainder of the required course time. Students and parents will receive an information package from the student's Phys Ed Teacher at the beginning of the school year.



### **37. Gymnasium**

The gym is closed to all students unless they are under the direct supervision of a teacher or designated adult coach. Senior students are not permitted in the gym while junior classes or activities are being conducted (unless they have been specifically requested to help by the teacher). Only players and coaches (and students solicited by coaches to help) are to be present at team practices. No food is permitted in the gym. Students may not chew gum in the gym. Sealable containers of water are permitted in the gym, but must be kept along a wall or under a bench.

Students may not borrow any gym equipment without the prior approval of a phys. ed. teacher. All borrowed equipment must be returned in good repair immediately after use.

Students may use roller blades or skateboards if given permission and direct supervision during their phys. ed. class. All appropriate safety equipment (helmet, pads) must be supplied by the student and worn during the activity. Other than for the above noted purpose, students are not permitted to use roller blades or skateboards anywhere on school property.

### **38. Field Trips**

Parents sign a general permission release for local community trips (e.g. visits by elementary students to the Golden Door Nursing Home). This general permission is granted by the parent's signature for side 2 of this Student Handbook's Signature Slip. A specific permission letter will still be required for field trips to venues outside of a reasonable walking distance from the school, for those which may include elevated elements of risk, and those which require a fee payment.

For off-site field trips, an information letter outlining the specifics of the trip is sent home in advance of the event. Parents are asked to contact the teacher in charge of the field trip with any questions they may have. The specific permission slip for each individual outing must be signed by the parent and returned to the indicated teacher with any required fees on or before the due date. Phone calls or email messages from parents will not ordinarily be acceptable. Students for whom specific written and signed permission from the parent is not received may not be permitted to attend the field trip. No refunds for field trip and transportation fees will be issued to students/parents unless the excursion has had to be cancelled entirely.

Students who fail to demonstrate good behaviour will not be eligible to participate off campus field trips or events. Students in these circumstances would be expected to attend at school during the field trip or event, subject to the arrangements provided by their teacher and/or the administration. Please also refer to the section of the Code of Conduct Processes regarding Infractions.

### **39. Graduation Requirements (9-12)**

Grade 9 to 12 students must meet the Manitoba Education requirements for High School Graduation by obtaining credits in a sufficient number of courses which include specific compulsory credits at each level. Students must also ensure that they meet the entrance requirements of the post -secondary education, training or work situations they intend to pursue. Students and parents are asked to contact the school administration with any questions regarding the current graduation requirements and/or the student's current credit status.

Students completing their Grade 12 year must obtain a passing grade in a Grade 12 English course (either of English Literary Focus 40S or English Comprehensive Focus 40S), *and* a passing grade in the compulsory Grade 12 Religion class in order to be awarded the St. Maurice School Diploma at Graduation (in addition to the Manitoba Education Diploma awarded upon satisfactory completion of the Province of Manitoba high school graduation requirements). Note that the St. Maurice School Diploma may be withheld from a graduating student who has demonstrated behaviours and attitudes which are not in keeping with the philosophy of St. Maurice School.

The St. Maurice School Business Education Graduation Certificate will be awarded for qualifying Business Education Program students in addition to the St. Maurice School Diploma and the Manitoba Education Diploma (upon successful completion of their respective criteria).

To be eligible to participate in the St. Maurice School Graduation Mass and Convocation Ceremonies, a student must be registered full time in sufficient and appropriate courses which would allow the student to graduate on time should he/she pass all of those required courses and credits in advance of the grad ceremonies in their Grade 12 year.

#### **40. Full Time Student Status Requirement**

All students attending St. Maurice School must be enrolled as full time students.

(7&8) Grade 7&8 students must be registered in St. Maurice School programming for all 42 of the 42 time slots on their timetable.

(9-12) The high school program at St. Maurice requires that students are registered for a minimum number of credits at each level:

Grade 9 - 8 credits

Grade 10 - 8 credits

Grade 11 - All students entering Grade 11 with 16.0 or more earned credits may chose to register for:

- a) 7.0 credits for Grade 11, which will require 7.5 credits to be taken during the Grade 12 year
- b) 7.5 credits for Grade 11, which will require 7.0 credits to be taken during the Grade 12 year
- c) 8.0 credits for Grade 11, which will require the minimum of 6.5 credits for the Grade 12 year

All Grade 11 students must select a sufficient course load to be registered in a minimum of 7.0 credits. A student entering Grade 11 with fewer than 16.0 earned credits must register for 8 or more credits.

Grade 12 - All Grade 12 students must select a sufficient course load to be eligible to graduate with 30 credits by the end of the Grade 12 year, with a minimum enrolment of 6.5 credits for Grade 12 at St. Maurice School.

The credit course schedule indicated above includes all compulsory courses required for high school graduation in Manitoba under the Senior Years English Program.

#### **41. Course Adaptations, Accommodations, Modifications and Credit Course Designations**

Adaptations to course content and materials and/or accommodations for learning and assessment recommended by the subject teacher(s), our student support services personnel and/or our CSS school clinicians, and approved by the School Administration will be implemented to assist students with particular learning needs such as to allow them to experience success. Such adaptations and accommodations may be approved provided that they are in the best interests of the student learner, yet maintain the academic integrity of the course outcomes, particularly where the course is for high school credit. Parents will be informed of the approved plan for adaptations and/or accommodations. Approved adaptation and/or accommodation plans for a given student are reviewed on a regular basis and may be altered at the discretion of the Administration.

A modified program of studies, the assignment of Modified credits (M designation), and/or an extended graduation plan, etc. will be implemented for students with special needs using data from school-based and standardized assessments, consultations with the school's professionals, including the subject teacher(s), our student support services personnel and/or our CSS school clinicians, and may include consultations for the recommendations of other professionals from Manitoba Education, MATC (the Manitoba Adolescent Treatment Centre), St. Amant Centre, other medical professionals, etc.

In all cases of adaptations, accommodations and modifications, the final decision for student programming rests with the School.

#### **42. Option Course Selection and Option Course Changes for Grades 7 and 8**

Students and parents for Grade 7 and 8 will be provided with an option course selection sheet and course description for their one option selection (either Art or Music: Band). Students are registered into the option course on a first come - first served basis.

Note for Music: Band: In order to provide opportunities for all band members to play together (with their various instruments), some whole-band practice and performance classes will be scheduled outside of the regular timetable (eg. before school, during the lunch period and/or after school). Such band classes take precedence over any extra-curriculars or activities. Students choosing the Music: Band course must firmly commit to all class times, including those outside of the regular school day schedule.

Grade 7&8 students may request to change from one option course into the other until a set deadline as indicated on the September school calendar. Once this deadline has passed, a student may not elect to switch option courses. Students who do switch into another course should not expect make up work to be provided for the class time missed. They will be responsible for all course content missed.

The school administration may require that a student be moved from one option course into the other as a result of a demonstrated lack of interest and/or aptitude in the option course. Such course transfers may be implemented up to two weeks beyond date of issue of the First Term Final Report Card in February.

#### **43. Option Course(s) Selection for Grades 9-12**

A course descriptions booklet is posted on the school website for each high school level in the spring of each school year. It describes all of the courses which are intended for the following school year, subject to enrolment and staffing. A number of courses have prerequisites and/or co-requisites for entry. Such requirements are established by the administration and are based on expectations of background knowledge and ability as demonstrated in previous courses. Please consult a Grade 9, 10, 11, or 12 Course Descriptions Booklet for further details.

Students and parents must carefully consider course selections in light of the student's abilities, interests and requirements for entry into post-secondary programs. Students are advised to consult with the subject teachers, the school counsellor and/or the school administration as they make their selections. It is important to recognize that students must select courses that are appropriate to their individual aptitudes and needs. Well-chosen courses would include those that realistically challenge a student's aptitudes, abilities and interests.

Student and parents are advised to plan carefully in order to choose a course path which will prepare the student for the option courses they may wish to follow in their senior years and/or into their post-secondary education. St. Maurice School administrators and the school counsellor are available to answer general program planning questions. Parents and students are urged to consult the universities and colleges regarding their specific admission requirements and the prerequisites they may have for particular faculties or programs.

#### **Option Course Eligibility:**

Please Refer to the Grades 9 to 12 Course Prerequisites and Co-Requisites listing in a current Course Descriptions booklet. Students who have met the pre-requisite course and/or pre-requisite mark requirement for entry into a given course will be given priority consideration.

Should more eligible students register for an option course than can be accommodated, the following factors will be considered:

- final mark standing in the pre-requisite course(s) or previous course(s) in the subject area
- date of receipt by the school office of the student's option sheet

Eligible students on the waiting list for a course will be consulted should space become available. Transfers into an option course for eligible students will only be permitted until the scheduled Course Change Deadline in September (see the section of the student handbook in the agenda on Course Change Requests).

There are special credits that can be earned in addition to the credit courses offered at St. Maurice. These may include Special Language Credits, Cadet Credits, Distance Learning Courses (Independent Study Option), and credits for the Private Music Option. Please obtain further information from a Grade 9, 10, 11 or 12 Course Descriptions Booklet.

#### **44. Course Change Requests (9-12)**

Course change request deadlines:

- Grade 9 to 12 students have approximately two weeks from the commencement of classes in September during which time they may request to change from one course into another (see the Course Changes Deadline on the September school calendar).
- Students will have approximately two weeks from the commencement of classes in the Second Term during which time they may request to change from one second term half-credit option course into another, if available.

Any course change would require that the school timetable, the student's graduation program, and the student's prerequisite standings permit such a change. Students who do switch into another course should not expect make up work to be provided

for the class time missed. They will be responsible for all course content missed. Once the course changes deadline has passed, a student may not elect to switch courses.

In the case of Mathematics at the Grades 10, 11, or 12 level, the student may request to change from one type of mathematics course into another at the same level until the course changes deadline (provided that the student has the prerequisite to move into Pre-Calculus). After the September course changes deadline has passed, a student may be transferred from Pre-Calculus Mathematics into Essential Mathematics at the same level, upon the recommendation of the Administration and Teacher of Pre-Calculus Mathematics. Pre-Calculus Mathematics 20S/30S to Essential Mathematics 20S/30S administrative transfers will not be permitted after a period of two weeks from the date of issue of the First Term Final Report Card in February. Pre-Calculus Mathematics 40S to Essential Mathematics 40S administrative transfers will not be permitted after a period of two weeks from the date of issue of the First Term Progress Report in November. A student may not be transferred into Essential Mathematics if he or she is currently registered in any course which requires Pre-Calculus Mathematics as a co-requisite (e.g. Chemistry, Physics, AP Calculus). Depending upon the home room grouping to which the student is currently assigned, a course change from Pre-Calculus to Essential Mathematics may require that the student be changed into the other home room for all compulsory courses at their level. In all cases, the transferred student will not be eligible for an exemption from the final exam for the Math course into which they were transferred.

In the case of English at the Grades 11 or 12 level, the student may request to change between English Comprehensive Focus and English Literary Focus at the same level until the course changes deadline (provided that the student has the prerequisite to move into English Literary Focus). After the course changes deadline has passed, a student may be transferred from English Literary into English Comprehensive at the same level, upon the recommendation of the Administration and Teacher of English Literary Focus. Literary to Comprehensive English administrative transfers will not be permitted after a period of two weeks from the date of issue of the First Term Final Report Card in February.

Depending upon the home room grouping to which the student is currently assigned, a course change between English courses may require that the student be changed into the other home room grouping for other courses at their level. The transferred student will not be eligible for an exemption from the final English exam for the course into which they were transferred.

For all administrative course transfers, a portion of the final mark for the new course will be determined from the mark established in the original course. Parents will be advised by letter of the final mark breakdown, which depends upon the timing of the administrative transfer.

#### **45. Voluntary Withdrawals (VW) from Courses (9-12)**

A student may be eligible to voluntarily withdraw from a course at any time during the school year prior to the last day of regular classes in June. Please meet with the high school Vice-Principal to obtain the proper form. In considering the withdrawal from a course, the student must recognize that they must still meet the requirements of the compulsory courses for their level, and the minimum credit requirements for graduation. All students must\* also maintain registration in the minimum number of credits for full-time student status at their level at St. Maurice School.

\*An exception may be permitted for a student to drop below the full time status for their level, provided that:

- ◆ the student's First Term Final mark in the course (February Report Card) is below 40%,
- ◆ the student will be not more than 1.0 credit below the full time status minimum for their level, after the VW,
- ◆ the VW will not delay the student's anticipated year of graduation, and
- ◆ the student's parents and the school administration provide written approval for the VW.

Any Grade 9 or 10 student who voluntarily withdraws from a course will be expected to attend supervised study periods during the course time slot for the remainder of the school year.

#### **46. Course Outlines**

A course outline indicates the course topics, approximate timelines, term work evaluation process and term mark breakdown, specific classroom or course expectations/rules, etc. Students will be provided with a copy of the course outline as early as possible in the school year for each of their courses. They are expected to keep their outline in their course binder for reference throughout the entire school year and are encouraged to share each outline's information with their parents. Teachers will also post their course outlines on their wiki website.

Please note that changes to a course outline and the stated requirements may be made at the discretion of the teacher. Necessary changes will be based on sound reasons such as student interests (for example), but will be in keeping with

provincial course outcomes.

#### **47. Calculator Policy**

Students must have an electronic calculator for their courses in mathematics, the sciences and some other courses. St. Maurice School Staff provides a recommendation on the school supply lists regarding the brand and type of calculator(s) required. Keystrokes reviewed in classes will reflect the programming of the recommended calculator(s). Students and parents choosing to purchase a different brand or type of calculator should not expect teachers to instruct the student in any varying forms of key-stroking and/or programming.

Students are also to be aware that calculators will not be permitted for use in certain courses and for some or all assessment items or sections of items, as indicated by the subject teacher. Electronic devices such as smart phones, iPhones, Blackberries, and the like may not be used as calculators for in-class assessments.

In general, programmable and/or graphing calculators and calculators with QWERTY or alpha keyboards may not be used during any type of formal assessment (quizzes, tests or exams) in any course except Calculus 42S-AP. The subject teacher may permit the use of such calculators for some specific assessment items (other than formal exams).

Any calculator the student wishes to use during an assessment is subject to inspection by the teacher in advance of or during the assessment, whether the calculator is school-owned or personally owned. Failure to comply with this requirement will result in the student not being permitted to use a calculator for that assessment item.

Calculators found to contain inadmissible memory and/or program entries will be confiscated and may have those items deleted by the Administration. The student intending to use a calculator containing inadmissible information will be subject to disciplinary action according to the school's policy on Academic Honesty published elsewhere in the St. Maurice School Student Handbook.

#### **48. Homework**

All learning does not take place in the classroom. To reinforce the learning process, it is expected that each student spend time on homework, readings, research, review and study on a daily basis. Homework such as class assignments, projects and reviewing should take precedence over other activities. All students are expected to use their student agenda to diligently record their assignments, due dates and scores on a daily, class by class basis. Parents are encouraged to review their child's agenda daily to be advised of upcoming assignments, tests, etc. Students are strongly encouraged to wisely use any available study hall or spare period time for homework and study. On average, the typical amount of time to be spent for daily after-school work are:

Grade 7 and 8:	1 to 1½ hours
Grades 9 and 10:	1½ to 2 hours
Grades 11 and 12:	2 - 3 hours

Parents are asked to guide and direct their child as they work on their classroom assignments; however, it is important to the learning process that the student attempts the work independently. Learning occurs when children try their best on their own, even when they make mistakes. Once their mistakes are identified, the student's learning can be strengthened as they learn how to correct their own errors. Real success comes from overcoming real challenges and obstacles, and not only in always getting it right the first time.

Each Grade 7 to 12 teacher maintains a website posting (linked from the St. Maurice School website) of upcoming major assignments, projects, quizzes, tests, etc. *Please note:* The information provided on the teacher's school website is intended to assist parents in monitoring their child's school work responsibilities. The homework, assignments and testing information provided may not always be up to date. All students are responsible for noting assignments, etc. and their due dates in their agenda. In the event that discrepancies exist between the information found on the teacher's school website and the actual timelines and due dates given by the course instructor during class time, the information provided by the instructor during class time will be deemed correct.

For Grade 7 and 8 students, a 3:30 to 5:00 pm Homework Study Hall for one or two weeks may be assigned for non-behaviour related infractions (such as lack of homework completion, assignment submission, etc).

#### **49. Late Assignments**

Assignments to be marked that are handed in late will be penalized by a loss of:

- 10% off the total available marks for the first day late,
- a total of 20% off the initially available marks for the second day late,
- a total of 30% off the initially available marks for the third day late.

Penalties apply per school day regardless of whether a class is held in that course (excludes weekends and full day in-service days). Late penalties are not applied for a given school day should the student be absent for that entire school day after the initial due date.

A mark of 0 will be recorded for any assignment that is more than 3 days late.

If a student is absent from class on the day an assignment is due, the student must present the assignment to the subject teacher on the day they return to school. Late penalties may be applied once the student has returned to school after an absence. In the case of extended absences, the student should make every effort to have the assignment brought to school by the due date.

The student must consult with the teacher before the due date if they need to request an extension to the due date for an assignment because of some legitimate and serious issue. The subject teacher shall have discretion in granting any due date extensions for assignments.

#### **50. Tests and Formal Quizzes**

**7&8:** Maximum of 2 in-class testing items\* of 25 minutes or more are permitted per 7&8 Home Room per day. \*or one such testing item and one significant project due on the same date.

**9-12:** No more than two test/quiz items of 25 minutes or more duration are permitted for any one grade level on any given school day.

All such test/quiz assessments are officially scheduled by the subject teachers on the Test Calendars maintained in the School Offices.

#### **51. Reporting Periods, Report Cards, Transcripts**

The school year is divided into 2 main reporting periods (named Terms 1 and 2). The First Term Final Report will be issued in February after the first term examinations. The Final Report issued at the end of the school year will show the final grade earned in each course as a percentage calculated as an average of Term 1 and Term 2\*.

\*Exception: Calculus 42S-AP will report a running total mark in November, February and April, and an overall final course mark for the 42S high school credit in June. Students in this course will write two cumulative mid-term exams (usually in November and March) and a year-end cumulative exam.

Progress Reports are issued midway through Terms 1 and 2. Please recognize that Progress Reports will often be based on limited evaluation and assessment to that early stage of the term.

Half-credit courses which run during a single term will issue a midterm Progress Report (November for Term 1 courses or April for Term 2 courses) and a Final Report at the end of the course (in January for Term 1 courses, in June for Term 2 courses).

A report card Parent Reply Sheet indicating that the parents have seen the report card must be taken home, signed and returned at each reporting period. Formal parent-teacher interviews will be held after the first term progress reports (November) and after the first term final reports (February).

All Report Cards issued are to be retained by the parents for their records. Please be sure to keep the student's report cards in a secure location. Reprints of report cards are usually not provided.

Students in Grade 10, 11 or 12 who require a Student Academic Transcript of their earned credits for application to a post-secondary institution or for a special program, award, or scholarship may request one from the high school office. A one or

two day turn around time is to be expected.

Students are expected to provide an addressed and postage stamped envelope for all report card and transcript mailings which must be sent directly from the school (eg. transcripts, letter of standing, etc).

## **52. Honour Rolls**

After the Term 1 Final Report and the June Final Report, students achieving an unrounded average over all of their courses\* of 80.00% or greater will be placed on the school's Honour Roll. Students who achieve an unrounded average over all of their courses\* of 90.00% or greater on their June Final Report will have their names engraved on the school's permanent Honour Roll Gold plaques. Students who are eligible for the honour roll must also demonstrate the highest degree of academic honesty toward their studies.

\*must include a minimum course load for that level, excluding any audited courses or credits earned outside of St. Maurice School.

Honour Roll status may be withheld in cases of extended or accumulated absences which significantly impacted the overall assessment of the student's academic progress and standings.

## **53. Examinations (8-12)**

**8:** Grade 8 students write 2 hour examinations in January and June (English Language Arts, Mathematics, Science, Social Studies), and may earn exemptions from the June exams. Grade 8 formal exams are valued at 30% of the total Term 1 or Term 2 mark. Non-exam courses may have in-class final tests held prior to the formal examination sessions.

**9-12:** Grade 9 to 12 students write 3 hour examinations in most courses in January and June and may earn exemptions from the June exams. Grade 9-12 formal exams are valued at 40% of the total Term 1 or Term 2 mark. Students in Grade 12 may be required to write Provincial Standards Tests in June as required by Manitoba Education. Non-exam courses may have in-class final tests held prior to the formal examination sessions.

If a student is absent from an examination, the parents are expected to contact the school administration in advance of the exam start time to explain the reason for the absence. Please note that examinations are an integral part of the student's academic evaluation and every effort must be made to write all examinations at their scheduled times. Refer to the Missed Due Dates, Tests and Exams section of this handbook.

Examination Regulations for Students:

- a) Students must be sure to carefully note the date and time posted for each of their exams. All students are expected to be on time for their scheduled exam. Late students may not be permitted entry to write their exam. No additional time will be granted to any student admitted late into an exam. Please also refer to the Missed Assignment Due Dates, Missed Tests, Presentations and Exams section of this handbook.
- b) All students must be dressed in full school uniform in order to be admitted to the examination room.
- c) All Grade 8 students must remain in the examination room for a minimum of 1 hour from the start of the examination. All Grade 9 to 12 students must remain in the examination room for a minimum of 1.5 hours from the start of the examination. The first dismissal time will be announced and organized by the Teacher-in-Charge.
- d) Grade 8 students are permitted to write for a maximum of 2 hours from the exam start time. Grade 9 to 12 students are permitted to write for a maximum of 3 hours from the exam start time.
- e) Students must not ask the supervising teachers to interpret any question in any examination paper or to give them any information whatsoever concerning the whole or any portion of any examination paper. Should any error appear to have been made in any question or examination paper, the student must ask to see the Teacher-in-Charge.
- f) Communication of any kind is prohibited at any time while students are in the examination room.
- g) All students are responsible for the confidentiality of their own papers. Students must not leave their answers exposed so that others may copy from them.
- h) Equipment such as dictionaries, calculators, and geometry sets may be permitted for use on the exam by individual

subject teachers. Students will be notified during the classes prior to the examinations exactly what equipment is to be brought to the examination room. Students must not take into the examination room any books, notes or any other materials unless these have been previously approved by the subject teacher.

- i) Programmable and/or graphic calculators (except for Calculus 42S-AP exams), PDAs, and calculators with QWERTY or alpha keyboards are not allowed in the examination room at any time. Please also refer to the Calculator Policy published elsewhere in this handbook. Students in doubt about the admissibility of their calculator are asked to consult the subject teacher for that exam well in advance of the examination period.
- j) Cellular phones, PDAs, cameras, iPods or other music players, etc. are not permitted in the exam room at any time. Students are strongly advised to leave such items at home or locked securely in their locker.
- k) Any sharing of equipment between students is strictly prohibited. (ie. pens, rulers, erasers, correction tape, etc). Calculators and/or other materials will not be loaned at the office for any examination.
- l) Water bottles (water only, in a sealable container) and throat/cough lozenges may be brought into the examination room. Bathroom use will be on an “emergency only” basis during an exam.
- m) Pencil cases, jackets, coats, bags and purses may not be brought into the examination room. Calculator covers and function reference cards must be removed prior to entering the examination room. Students are strongly advised to store these items in their locker before they proceed to the examination room.
- n) The school will not be held liable for any personal items or school textbooks a student leaves outside of the exam room. All such items should be left at home or placed into the student’s locked locker.
- o) During the examination period, students are not permitted to loiter anywhere in the school building. When not scheduled to write an exam, students may attend their scheduled extra help sessions with their teachers or may bring materials to study in the designated study hall classroom(s). Students must not disrupt the extra help sessions or study hall time for other students and/or the marking time of teachers.
- p) Any type of academic dishonesty during an examination may constitute grounds for dismissal from the examination and the assignment of a zero for that examination. Please also refer to the Academic Honesty section of this handbook.

Note: Examinations will not be returned to students but may be reviewed with the teacher during a class or extra help session. Photocopies or photographic images of any examination materials will not be permitted nor released.

#### **54. Exemptions (8-12)**

The exemption from a formal June final exam in a particular course is a privilege which may be accorded to any Grade 8 to 12 student who has fulfilled all of the following criteria:

- active and complete participation in class work and course assignments
- the average mark of the Term 1 Final Report and the Term 2 Work mark (Term 2 result prior to the examinations) must be 80% or higher
- the Term 2 Work mark itself must be 80% or higher
- regular attendance in that class (see below)
- positive attitude toward the course
- students who are eligible for an exemption must also have demonstrated the highest degree of academic honesty toward their studies.
- students who are eligible for an exemption must have no more than six recorded infractions over the entire school year

All students are expected to study and fully prepare for the final exams in all of their courses and must never presume that they will automatically be awarded an exemption privilege from any or all of their formal final exams.

Exemptions will not be accorded in cases of excessive absences. For courses which are scheduled for 5 periods in the 6 day cycle, if twelve (12) or more classes are missed, *for any reason\**, the exemption privilege will not be accorded. (\*including vacations, incidental illness, medical or other appointments, non-school athletics, employment, etc).

\*Cases of extended medical absences required and confirmed by a medical doctor’s note(s) will be reviewed by the Administration on a case-by-case basis. The Administration may excuse absences arising from such serious medical situations for up to 16 classes missed in a given course. Should the student be absent for more than 16 medically-approved absences, an exemption from the final exam will not be accorded, as the formal in-class assessment of the student’s overall progress in the course will have been limited.



The number of absences affecting exemptions are adjusted proportionally for courses which have other than 5 classes per 6 day cycle. At the Grade 8 level, this means:

ELA	Warning = 16	No exemption = 24
Math	Warning = 9	No exemption = 14
Science	Warning = 8	No exemption = 12
Social Studies	Warning = 8	No exemption = 12

Exemptions will not be awarded in any course where:

- the final exam is scheduled during regular class time.
- a provincial exam or provincial achievement test is to be administered.
- the School Administration has decided for a given course that no exemptions will be offered (such a decision will be made and announced early in the school year).
- the January First Term Exam is not written for any reason (including illness).
- the final exam is for Advanced Placement Credit. All AP students must write either the AP College Board exam or the St. Maurice School final exam for their AP course(s).
- the student was transferred from one course into another after the deadline for course change requests (eg. administrative transfer of a student from Pre-Calculus Math into Essential Math, or from English Literary Focus into English Comprehensive Focus - refer to Section 43 Course Change Requests)

Note: Should a student wish to write the final exam though he or she has been accorded the privilege of an exemption in that course, the student must obtain a Waiver of Exemption from Final Exam form from the high school office. This form must be signed by both the student and his or her parent and submitted at least 24 hours before the scheduled start time for that exam. The student's final mark in the course will reflect the regular exam weighting, regardless of the student's level of success on the exam.

### **55. Missed Assignment Due Dates, Missed Tests, Presentations and Exams**

**Assignments:** If a student is absent from class on the day an assignment is due, the student must present the assignment to the subject teacher on the day they return to school. Late penalties may be applied once the student has returned to school after an absence. In the case of extended absences, the student should make every effort to have the assignment brought to school by the due date. Refer to the section on Late Assignments in this handbook.

**Quiz / Test / Presentation:** If a student is absent from a test (or class presentation), the student may be permitted to write a makeup test (or present) as soon as possible after their return, ordinarily on the day they return to school. The makeup test (or presentation) must be written (presented) within three school days of the student's return to school, after which a score of zero will be given. Furthermore, the absence from the test (or presentation) must be explained by the parent. If required, the student will be provided with a test (or presentation) absence note to be signed by the parent and returned to the subject teacher within three school days of the student's return to school, after which a score of zero for the makeup test (or presentation) will be given.

No makeup quiz / test / presentation opportunity will be accorded to any student who misses the assessment by an unexcused absence (i.e. skipped class). Any assessment missed by an unexcused absence will be accorded a mark of zero.

**Examinations:** If a student must be absent from an examination, the parents are expected to contact the school administration in advance or at least before the scheduled start time for the exam. Should a student not appear for their scheduled exam, the school office will make every effort to contact the parent. Please note that examinations are an integral part of the student's academic evaluation and every effort must be made to write all examinations at their scheduled times.

Should a student be absent from the January First Term Examination for any reason, including parent-planned absences:

- the scheduled exam will not be deferred to a different date or time
- a makeup exam will not be made available
- the student must write the June Final Examination in that course
- (Grade 8) the student's Final Grade in the course will be calculated as follows: 35% of First Term Final Report mark (exam not written) + 65% of Second Term Final mark (including the June exam).
- (Grades 9-12) the student's Final Grade in the course will be calculated as follows: 30% of First Term Final Report mark (exam not written) + 70% of Second Term Final mark (including the June exam).

Should a student be absent from the June Final Examination for any reason, including parent-planned absences:

- in exceptional circumstances\*, a makeup exam may be made available, and will be scheduled at the discretion of the Administration, dependant upon the reason for the absence from the exam (\*serious illness, death of family member, unexpected serious emergencies)
- a medical doctor's note will be required to excuse an exam absence due to illness, such that a makeup exam is permitted
- a score of 0% will be recorded for the exam if the absence is not explained by the parent to the administration in advance of the scheduled ending time for the exam

If a makeup exam is not possible, then:

- (Grade 8) the student's Final Grade in the course will be calculated as follows: 65% of First Term Final Report mark

(including the January exam) + 35% of Second Term Final mark (exam not written).

- (Grades 9-12) the student's Final Grade in the course will be calculated as follows: 70% of First Term Final Report mark (including the January exam) + 30% of Second Term Final mark (exam not written).

If the January exam for the course was not written for any reason, then the final exam in the course must be written, else a mark of 0% will be issued for the June exam.

Valid reasons which may excuse an absence from a test or exam include serious illness, death of family member, unexpected serious emergencies, etc. Parents must not allow students to stay home and miss presentations, tests or exams for minor illness, medical or other appointments, being ill prepared, etc. If a pattern of missed tests and/or exams emerges, appropriate action will be taken.

Exams will not be rescheduled for a different date or time for reasons of employment, vacation, travel, etc.

## **56. Grievance Procedures**

Grades 7-12 students having a concern must first approach the teacher with their concern. Secondly, the parents should approach the teacher, if necessary. If unresolved, the student and/or parents should approach the K-8 or 9-12 Vice-Principal, as applicable. As a final measure, the student and/or parents should approach the School Principal regarding the concern.

## **57. Academic Honesty**

All students are expected to prepare assignments and projects, and write tests and exams, etc. to the best of their own ability. Severe academic consequences will be administered to students who do not pursue their education with honesty and integrity.

*Plagiarism:* To plagiarize means to take and use the thoughts, writings, inventions, etc. of another person and to pass off the thoughts, writings, inventions, etc. of another person as one's own. ("Plagiarism". Concise Oxford Dictionary: New Edition, 1991).

Copying another student's work in whole or in part is plagiarism. Any student who provides another with work to be plagiarized (ie. copied) will also be subject to disciplinary actions. There is a fine line between the case of students discussing independent assignment concepts and the case of students providing/receiving inappropriate peer assistance and answers.

Plagiarism is not restricted to the use of another student's work. Using print or electronic information (e.g. Internet or print resources) without appropriately citing the source is also plagiarism. All sources, including electronic sources, must be completely and correctly referenced. St. Maurice School students are expected to use the MLA style of citation (unless another style is required by the teacher for certain senior level courses). Students are advised to refer to the MLA style website(s) indicated by their teacher.

Any student whose work, in whole or in part, is found to contain plagiarized material will be assigned a mark of zero for that item of evaluation. An infraction will be recorded, the administration will be notified and additional consequences may be assigned. Repeated acts of plagiarism may result in suspension or expulsion.

*Multiple Submission:* Students may not submit the same work or portions of the same work they have completed for different courses without the prior permission of all teachers involved. Similarly, students may not re-submit their work from previous school years for evaluation in a current course without the prior permission of the teacher involved.

*Cheating:* Most types of cheating are well understood to be dishonest and do not need to be itemized in an all-inclusive list. The forms of cheating described below are only some examples of the types of dishonest behaviours which will be dealt with according to the consequences described near the end of this section.

- Having unauthorized materials, notes, etc. available during an individual assessment (quiz, test, etc.).
- Deliberately exposing one's written answers to a quiz, test, etc. so that another student may view them during an individual assessment.
- Failing to comply with the requirements of the Calculator Policy published elsewhere in this handbook.
- Communicating with another student in any way at any time during an individual assessment (quiz, test, etc.). Any communication (oral, written, symbolic, etc) between students during such an assessment, regardless of the content of the communication, will be considered to be cheating and assigned the consequences described below.

Any student who is found to be cheating will be assigned a mark of zero for that item of evaluation. No make up test/assessment will be provided. An infraction will be recorded, the administration will be notified and additional consequences may be assigned, including the loss of possible exemptions. Repeated acts of cheating will result in the loss of possible exemptions, suspension or expulsion.

Note: Depending upon the weight of the evaluation item, the assignment of a zero mark may result in the student failing the course. A student engaged in academic dishonesty will also forfeit exemption privileges - please refer to the Exemptions section of this handbook.

**58. Student Responsibility to Course Work (7&8)** (Also refer to the Religion Policy of this handbook)

It is to be noted that it is the student's responsibility to work diligently in order to pass all of their courses.

Should a Grade 7 or 8 student fail one of the core subject courses (ELA, Math, Science, Social Studies), it is strongly recommended that the student attend at a summer school program for that course (if available) or be enrolled at a recognized tutoring or student support centre (e.g. Partners for Learning, Sylvan, Kumon) with a focus on that core subject area (if available) or in a general study skills course.

Should a Grade 7 or 8 student fail two of the core subject courses (ELA, Math, Science, Social Studies), the school Administration will contact the parent in late June to discuss the requirements in order for the student to return to St. Maurice School for the following school year. Such requirements may include, but are not limited to: successful completion of summer school courses in the relevant subject areas and/or completion of a required number of hours at a recognized tutoring or student support centre, etc. The signed record of the student's completion of the required course / hours is to be submitted to St. Maurice School as soon as possible, and before the last weekday in August. The student may only be permitted to return to St. Maurice School under the conditions of an Academic Contract with appropriate provisions as determined by the Administration.

Should a Grade 7 or 8 student fail three of the core subject courses (ELA, Math, Science, Social Studies), the student's re-registration for the following school year will ordinarily be revoked.

Should a Grade 7 or 8 student fail all four of the core subject courses (ELA, Math, Science, Social Studies), the student's re-registration for the following school year will be revoked.

**59. Student Responsibility to Course Work (9-12)** (Also refer to the Religion Policy of this handbook)

It is to be noted that it is the student's responsibility to work diligently in order to pass all of their courses and earn the credits for them. Grade 9 to 12 students who fail a required course or who wish to upgrade a final mark must attend summer school in order to meet the requirements for their return to St. Maurice School or to register in a specialized course.

A student who fails three or more compulsory subject courses will ordinarily not be eligible to enrol for the next grade level at St. Maurice School.

Should a Grade 9 to 12 student fail a course, he/she must successfully obtain the credit in summer school if the credit is required for his/her program for graduation. Should the course not be available at a summer school, the student will be required to complete a course by some other means (e.g. distance education / correspondence course / online course). In general, the course timetable at St. Maurice will not permit a student to repeat any given course while advancing to the next level in his/her other courses.

Should a Grade 9 to 12 student not obtain the prerequisite mark for continuation in that subject area, he/she must upgrade his/her mark in a *repeater* summer school for the course for continuation in the subject area at St. Maurice School. The student's summer school grade must meet or exceed the prerequisite mark for the next level course in the subject area. If the prerequisite mark is not achieved, the student may not register in the next level course at St. Maurice. Students with a failing grade in a pre-requisite course are very strongly urged to obtain the needed prerequisite upgrade from a *non-repeater* summer school version of the course (if available), which provides a more in-depth review of the course content. Please note: Depending upon course option registrations for the upcoming school year, a student requiring a summer school upgrade for entry into a course with a pre-requisite mark may not be able to enter the course if it is already full (students achieving the pre-requisite mark from a regular school year version of the pre-requisite course are given priority consideration provided they have met the minimum pre-requisite mark).

**9-12:** Students who have obtained prerequisite marks in summer school for a given course may only be granted conditional acceptance into that course (provided that the course is not already full). The conditions to remain enrolled in a course will be set by the Administration in collaboration with the subject teacher.

**9-12:** Summer school upgrades may not be used to fulfil the prerequisite mark needed for registration into any Advanced Placement (AP) course at St. Maurice School.

All registration procedures / costs / fees associated with summer school programs shall be the responsibility of the parent/student.

**60. Religion Policy and Christian Service**

All students attending St. Maurice School are required to take part in Religion classes. Attendance and reverent participation at class Masses and school Masses are an integral and compulsory part of St. Maurice School. Full day retreats organized by

the school, including those off-site from St. Maurice School, must be attended by all students as they are a compulsory part of the Religion program.

Christian Service is a important, marked component of the Religion course at each level (7-12). A guiding principle which will help determine what activities may constitute acceptable Christian Service is that the work must be of service to others for the greater good of God's Kingdom here on earth. Students and parents will receive a detailed information package from the student's Religion Teacher at the beginning of the school year.

Students attending Grade 7 through 11 must obtain a passing grade in Religion class in order to continue at St. Maurice School the following year. The student may be permitted to continue at St. Maurice School upon the verification of the completion of 20 to 30 hours of Christian Service work during the summer months. The student's service work must take place within a formal organization which can provide an authorized signature and named contact person for the verification of the student's time contribution. The student is expected to keep a formal record of their Christian service hours and to have it signed regularly by his/her supervisor(s). The signed record of the student's completion of the required service hours is to be submitted to St. Maurice School as soon as possible, and before the last weekday in August. Volunteer placements may be available at the St. Amant Centre, a local children's hospital, a local elderly care home, etc.

Students completing their Grade 12 year must obtain a passing grade in the Religion 41S course in order to be awarded the St. Maurice School Diploma at Graduation (in addition to the Manitoba Education diploma awarded upon satisfactory completion of the Province of Manitoba high school graduation requirements).

Every attempt will be made by the Religion teacher to provide opportunities for the student to succeed. If the student has clearly demonstrated a lack of interest in fulfilling the necessary requirements to complete the Religion course, the student's registration for the following year will be revoked.

#### **61. Respectful Workplace Policy**

St. Maurice School believes everyone is entitled to be free from harassment, discrimination and violence and is committed to providing a safe and respectful environment for all staff, students, parents, volunteers and visitors so far as reasonably practicable.

No one, whether they are a staff member, student, parent, volunteer or visitor should be subjected to discrimination, harassment, bullying, disrespectful or violent behaviour, for any reason, at any time. And no one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work or in any situation related to employment.

Government of Manitoba Labour and Immigration  
Workplace Safety and Health Division Regulation  
# M.R. 217/2006 - Effective February 1, 2011

#### **62. Code of Conduct - Policy**

All people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity and respect.

We believe that everyone - students, parents/guardians, teachers, staff and volunteers - has the right to be safe and feel safe in our school. With this right comes a very large responsibility: to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. Violent or disrespectful behavior is contrary to our Gospel and Catholic values.

##### Section A

Our Code of Conduct outlines the responsibilities students, parents/guardians and staff must accept to maintain a safe, secure, positive, productive, and faith-based learning environment. Detailed descriptions are found in the school's student handbooks. The School Administrators referred to in this policy are the Principal, Vice-Principal for K-8 and Vice-Principal for 9-12. The term "parent" used throughout this policy also applies to any legal guardian of the child or to any person designated by the child's parent as being their guardian in that instance.

The Principal has disciplinary authority over the conduct of students while they are at school, over their conduct towards one another on their way to and from school, while being transported via school bus, at school sponsored activities, and to address unacceptable student conduct including bullying, cyberbullying, and abuse of a student by another.

Students and staff must behave in a respectful manner and comply with the Code of Conduct.

Expectations and Responsibilities:

Staff shall:

- create a positive faith-based learning environment where all students are accepted, feel respected and encouraged to develop self-esteem and respect
- encourage the involvement of parents in educational decisions involving their children
- operate on the premise that school, parish and home work together for the benefit of all students

- treat and discipline students with courtesy, respect, consistency, and fairness
- report incidents of bullying (including cyberbullying) to a School Administrator as soon as reasonably possible
- model behaviour in keeping with the school's Respectful Workplace Policy and its internet, social media and electronic device policies
- teach and model by positive example

#### Students

St. Maurice School students are expected to conduct themselves in a manner which exhibits reverence, respect and responsibility. Students are expected to maintain a respectful attitude towards their peers, schoolmates, school staff, substitute teachers, student teachers, parent volunteers, and visitors to the school.

Students shall:

Respect the rights and safety of others by:

- developing self-discipline
- demonstrating behaviour that contributes to an orderly, supportive and safe learning environment
- respecting human differences
- complying with the school's discipline policies including rules related to dress codes, bullying and cyberbullying, etc. as described in the Student Handbook
- resolving conflicts and difficulties with others through discussion or, by seeking assistance from school personnel

Make a commitment to promote their academic success by:

- attending school regularly and punctually
- coming to class on time with all necessary materials, e.g., textbooks, pens, notebooks, etc.
- completing assignments and handing them in on time
- participating, to the best of their ability, in class and school activities

Parent(s) are encouraged and/or expected to:

- ensure regular and punctual attendance and encourage completion of all school assignments by their children
- attend school meetings and events, and support the school
- maintain open communication with staff by addressing concerns through proper lines of communication
- treat all staff with dignity and respect
- assist their children to establish positive attitudes towards achievement as well as respect for peers, school personnel and property
- monitor their children's use of social media, the internet and personal communication devices to keep them safe and ensure they are not the subject or cause of cyberbullying or other dangerous activities
- inform the school of problem areas or areas of behavioural concern
- discuss with their children and support the school's Code of Conduct and policies

#### Section B

Bullying, harassing, or abusing another student physically, sexually or psychologically, verbally, in writing or otherwise, is unacceptable. Bullying is behavior that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behavior intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically repeated behavior. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication.

Types of Harassment or Bullying may include but, are not limited to:

Physical - such as gestures, slapping, hitting, choking, poking, punching, pinching, kicking, scratching, spitting, defacing property, physical acts that are embarrassing, locking in and out of space, physical violence against family or friends, threatening with a weapon, or inflicting bodily harm.

Verbal - such as name calling, gossiping or embarrassing another, spreading rumors, ethnic slurs, setting up to take blame, taunting, teasing, threatening phone calls or text messages, threats of violence against family or friends.

Social/Relational - actions or behaviours such as rejection, exclusion, manipulating social order, setting up to humiliate in person or through the use of technology.

Cyberbullying - such as the use of information and communication technologies including e-mail, cell phone text messages, instant messaging, social media, digital cameras, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, or hostile behaviour by an individual or group that results in harm to others.

## Section C

Possession or use of illegal drugs or alcohol, possession of weapons or dangerous goods (including laser pointers) and gang-related activities are prohibited at St. Maurice School.

- a. Using, possessing or being under the influence of alcohol or illicit drugs at school or, on school related activities - inside or outside the school - is unacceptable.
- b. Possessing a weapon, as defined in section 2 of the Criminal Code, will not be tolerated at school.
- c. Gang involvement will not be tolerated inside or outside the school.

## Section D

Students and staff must adhere to school policies respecting appropriate use of computer technology, electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable. Access is a privilege and not a right.

To gain access all students must obtain parental permission and must have their parent sign and return the school's Computer Acceptable Use Agreement to the school.

## Section E

In order to maintain a Catholic learning environment based on the teachings of the Catholic Church, staff and students must follow the Respect for Human Dignity and Equality Policy. Discriminating with prejudice on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code is unacceptable.

## Section F

Disciplinary consequences for violating the school's Code of Conduct will follow the Provincial Code of Conduct which may include, but are not limited to:

- Informal Discussion with Teacher or School Administrator
- Parental Involvement
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Restitution/Compensation
- Behaviour/Performance Contract
- In-school suspension
- Out-of-school suspension
- Revoking of the student's re-registration for the next school year
- Expulsion

School Administrators and Teachers must ensure that interventions and disciplinary consequences are appropriate given the frequency and severity of the conduct and must take into account a student's state of development.

Parents/Students have the right to appeal the disciplinary consequences issued in accordance with the Grievance Procedures outlined in this Student Handbook. Concerns about more serious disciplinary consequences (suspension, revoking of re-registration, expulsion) should first be discussed with the K-8 or 9-12 Vice-Principal, as applicable. If unresolved, the student and parent(s) should approach the Principal regarding the concern. As a final measure, the student and parent(s) may request that the Board of Directors for St. Maurice School review the processes used in the determination of the consequence(s) assigned to the student. Such a request must be made in writing, addressed to the Chair of the St. Maurice School Inc. School Board, and received not more than 7 days after the meeting of the student and parent(s) with the Principal.

### **Code of Conduct - Processes and Additional Information**

St. Maurice School students are expected to conduct themselves in a manner which exhibits reverence, respect and responsibility. The school's discipline policy is designed to assist students in learning self-control, responsibility for their actions, and how to lead a life that is in keeping with the moral values of our Catholic faith. They are called to take ownership of their words and of their actions and to consider the consequences these may have on others. Older students will be expected at all times to set a good example for the young people of our school community.

Physical, verbal or emotional abuse towards another person, bullying, cyber-bullying and discrimination will not be tolerated at St. Maurice School. Serious disciplinary action will be taken by the administration against any student who willfully abuses any other person by any means.

## Infraction, Suspension, and Expulsion Processes:

### a) Infractions

All behavioural infractions will be recorded on the individual student's Infraction Sheet which will be kept on file in the office for the duration of the school year. Teachers recording an infraction may also contact the student's parents and will ordinarily also assign additional appropriate consequences to the student. The total number of recorded infractions will be indicated to the parent at each reporting period.

Infractions which may be recorded include, but are not limited to:

- repeated unexcused late arrival after 8:45 am
- repeated late arrival for individual classes
- repeated school uniform issues
- repeated issues with casual day attire identified as inappropriate by staff or administrators
- skipped class or study period
- academic dishonesty, plagiarism or cheating
- playing in the gym or with gym equipment when not authorized and supervised by a designated adult
- unauthorized or inappropriate use of the weight room or its equipment
- inappropriate or disruptive behaviour or language
- bullying (whether verbal, physical, electronic or cyber-bullying)
- inappropriate use of computer resources (please refer to the Computer Acceptable Use Agreement of this handbook)
- unauthorized use of a cellular phone or other electronic device during class time
- repeated lack of preparation for class (homework not done, materials not brought to class)
- not completing a teacher-assigned detention or other disciplinary consequence
- slandering Catholicity and/or St. Maurice School, by any means
- loitering unsupervised in the school before or after hours
- inappropriate public displays of affection
- insubordination, defiance or non-compliance to a reasonable request by a school authority
- any other behaviours deemed inappropriate by any staff member

Should 3 behavioural infractions have been recorded in total for a given student during the current school year, the student will be required to meet with an administrator to discuss the student's lack of compliance with school expectations. The student's parent(s) may also be contacted by telephone or letter, depending upon the severity of the infractions.

Should 5 behavioural infractions in total be recorded for a given student during the current school year, the student and his or her parent(s) will be required to meet with an administrator. The purpose of this meeting is to ensure that the student's parent is aware of the school's concerns, and to request support for behaviour change in keeping with St. Maurice School's behaviour expectations. Furthermore, the student will not be permitted to attend any field trips or school excursions, and will be required to attend at school during those events. The school will not refund any monies prepaid by the student/parent for field trips or excursions withheld due to an accumulation of infractions.

Should 7 behavioural infractions in total be recorded for a given student during the current school year, an in-school suspension\*, or out-of-school suspension, will be assigned. The duration of a suspension assigned for an accumulation of infractions will be determined by the Administration, and shall not exceed 2 school days. A meeting to include the school administration, the student and the student's parent(s) must take place. \*In-school suspension days may be scheduled to be served on a scheduled school in-service day.

Should 10 or more behavioural infractions in total be recorded for a given student during the current school year, a more serious disciplinary action may be administered (out-of school suspension of up to 5 school days, revoking of the student's re-registration for the upcoming school year, compulsory withdrawal from St. Maurice School, or immediate expulsion, depending on the severity of the infractions). A meeting to include the school administration, the student and the student's parent(s) must take place.

### b) Suspensions

Suspension is a disciplinary measure which will be used in circumstances where a student has seriously or repeatedly violated school rules. An accumulation of recorded infractions may result in suspension as may a single but serious incident. Any evaluation due or conducted during classes held during a suspension (whether in-school or out-of-school) will be recorded for "No Mark", with no make up opportunity (includes all in-class assessments: quizzes, tests, individual presentations, etc). Assignments that are due on a day of a suspension should be brought to the school office else these will be subject to the usual late penalties (see Item 48). In the case of an in-school suspension, the suspended student may deliver the assignment(s). However, in the case of an out-of-school suspension, the student is not permitted to be present on school property - assignment(s) that are due will need to be dropped off at the school office by a parent or sibling to avoid the late penalty.

A student assigned an in-school suspension is expected to report to the school administration office in full school uniform (unless otherwise advised) before 8:45 am. with any required materials as identified by the administration. Please note that in-school suspensions are sometimes scheduled to be served on a school inservice day. The student will serve their

suspension while performing assigned tasks in the location designated by the administration. The student is expected to bring a bag lunch to school as their suspension time will include the lunch period on-site. The student will be dismissed by the administration at the end of their suspension (to go home if an afternoon or full day suspension, or to return to classes if a morning suspension).

A student assigned an out-of-school suspension may not attend classes, be present on school property, or be present at any school-related functions on or off school property during the time of his/her suspension. Violating this guideline is a very serious offence and may result in expulsion from St. Maurice School.

If a student is suspended for a period of 3 or more days, he/she will only be permitted to return to classes after the administration has met with the student and parents.

If a student is suspended 3 or more times while attending grades 7-12 at St. Maurice School, he/she may be subject to expulsion or withdrawal from St. Maurice School.

### **c) Expulsions**

Expelling a student is a last resort and will only take place if a student continues to behave in ways contrary to St. Maurice School's philosophy. There may be individual offences deemed serious enough to warrant expulsion. In such cases, the student will immediately be suspended (out-of-school) until a decision is made. The administration will make every effort to make the decision within 72 hours of the suspension. Parents will be called in when the procedure is to be implemented. Any appeal to an expulsion must be presented by the parent in accordance with the Code of Conduct - Policy section of this handbook.

### **63. Smoking Policy**

St. Maurice School has been designated as a smoke-free environment. Due to the fact that St. Maurice has both elementary and high school students, it is expected that the senior students set good examples for the younger students. Smoking is therefore prohibited in the school, on school property, and anywhere within sight of the school. The possession and/or use of electronic cigarettes or personal vaporizers, whether refillable or disposable, is prohibited at St. Maurice School. These policies also apply at school excursions and sports events, etc.

A student who violates the non-smoking policy will be subject to disciplinary actions which may include, but are not limited to: notification to parents, written assignment on the hazards of smoking and/or presentation on the hazards of smoking to elementary students, suspension, etc.

### **64. Alcohol, Drugs, Weapons, Dangerous Goods, and Gang-Related Activities**

Possession or use of illegal drugs or alcohol, possession of weapons or dangerous goods (including laser pointers) and gang-related activities are prohibited at St. Maurice School. Students who involve themselves or others in these activities on school property or off school property during school hours or at school related functions away from the school will be suspended and may be subject to expulsion. Students whose actions may introduce a threat to the safety and well-being of the St. Maurice School community will be liable to severe disciplinary consequences.

### **65. Dances (9-12)**

One or two chaperoned high school dances may be held in the school gym during the school year. The doors will be opened at 7:00 p.m and will close at 8:30 p.m. Students who have a valid reason for arriving after 8:30 p.m. must make arrangements with the administration to be approved for the late arrival list. Such arrangements must be finalized prior to 3:30 p.m. on the day of the dance. Any student choosing to leave the dance after having been admitted will not be permitted to re-enter the dance. The dance will end at 11:00 p.m. Students and parents are asked to make timely transportation arrangements from the dance.

Students may invite one guest to the dance. The guest must be registered in grade 9, 10, 11, or 12 at a Manitoba high school. Sponsor sheets must be completed and submitted to the office by 12:00 noon two school days prior to the dance. Sponsoring students may be held liable for the behaviour of their guest. Graduate alumni and former students of St. Maurice School intending to attend a school dance must be sponsored by a currently registered St. Maurice student. Students entering the dance who are not current students of St. Maurice School will be required to show photo identification at the door (school student card, etc).

All bags, purses, coats, jackets, etc. will be searched at the door upon entry. Students will not have access to any lockers before, during and after the dance. Students are advised to bring as few items as needed to the dance. No outside food or drink will be permitted entry. The dance organizers will ordinarily offer a canteen of snacks and drinks for sale.

Regular school policies regarding behaviour, smoking, drugs, alcohol, etc. are in effect for this school activity. The school asks that the students use good judgement in their choice of clothing for school events. Students refusing to adhere to these policies and expectations will be expelled from the dance, and may be disciplined, suspended or expelled from the school. School dances are supervised by school staff.



## **66. Extracurricular Activities**

St. Maurice School offers a number of extracurricular activities throughout the school year. Please note that some activities may not be offered in a given school year depending on staff availability, student interest and financial constraints. All extracurricular activities are supervised and coordinated by a staff advisor and must be pre-approved by the school administration.

Students who sign up to participate in any school activity must be prepared to volunteer their time, talent and energy in order to make each project a success. Students who are not dedicated to their chosen extracurricular activity or activities should not expect to be allowed to continue with the club or team. Lack of commitment from participating students may require that the event or activity be cancelled for all students.

Students must be working to their full potential in all of their classes in order to be eligible to participate in any school sport or extra curricular activity. Parents who wish to withdraw their consent for their child to play on a school team or participate in a school extra-curricular activity because of poor academic effort or results are asked to contact a school administrator.

**9-12:** Graduating students who have made significant contributions to the extracurricular programs at St. Maurice School will be awarded the school letter at their graduation ceremonies. In order to be eligible for the award, students must participate in at least 20 school-approved extracurriculars over their years in Grades 9-12. Students must complete the application form for the award at the end of each school year. This form requires that the student's advisor or coach initials the activities in which the student was a regular and active participant. Students may not report activities in which they participated in previous school years (ie. students must be sure to file their application at the end of every school year). Students who enroll at St. Maurice after their Grade 9 year will have their school letter eligibility requirement pro-rated.

### **7&8 Leadership Group / 9-12 Student Council**

The main objectives of these school groups are to develop a sense of community among the students and staff and to develop leadership skills in the individuals who help organize various activities. Past activities have included spirit weeks, noon hour events, small scale fundraising activities, and prayer services.

**7&8:** Grade 7 and 8 Leadership Group representatives are elected from each of the home rooms.

**9-12:** Grade 9-12 Student Council representatives are elected to the following positions in May and will take office in the September of the upcoming school year: President, Vice-President, Administrative Secretary, and Public Relations Officer. A Religious Events Coordinator will be appointed by the Administration. Each home room also elects class representatives.

### **Clubs and Activities**

Debating and Public Speaking, Travel Groups, Chess Club, Yearbook, Social Justice Committee, Graduation Committee, Drama Club, etc. All activities are subject to committed student interest, and the availability of school staff supervisors/coaches, and the availability of financial and material resources. Not all activities will necessarily be carried out in any given school year.

### **Interschool Sports**

Students may participate in organized interschool competition in cross-country, golf, volleyball, basketball, badminton, track and field, and soccer. All school sports are subject to committed student interest, and the availability of school staff supervisors and coaches. Not all activities will necessarily be carried out in any given school year. Please see the St. Maurice School Sport Philosophy and Sport Regulations for Student Athletes sections below.

## **67. St. Maurice School Sport Philosophy**

The Physical Education staff, school coaches and administrators have developed the St. Maurice School Sport Philosophy for new and existing coaches, athletes and parents. Copies may be obtained from the Phys. Ed. Coordinators.

## **68. Sport Regulations for Student Athletes**

St. Maurice students are eligible to compete in a number of different interschool sports throughout the school year.

- All student athletes (Grades 7 to 12) wishing to join any school team(s) must pay a general sports fee by the deadline set for early September. Monies collected will go for officials, zone fees, equipment, the sports banquet, gift presentations to coaches, etc. The general sports fee will include a \$5 late fee if paid after the initial deadline.
- Student athletes and their parent(s) may be required to attend a team registration meeting in advance of the tryouts for the volleyball, basketball and soccer teams at all levels. If no team registration meeting is required, the team registration forms will be available for students to take home.
- Completed registration forms and all fees (see below) must be submitted before the player attends any team practices

or games. It is critical that all forms and fees be submitted before the stated deadline for each sport since the determination of which team(s) will be registered with the league(s) will be based upon the assessment of complete registrations and fees submitted by the deadline date. Late registrations will not be accepted.

- Grade 7&8 student athletes will pay a team registration fee for each major sport they play (volleyball, basketball, track & field). Monies collected will go for officials (referees, score keepers, timekeepers), zone fees, equipment, facilities rentals, etc.
- Grade 9 to 12 student athletes will pay a team registration fee for each sport they play (cross-country, volleyball, basketball, badminton, soccer, rugby, track and field). Monies collected will go for officials (referees, score keepers, timekeepers), zone fees, equipment, facilities rentals, etc.
- Any required permission letter(s) for participation in school sports must be received by the school or coach before the player will be allowed to participate in any practices or games.
- St. Maurice School assigns school jerseys for use by all of our sport teams. These jerseys will be worn by all team members, Grades 7 to 12, for all competition events. Players are personally responsible for the one, specific numbered jersey assigned to them. Additional jerseys will not be issued to a given player.
- A caution fee will be required from each student assigned a school jersey for each team sport in which they participate. At the end of the season for each particular sport, upon the return of the assigned jersey that has been kept in good condition, the jersey caution fee will be refunded. Deductions up to the full amount of the caution fee refund will be assessed for damage to or loss of an assigned jersey.
- Student athletes competing in team sports must purchase and wear the uniform team sports shorts available for sale only from the St. Maurice Phys. Ed. Coordinator.
- Players must wear the personally-owned team shorts or school-owned teams shorts (dependent upon the sport) and the school-owned team jersey whenever they are representing the school in competitions. Players lacking the complete uniform of the school shorts and jersey for a game will not play in that game. This uniform rule will apply to volleyball, basketball, badminton, soccer and rugby. Other athletes representing the school in other events may also be required to comply with this uniform rule.
- **7&8:** At the Junior level of some team sports, a competitive team league and a developmental team league may both be created for that school year's season. The sports coordinators and school administration will have the final discretion over which team league(s) will be joined. All Grade 7 and 8 players who try out are eligible to play on a team. This may require that two teams (one competitive and one developmental) be created. The placement of players into the competitive or developmental team shall be at the sole discretion of the coach(es). Grade 6 students may be permitted to play on a developmental team with the authorization of the school sports coordinators and the administration.
- **9-12:** At the high school level of team sports, the decision to register any team will be based upon the number of complete and paid registrations submitted by student athletes by the deadline date. Initially, where a sufficient number\* of players are registered, *one* high school team will be created for each gender (as applicable). The sports coordinators and school administration will have the final discretion over whether this one team will be registered at the Junior Varsity or Varsity level.

\* The required number of players for each high school team to be registered shall be as follows: volleyball - 12, basketball - 10, indoor soccer - 16, outdoor soccer - 16, sevens rugby - 14. Only if the complete registrations and fees submitted number greater than the minimum numbers noted above for each specific level (Junior Varsity and Varsity) will the school consider registering two teams (one at each level for that gender and sport). The sports coordinators and school administration will have the final discretion as to whether a second high school team will be registered.

Note: Provided that there are sufficient numbers of players to register two teams (one junior varsity, one varsity) for a given sport, then all players must compete in the level of their current grade (junior varsity level for grades 9 and 10 students, varsity level for grades 11 and 12 students).

- **9-12:** At the high school level of team sports, the coach(es) will determine how many and which players to have on the team. The coach(es) will have the final discretion over player selections. Student athletes who do not make the team will have the sport-specific fees they paid returned to them. They may also request to have their general sports fee returned to them (unless they have played or plan to try out for another sport during the school year). Students expelled from a team or who quit a team are not eligible for any fee refunds.
- **7-12:** Grade 7&8 competitive team players and all high school team players and their parents must realize that these are competitive level leagues and that players will play in the games at the discretion of the coach(es). Players will have an equal opportunity to develop skills during practices, but equal game playing time for all players is *not* to be expected. The coach(es) will determine the player needs of the team for or during a particular game circumstance.

- All students participating in sports must be working up to their academic ability in all of their classes. (i.e. "Putting in an honest effort").
- Any student playing in the gym unsupervised by a designated adult coach or teacher will be subject to disciplinary action. This includes team players who must wait for their coach to arrive before they begin their warm-ups, practices or games.
- Unless a player attends 75% of all practices, he or she should not expect to play in any upcoming games or competitions. Any player missing 2 practices in a row prior to a game should not expect to play in that game (although they will ordinarily be expected to attend the game).
- Coaches and team supervisors are not available to supervise other children in the gym during practices and games. Younger siblings of team players may not attend practices. Younger siblings of team players must be supervised by their parent(s) at all games.
- Parents/students are responsible for their own transportation to and from each sporting event. Especially important is the timely pickup of players after events. Teachers/coaches are not in a position to be expected to transport players to or from any events.
- Players are expected to give their best effort, cooperate with their coach(es), show good sportsmanship and teamwork, and have fun while participating.
- Any player who exhibits unsportsmanlike conduct during any sporting event (practices, games, etc.) will be subject to disciplinary action. Such action may include removal from the game (by either the coach or game official), suspension from the team, permanent removal from the team, and/or referral to the school administration. Students expelled from a team or who quit a team at any time during the season are not eligible for any sports fee refunds. At the 9-12 levels of sport, The Manitoba High Schools Athletic Association may also levy fines and suspensions against players.
- Any student athlete who without a good reason does not finish playing in the season or on the team they signed up to play on will not be allowed to play on any other team or in any other sport during that school year and may risk losing all extra-curricular privileges in the gymnasium. An exception may be made if the player discusses with his/her coach the reasons why he/she needs to quit the team; and the reasons given are judged to be legitimate by the coach and/or the administration.
- No refund of the sports fee or sport-specific fee will be made to a student who does not finish playing in the season or on the team they signed up to play on, regardless of the reason.

#### **69. Permission to Use Photographs, Images and Videos of Students and/or Student Work**

From time to time St. Maurice School requires photographs, images, and videos of students and/or student work for promotional purposes including publication in the local print media, display upon the school's website, and/or inclusion in other school promotions, publications, workshops and displays.

A child's full name will not be included in any use of photographs or school work published for external display. In fact, students are identified by first name and last initial only for publications that will be used externally (e.g. newsletters, school website). Students will be identified by full name with photograph(s) in the annual school yearbook, and may also be identified by full name with photographs, images, and videos placed on display within the school, classroom, or St. Vital Parish Church.

In order for St. Maurice School to meet the above need parents are requested to permit St. Maurice School the use of photographs, images, and videos of their child taken by persons authorized by the school in connection with their curricular and extra-curricular activities at St. Maurice School. This permission is granted by the parent's signature on side 2 of this Student Handbook's Signature Slip. This parental permission is sought specifically for the use of photographs, images, and videos in displays which may appear outside of the school building. Parents who do not wish photographs of their child to be included in outside publications are required to inform the principal in writing of this request at the onset of the school year by indicating NO in the appropriate space on the Signatures Slip of this agenda to be signed and returned to the school office.

In granting permission by his/her signature, the parent consents to the use of photographs, images, and/or videos of students involving their child and/or displays of his/her schoolwork by St. Maurice School Inc. in its publications and public advertisements. This consent includes the irrevocable, unrestricted right and permission for St. Maurice School Inc. to copyright and use, re-use, publish, and republish photographic pictures of the child without any other further consent and without any financial or other remuneration to the child or parent. The parent waives the right to inspect or approve the finished product, including any written copy which may be created in connection with the photographs.

St. Maurice School and St. Vital Church events which are open to the general school community may be photographed and/or videotaped, and shared, without special permission from students or parents. Examples of such events include, but are not

limited to: Christmas concerts, drama productions, interschool sports competitions, graduation ceremonies, school assemblies, etc. Parents with a concern about their child being photographed and/or videotaped during such events are advised to withdraw their child from the event and to advise a school administrator of that decision well in advance of the event.

#### **70. Class Placement Requests**

In May of each school year, school staff draw up the class lists for the following September. This is a complex process and we seek parental understanding and support. It is our strong belief that the learning atmosphere in the classroom must be the first consideration in the formation of class groupings. Classes are organized to maximize learning and teaching opportunities for students and teachers. Teachers and administrators make every effort to minimize the potential for negative student interactions. Staff teams strive to create classes that are heterogeneous and balanced in all respects.

The following are all considered when determining class placements:

- Student performance
- Teachers' knowledge of the social interactions and dynamics between individual students and groups of students, including friendships
- Student/teacher match
- Placement of students new to our school
- Male/Female ratio
- Information provided from parents
- Approximate equal class size at any grade level

Note: An additional determining factor for High School students may be the options selected by individual students

Given the above criteria, parents wishing to have input on their child's class placement are asked to submit them, in writing, to the attention of the Principal prior to the first school day of May at the latest. Please provide sound educational reasons for your requests in this letter. Please note: If for whatever reason, you are making a request that your child not be placed with another child, you must consider the possibility that this information may have to be shared with others so that the process is fair to everyone involved.

Given all of the criteria used to generate class groupings, it may be difficult to accommodate your specific requests.

Parents can assist the class formation process by helping their children understand the process that is used to develop class groupings and supporting the placements once these are made. With appropriate support at home and at school, it has been our experience that the vast majority of placements are successful.

Final class placements for returning students will be released on the last day of school in June with the student's June report card. Given the fact that all of the factors noted above will already have been considered, we ask that you accept that the class placement enclosed with the Final Report Card will be final.

#### **71. Reports for External Agencies or Practitioners**

Requests for information about a student's observed behaviours, academic progress, or learning difficulties intended for an external agency or practitioner (eg. tutoring or learning centre, pediatrician, therapist, psychologist, etc) must be granted written permission by the parent for release. The information obtained from teacher(s) or student records and/or survey forms completed by teacher(s) will be forwarded directly to the external agency or practitioner, with no copies made or provided to others.

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**Any questions regarding the content of this handbook should be brought to the attention of the Administration.**

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**Changes to the policies and guidelines presented in this student handbook may be made by the School Administration, as required.**

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**Dear Parent and Student:**

**Please complete both sides of the Signature Slip which is the next sheet of this handbook.**

**Submit the completed Signature Slip to the student's home room teacher or to a school office on or before the deadline date.**

**Thank you!**

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*May God bless you with a successful and rewarding school year at St. Maurice !*

**ST. MAURICE SCHOOL  
STUDENT HANDBOOK  
Signature Slip**

**Grades 7 to 12  
2016-2017**

**PLEASE PRINT ALL INFORMATION BELOW  
ALSO COMPLETE THE REVERSE OF THIS SHEET**

**Parents and students are to sign below  
and return this page to the school by  
Friday, September 16<sup>th</sup>, 2016**

**I have read and agree to make myself familiar with and comply with the contents stated within the St. Maurice School Student Handbook, including the Code of Conduct:**

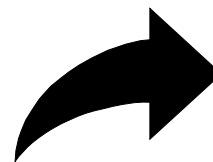
**Student's Full Name (First, Last)**

**(Print):** \_\_\_\_\_

**Home Room:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_

**Student's Signature:**



\_\_\_\_\_  
**Parent / Guardian Signature:**

**The parent's signature here applies equally  
to the selections made upon the reverse of this sheet.**

**Changes to the policies and guidelines presented in this student handbook may be made at the discretion of the administration, as required.**

**Any questions regarding the content of this handbook should be brought to the attention of the administration.**

**Please read Item #38 of this student handbook (Field Trips) and complete the section below.** To ensure that your child is automatically eligible to participate in local school field trips, the school requests that you complete the blanket permission form below. A specific permission letter will still be required for field trips to venues outside of a reasonable walking distance from the school, for those which may include elevated elements of risk, and those which require a fee payment.

- YES, St. Maurice School is granted parental permission for the student named on the reverse of this form to participate in field trips and extra-curricular activities sponsored and supervised by the school.
- NO, I do not grant general permission for the student named on the reverse of this form to participate in field trips and extra-curricular activities.

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**Please read Item #68 of this student handbook (Permission to Use Photographs, Images and Videos of Students and/or Student Work) and complete the section below.**

- YES, St. Maurice School is granted parental permission for the child named on the reverse of this form to be included in photographs, images, videos and/or have his or her work displayed or published outside of the school.
- NO, I do not wish my child to be included in photographs, images, videos and/or have his or her work displayed or published outside of the school. I accept that photographs which include my child, and/or his or her work may be displayed or published in the annual St. Maurice Yearbook, and/or inside the school and parish buildings. Furthermore, I accept that images or videos that capture events which are open to the general public such as but not limited to: school Christmas concert, sport/music/drama or other performances or events whether at school or away from the school, may include the image of my child. I will advise a school administrator well in advance should I wish to withdraw my child from such an event. I accept that my child could be included in photographs, images and/or videos should I fail to advise the administration in advance to remove my child from the event prior to the picture-taking/video-taping.

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The parent's signature on the reverse of this form also applies to the selections made above. **Note:** if no boxes are checked above, St. Maurice School will assume a YES response to both items.