



APPLICATION INFORMATION FOR
St. Maurice School
Grades 7 to 12
2017-2018 School Year

Different Application Information Sheets are required for:

- International Students
- Students with Special Needs

Please visit the school's website (www.stmaurice.mb.ca) or request a copy from the school office.

Each applicant will be required to:

- a) Submit a completed St. Maurice School Application Form for each individual student applying.
- b) Submit an application fee of \$100.00 per individual student applying. Payment may be made in cash or by cheque made payable to "St. Maurice School". Please note:
 - In all cases, \$50 of the application fee is a *non-refundable* processing fee.
 - If the applicant is accepted, the remaining \$50 will be held as payment to the school's Programs Enrichment Fund (PEF), which is to be paid annually by every student attending St. Maurice.
 - If the applicant is not accepted, the \$50 PEF portion of the application fee will be refunded.
 - If the applicant is placed on the waiting list due to a lack of space, the entire \$100 application fee will be held until the applicant requests to be removed from the waiting list or the school determines that a space will unfortunately not be opening up for the applicant, in which cases the \$50 PEF portion of the application fee will be refunded. All waiting lists will expire on September 30th; parents/students still interested in St. Maurice School for the next school year will be required to complete all components of a new application process for St. Maurice School.
 - If the applicant chooses to withdraw his/her application, the \$50 PEF portion of the application fee will be refunded.
- c) Provide a copy of the student's most recent report card from their current school. If the application is submitted prior to March 1st for a September entry into St. Maurice School, parents are asked to submit an updated report card as this becomes available from the applicant's current school.
- d) If applying for Grade 11 or 12, a high school transcript showing all high school credits earned to date will also be required at the time of application.
- e) If applying for Grade 10, 11 or 12, a copy of the student's high school transcript or final report card showing all high school credits earned to the end of the current school year must be submitted prior to August 15th. Students applying for Grades 10, 11 and 12 will only be conditionally accepted pending the final outcome of their current high school credit courses, to be verified for final acceptance by the complete transcript required by August 15th.
- f) Provide a copy of the student's birth certificate. If the student is not a Canadian citizen, Proof of Permanent Resident Status must also be provided.
- g) Provide a copy of the student's baptismal certificate - required if the applicant is indicated as Catholic.
- h) Have a Sending School Questionnaire (SSQ) completed and returned to St. Maurice School by the student's current school Principal or delegate. The parent or guardian of the student must sign as indicated near the top of this form to permit the current Principal to release the requested information (as required by FIPPA, the Freedom of Information and Protection of Privacy Act (Manitoba), and PHIA, the Personal Health Information Act). The parent or guardian of the applicant is responsible for providing this signed form to the Principal of the applicant's current school. The Principal is asked to complete and fax this Sending School Questionnaire directly to St. Maurice School (fax: 204-452-4050) as soon as possible.
- i) Write an entrance exam (maximum time allowed is 3 hours). The exams are for all applicants, for Grades 7 to 12, and will cover English Language Arts and Mathematics. Calculators are not permitted.
- j) Attend an interview for the student with a St. Maurice School Administrator.

Applicants will be notified by phone or by mail of their appointment time(s) for the entrance exam and interview.

Your son or daughter's application will only be processed once ALL of the required documentation has been received by St. Maurice School.

APPLICATIONS FOR 2017-2018 WILL BE ACCEPTED AFTER OCTOBER 3rd, 2016.

Please note that there is no first-come served prioritizing; all complete applications received by the priority deadline will be considered in one pool of new applicants for each grade level.

PUBLIC OPEN HOUSE for GRADES 7-12 ON THURSDAY, FEBRUARY 9th, 2017 AT 7:00 PM

THE PRIORITY DEADLINE FOR ALL APPLICATIONS IS THURSDAY, MARCH 9th, 2017

It is strongly recommended that the school office receive your complete application on or before the priority deadline above - some grade levels will become full, as will some option courses in the high school.

Applications submitted after the priority deadline may need to be placed on a waiting list.

NO LOCAL APPLICATIONS FOR 2017-2018 WILL BE CONSIDERED AFTER SEPTEMBER 1st, 2017

Note:

- **Applications for International Students:** Please obtain a copy of the International Students Application for St. Maurice School. Such applications require additional documentation and are subject to various conditions outlined in that document.
- **Applications for Students with Special Needs (Level II or Level III disabilities):** Please obtain the Application Information for Students with Level II or Level III Disabilities. Such applications require additional documentation and must be submitted on or before the last school day of February 2017 for consideration for the 2017-2018 school year.

CONTACT INFORMATION FOR ST. MAURICE SCHOOL

Address: 1639 Pembina Highway, Winnipeg, MB R3T 2G6
Telephone: 204-452-2873 or 204-453-4020
Fax: 204-452-4050
Email: info@stmaurice.mb.ca
Website: www.stmaurice.mb.ca

St. Maurice Daycare: 1619 Pembina Highway Telephone 204-475-4045
St. Maurice Before and After School Program for K-6: Telephone 204-284-0881

ADMISSION POLICY, Grades 7 to 12

St. Maurice School's acceptance process sets out to match the needs of individual applicants with the educational setting and Catholic atmosphere of St. Maurice School.

Information regarding each applicant for Grades 7-12 is obtained through a process which includes the review of:

- the applicant's Entrance Examination
- a Personal Interview with the student applicant
- the Sending School Questionnaire
- the most recent Report Card, and High School Transcript if applying for Grade 10, 11, or 12.

Note: Applicants currently registered in a home-schooling program will be required to supply additional information and documentation regarding the curriculum/program followed, assessments and outcomes attained.

Note: Applicants for Grades 10, 11 and 12 will only be conditionally accepted pending the final outcome of their current high school credit courses. If conditionally accepted, a copy of the student's high school transcript or final report card showing all high school credits earned to the end of the current school year must be submitted by mail or fax to St. Maurice School, addressed to the "High School Vice-Principal" prior to August 15th.

Criteria for Admissibility

The information collected is used to determine if:

- all special staffing, programs, equipment, and/or physical facilities required by the student are available,
- the academic program offered by the school would provide an educational environment beneficial to the student's learning potential,
- the student's moral behaviour is in keeping with the practice of the Catholic Faith at St. Maurice School, and
- the student's behaviour and attitude is in keeping with the standards of St. Maurice School

For Grades 7 to 12:

Provided the admissibility criteria are met, priority for an available space will be given to a:

- 1) Registered parishioner* of St. Vital Roman Catholic Church with a sibling(s) already attending St. Maurice School
- 2) Registered parishioner* of St. Vital Roman Catholic Church
- 3) Catholic with a sibling(s) already attending St. Maurice School
- 4) Catholic child of a graduate alumnus of St. Maurice School
- 5) Catholic who is presently attending at another Catholic school
- 6) Catholic
- 7) Non-Catholic with a sibling(s) already attending St. Maurice School
- 8) Non-Catholic child of a graduate alumnus of St. Maurice School
- 9) Non-Catholic who is presently attending at another Catholic school
- 10) Non-Catholic

*The St. Vital Parish Office considers a “parishioner” to be someone who is registered, attending and contributing to the parish for at least 4 months prior to the application submission to St. Maurice School.

ACADEMICS

All students attending St. Maurice School must be enrolled as full time students. 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, Grade 11 - 7, Grade 12 - 6.5). This credit course schedule includes all compulsory courses required for high school graduation in Manitoba under the Senior Years English Program. St. Maurice School offers courses over the full school year, and not on a semester system. St. Maurice offers a variety of option courses in Grades 7 to 12. Please refer to the current Grade 7&8 Course Descriptions Sheet, or the current Grade 9, 10, 11 or 12 Course Descriptions Booklets (which are posted on the school website).

Religious Instruction: All students attending St. Maurice School are required to take part in Religion. Catholic Religion courses and activities such as religious retreats are compulsory at all levels. Attendance at grade Masses and school Masses is an integral and compulsory part of the Religion program.

Homework: All learning does not take place in the classroom. It is expected that each student spends time on homework and study on a daily basis. Homework such as class assignments, projects and reviewing should take precedence over other activities. The typical guideline times for daily after school work are: Grades 7 & 8: 1-1½ hours; Grades 9 & 10: 1½-2 hours; Grades 11 & 12: 2-3 hours.

Examinations: Grade 8 students write 2 hour examinations in January and June for English Language Arts, Mathematics, Science, and Social Studies. Grade 9 to 12 students write 3 hour examinations in January and June for most courses. Grade 8 to 12 students may earn exemptions from the June exams. Students are required to write provincial examinations and/or standards tests as prescribed by Manitoba Education.

Reporting periods: The Grade 7-12 school year is divided into 2 main reporting periods. 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 record the final grade earned in each course which is calculated as the average of the Term 1 and Term 2 marks. Progress

Reports are issued midway through Terms 1 and 2. Parent Teacher Interviews are scheduled upon request after the November and February reporting periods.

ATTENDANCE

Regular and punctual attendance for all classes is required for a student to be successful in his/her academic endeavour. Parents are asked to contact the school if a student is going to be late or absent. Parents will be contacted by the school in the case of an unexplained absence. Attendance is taken by each teacher for each class. Parents who allow their children to be absent for such reasons as athletic events, employment or vacations must not expect teachers to provide make-up work, special assistance or extensions for missed work. Teachers will make accommodations for serious illness, etc.

STUDY PERIODS / SPARES

Grade 10 students are scheduled for one supervised study period in each six day cycle. The study period is designed to allow for the completion of individual assignments, although the supervising teacher may permit quiet group work.

Grades 11 and 12 students have the privilege of an open campus spare when they are not scheduled for a class or study period. Students who choose to stay in the school during a spare must remain in uniform and be in a designated area. Grades 11 and 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. Grades 11 and 12 students are expected to attend all School Masses, Grade Masses and all special school events (e.g. guest speakers, Student Council events, etc.), even if they have a spare scheduled to occur during such events.

SCHOOL HOURS

The school doors are opened before 8:30 a.m. and close at 3:45 p.m. No supervision is provided before 8:30 a.m. or after 3:45 p.m. except where students are participating in an approved extra-curricular activity. St. Maurice School operates on a 6 day cycle, with the school day divided into 45 minute periods:

<i>Grade 7&8 Students</i>		<i>Grades 9 to 12 Students</i>	
8:45 am	morning home room	8:45 am	morning home room
8:55-12:10	four morning classes	8:55-11:20	three morning classes
12:15-1:00	lunch period	11:25-12:10	lunch period
1:05-3:30	three afternoon classes	12:15-3:30	four afternoon classes
3:45 pm	school closes, except for students involved in supervised extra-curricular activities	3:45 pm	school closes, except for students involved in supervised extra-curricular activities

There is a before and after school supervised study hall for Grade 7&8 students, which is ordinarily available daily from 7:30 to 8:30 am, and from 3:30 to 5:00 pm, each session for nominal fee. Parents and students are expected to make transportation arrangements such that students are not waiting outdoors after the end of their school day or extra-curricular activity. A high school study hall space is available daily from 7:30 to 8:30 am and from 3:30 to 5:00 pm.

LUNCH

Students in Grades 7 to 12 have access to a full service cafeteria during their lunch period. A variety of healthy choice hot and cold menu items are available for sale daily.

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

Grades 9 to 12: Students are permitted to leave the school over the lunch period, but must return on time for their afternoon classes.

EXTRACURRICULAR ACTIVITIES

St. Maurice School offers a number of extracurricular activities throughout the school year (subject to staff availability, student interest and financial constraints). Students who sign up to participate in any school activity must be prepared to make a dedicated commitment of their time, talent and energy in order to make each project a success.

LOCKERS

Lockers are assigned at the beginning of the school year. Students are required to provide their own locks and must advise their home room teacher of the combination or provide their home room teacher with the second key. All lockers are the property of the school and are subject to inspection by the school administration at any time.

TEXTBOOK CAUTION FEE

In the first year a student registers at St. Maurice School, the Textbook Caution Fee (damage deposit) is \$100.00, payable by the Friday of the first week of school. Students/Parents are responsible for paying for any lost, missing or damaged books, such that the deposit remains \$100.00 at the beginning of each school year thereafter. If all school books are returned by the June deadline with little or no damage, the \$100.00 amount is refunded to the parent upon the student's graduation or non-return to St. Maurice School for the following school year.

THE ST. MAURICE SCHOOL PROGRAMS ENRICHMENT FUND (PEF)

The collection for the St. Maurice School Programs Enrichment Fund has replaced the major fundraising drives formerly required of all families, and will ensure that all families contribute equally towards the betterment of the programs at the school for all children in attendance. This fund will be used to provide "enrichment" to such programs as library, physical education, resource, classroom libraries, and to establish a reserve fund that can be used towards larger expenses that support existing school programs or create new programs. Please note that organizations and groups within the school (Parent Guild, Student Council, Social Justice Committee, Graduation Committee, etc.) will still offer some small scale fundraisers throughout the year in support of their causes and charities. However, students/parents/guardians will be under no obligation to purchase or sell the products offered. These small scale fundraisers will thus continue to provide a convenience and a service to parents who like to purchase Show and Save cards, magazine subscriptions, frozen foods, etc., while also providing an opportunity for student groups to learn organizational and leadership skills.

St. Maurice Daycare and the Before & After School Program operate fundraisers independently from St. Maurice School.

St. Maurice School - Uniform Requirements - Grades 7 to 12

St. Maurice School students must wear the St. Maurice School Uniform. The uniform promotes unity and reduces competition. Those items identified below 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 students must wear the school uniform in a proud and presentable fashion. Students new to St. Maurice may only place their order after receiving their official letter of acceptance.

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

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

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

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.

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. The same expectations for appropriate casual/non-uniform clothing applies to all school events, field trips, dances, spirit weeks, etc.

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).

ST. MAURICE SCHOOL - TUITION SCHEDULE

SCHOOL YEAR: 2017-2018

KINDERGARTEN - FULL TIME, per student \$242.00 per month \$2,420.00 annually

GRADE 1 TO GRADE 6:

First Child	\$ 216.00 per month	\$2,160.00 annually
Second Child	\$ 108.00 per month	\$1,080.00 annually
Each additional Child	\$ 54.00 per month	\$ 540.00 annually per child

The family plan for two or more children can only be offered for students in Grades 1 to 6.

GRADE 7 AND 8, per student: \$238.00 per month \$2,380.00 annually

GRADES 9 TO 12, per student: \$385.00 per month \$3,850.00 annually

INTERNATIONAL STUDENT TUITION, K-12, per student: \$10,000.00 annually, due in full before the first day of classes

The tuition fees are subject to change from year to year at the discretion of the St. Maurice School Board.

For newly-accepted students, a non-refundable 10% Advance Tuition amount is required to confirm the student's spot. Details and payment information will be included on the official Letter of Acceptance.

Tuition payments may be made by pre-authorized debit (PAD), with 10 post-dated cheques made payable to "St. Vital Parish", or in full at the beginning of the school year. A surcharge of \$20.00 will be applied for any cheque or pre-authorized debit not honoured by your financial institution, regardless of the reason.

A charitable donation tax receipt for the tuition fees of St. Maurice School is calculated according to Canada Revenue Agency's information circular #75-23. In part the circular reads as follows:

An official donation receipt will be issued for that portion of a payment which is in excess of the pro-rated "cost per pupil" for academic training. If the family has more than one child in attendance at the school, the "cost per pupil" portion will be multiplied by the number of children in the family.

If further clarification regarding this tuition schedule is needed please contact:

Mrs. Dionisia Roman-Osicki, Assistant to the Director, phone 204-453-0933

Approved June 21, 2016