



**Margaret Barbour  
Collegiate Institute**

**2014-15 STUDENT HANDBOOK**

**Margaret Barbour Collegiate Institute**

**PO Box 4700 Stn Main**

**429 Smith Avenue**

**The Pas, MB R9A 1R4**

**Phone: (204) 623-3485**

**Fax: (204) 623-3139**

**Email: [mbarbour@ksd.mb.ca](mailto:mbarbour@ksd.mb.ca)**

**Website: [mbcithepas.com](http://mbcithepas.com)**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT # \_\_\_\_\_ HOMEROOM \_\_\_\_\_

## **INTRODUCTION**

This handbook, the MBCI Student Handbook along with the current course description handbooks are intended to assist students and their parents or guardians in understanding the school's operation and program offerings.

It is the responsibility of all students to familiarize themselves with the information, regulations and policies of the school as noted in this and other handbooks, as announced in classes and assemblies, and noted in the school's daily announcement bulletin - THE BLURB. It is the responsibility of each student who registers at MBCI to be familiar with the specific requirements associated with the particular diploma which he/she seeks. While advice and counselling are freely available, it is the responsibility of the student to ensure that the courses taken are appropriate to the student's program requirements.

At this school, as in society at large, certain guidelines are established to create an environment in which students may be free to pursue their education with as few interruptions or distractions as possible. Every student agrees by the act of registration to be bound by the regulations and policies of the school and school division as may be in effect or amended during the period of attendance. We ask for your cooperation and welcome suggestions for improvement of these guidelines. We wish your school experience at MBCI to be a successful and enjoyable one!

**Doug Van Damme, Principal**

**A.1 INDEX**

| <b>A. ADMINISTRATION</b>                                      | <b>Page</b> |
|---|-------------|
| 1. Index  | 2-3         |
| 2. Calendar of Events   | 3-4         |
| 3. Crisis Contact Numbers                                     | 4           |
| 4. Personnel  | 5           |
| 5. Attendance and Late Procedures                             | 6           |
| 6. Video Surveillance   | 6           |
| 7. Office Hours   | 6           |
| 8. Semester System & School Day                               | 6           |
| 9. Announcements  | 7           |
| 10. Emergency Contact   | 7           |
| 11. Awards  | 7           |
| 12. Student Advisor   | 8           |
| 13. Student Council   | 8           |
| 14. Timetable   | 8           |
| 15. Transcripts and Transfer Forms                            | 8           |
| <br>  |             |
| <b>B. SCHOOL BUILDING AND ORGANIZATION</b>                    | <b>8</b>    |
| 1. Registration Fees  | 8           |
| 2. Course Withdrawal  | 9           |
| 3. School Leaving Check List                                  | 9           |
| 4. Request To Leave Before Semester End                       | 9           |
| 5. Lockers & Locks  | 9           |
| 6. Textbooks  | 9           |
| 7. Student Parking & Bus Loading                              | 9           |
| 8. Sports Ground Complex                                      | 9           |
| 9. Cafeteria  | 9           |
| 10. Library Resource Centre                                   | 10          |
| 11. Student Telephones  | 10          |
| 12. Lost & Found  | 10          |
| 13. S <sup>3</sup> - Student Support Services Referral System | 10          |
| 14. Emergency Responses                                       | 10          |
| 15. Trespassing   | 10          |
| 16. Universal Student Accident Insurance                      | 10          |
| 17. Safety Form   | 10          |
| <br>  |             |
| <b>C. CURRICULUM</b>  |             |
| 1. Credits, Graduation Requirements                           | 11          |
| 2. Graduation   | 11          |
| 3. Special Language Credits                                   | 11          |
| 4. Examinations and Standards Tests                           | 11          |
| 5. Student Achievement Reporting                              | 11          |
| 6. Challenge for Credit                                       | 11          |
| 7. Dual Credits   | 11          |
| 8. Volunteer Credit   | 12          |
| 9. Mark Appeals   | 12          |
| 10. Study Time  | 12          |
| 11. Independent Study Course Regulations                      | 12          |
| 12. Summer Sessions   | 12          |
| 13. Distance Education  | 12          |
| 10010   |             |
| <br>  |             |
| <b>D. STUDENTS</b>  |             |
| 1. Academic Responsibility                                    | 12          |
| 2. School Safety  | 12          |
| 3. Open Campus  | 12          |
| 4. Code of Behaviour  | 12- 19      |
| - Assembly Rules, Bus Safety                                  | 13          |
| - Cafeteria, Computer Use, Course Changes,                    | 14          |
| - Dishonesty/Cheating, Disrespect/Defiance, Disturbances      | 14          |
| - Dress Code, Driving,  | 15          |
| - Drug/Alcohol Code, Use/Suspected Code,                      | 15          |
| - Electronic Devices, Food, Gangs, Hazing,                    | 15-16       |

|   |       |
|---|-------|
| - Laggard, Locker Use, Pantsing,                              | 16    |
| - Patriotic Exercises, Physical assault, Threats, or Fighting | 17    |
| - Profanity, School Dance Rules                               | 17-18 |
| - School Trips, Skateboards/ Roller Blades,                   | 18    |
| - Smoking/Tobacco Use,  | 18    |
| - Snowballs, Vandalism, Verbal and/or Emotional Abuse         | 19    |
| - Weapons   | 19    |
| 5. Illness  | 20    |
| 6. Extra Curricular Activities                                | 20    |
| 7. Athletic Participation                                     | 20    |
| 8. Counselling Services                                       | 20    |
| - Guidance  | 20    |
| - Student Services Centre                                     | 20    |
| - AFM Counsellor  | 20    |
| - S <sup>3</sup> – Student Support Services Referral System   | 21    |
| - School Nurse  | 21    |
| 9. Resource Services  | 21    |
| 10. Crime Stoppers  | 21    |
| 11. Maplewood On-Line – Student & Parental Access             | 21    |

## E. SCHOOL FLOOR PLAN

22-24

## ADMINISTRATION

### A.2 MARGARET BARBOUR COLLEGIATE INSTITUTE

#### CALENDAR OF EVENTS: 2014-15

##### SEMESTER I

|                 |  |
|-----------------|--|
| August 27       | Office opens - late registrations taken  |
| September 1     | Labour Day (school closed)   |
| September 2     | Administration Day/Staff Meeting   |
| September 3     | Registration Day, Senior 1 Orientation   |
| September 4     | First Day of Semester 1  |
| September 5     | Last Day for Course Changes  |
| September 12    | Golf Zone Championships – MBCI   |
| September 19    | Professional Development – No School   |
| September 19    | Golf Provincials – Shilo   |
| September 24    | Post-Secondary Presentations - MBCI  |
| September 26-27 | Senior Varsity Pre-Zone Volleyball Tournament – Thompson                       |
| October 1 to 3  | Individual Education Plan Meetings   |
| October 3-4     | Soccer Zones Championships – Thompson  |
| October 3-4     | Invitational JV Volleyball – MBCI  |
| October 6       | Cross-Country Zone Championships – Flin Flon                                   |
| October 7       | School Pictures  |
| October 10      | Early Dismissal – Students go home at 12:00 noon                               |
| October 13      | Thanksgiving (school closed)   |
| October 15      | Cross-Country Provincial Championships– Zone 10                                |
| October 17-18   | Soccer Provincial Championships – Winkler                                      |
| October 23-24   | SAGE – No School   |
| Nov 1 & Nov 2   | NORMAN Jazz Festival – MBCI – The Pas  |
| November 5      | Take our Kids to Work Day – Grade 9 students                                   |
| November 7-8    | Junior Varsity Volleyball Zone Championships – MBCI                            |
| November 11     | Remembrance Day – (school closed)  |
| November 14-15  | Senior Varsity Volleyball Zone Championships – Hapnot                          |
| November 14     | Early Dismissal – Students go home at 12:00 noon                               |
| November 20-22  | Junior Varsity Volleyball Provincial Championships – Winnipeg                  |
| November 27-28  | Parent Teacher Conferences – Thursday 7:00-9:00 pm & Friday 9:00 am to 3:30 pm |
| November 27-29  | Senior Varsity Volleyball Provincial Championships – Winnipeg                  |
| December 5 - 6  | Invitational Basketball tournament – MBCI – The Pas                            |
| December 15     | Senior Band Concert  |
| December 19     | Last Teaching Day before Christmas Vacation                                    |
| Dec.20-Jan.4    | Xmas Break – (school closed)   |
| January 5       | Classes Resume After Vacation  |
| January 6-9     | Grade 12 English Provincial Standards Test                                     |
| January 12-14   | Grade 12 Français langue seconde Provincial Standards Test                     |
| January 16      | Early Dismissal – Students go home at 12:00 noon                               |

|                 |   |
|-----------------|---|
| January 16 - 17 | Hapnot Invitational Wrestling Meet – Flin Flon                |
| January 20      | Grade 12 Applied Mathematics Provincial Achievement Test      |
| January 21      | Grade 12 Essential Mathematics Provincial Achievement Test    |
| January 22      | Grade 12 Pre-Calculus Mathematics Provincial Achievement Test |
| January 28-31   | MBCI Exams  |
| Jan 30 - 31     | Senior Varsity Basketball Pre-Zones – Flin Flon               |
| February 3      | Administration Day (no school)                                |

## SEMESTER II

|                    |  |
|--------------------|--|
| February 3         | <b>Semester II Starts</b> , 1 <sup>st</sup> Semester Reports Issued                    |
| February 6         | Last Day for Course Changes  |
| February 6-7       | Curling Zone Championships – The Pas   |
| February 13 – 14   | Wrestling Zones – The Pas  |
| February 16        | Louis Riel Day – (school closed)   |
| February 20        | Trappers Festival – Professional Development (no school)                               |
| February 26-28     | Curling Provincial Championships – The Pas   |
| February 24-26     | Individual Education Plan Meetings   |
| February 27        | Early Dismissal – Students go home at 12:00 noon                                       |
| February 27-28     | Junior Varsity Basketball Zone Championships – Hapnot                                  |
| March 6-7          | Senior Varsity Basketball Zone Championships – Thompson                                |
| March 12-14        | Junior Varsity Basketball Provincial Championships – Girls: Lorette & Boys: Beausejour |
| March 13-14        | Wrestling Provincial Championships - Winnipeg  |
| March 12-13        | Parent Teacher Conferences – Thursday 7:00-9:00 pm & Friday 9:00 am to 3:30 pm         |
| March 19-21        | Senior Varsity Basketball Provincial Championships – Girls: Sanford & Boys: Morden     |
| March 19-21        | Badminton Invitational Tournament – Norway House                                       |
| March 30 – April 3 | Spring Break – (School closed)   |
| April 10-11        | Badminton Invitational Tournament – MBCI The Pas                                       |
| April 17-18        | Badminton Invitational Tournament – Flin Flon  |
| April 24           | Professional Development (no school)   |
| April 24-25        | Badminton Zone Championships – Thompson  |
| May 1-2            | Badminton Provincial Championships – Winnipeg  |
| May 15             | Early Dismissal – Students go home at 12:00 noon                                       |
| May 18             | Victoria Day – (school closed)   |
| May 22-23          | Zone Track & Field Championships – MBCI – The Pas                                      |
| May 25-27          | Grade 12 Français langue seconde Provincial Standards Test                             |
| June 1-4           | Grade 12 English Language Arts Provincial Standards Test                               |
| June 5-7           | Provincial Track & Field Championships – Winnipeg                                      |
| June 9             | Grade 12 Pre-Calculus Mathematics Provincial Achievement Test                          |
| June 10            | Grade 12 Essential Mathematics Provincial Achievement Test                             |
| June 11            | Grade 12 Applied Mathematics Provincial Achievement Test                               |
| June 17-25         | MBCI Exams   |
| June 26            | Administration Day (no school)   |
| June 29            | Graduation Day (no classes) Graduation Ceremony begins at 1:00 pm                      |
| June 30            | Report Day - all students pick up reports - <b>10:00 a.m. Dismissal</b>                |

### A.3 Crisis Contact Numbers:

|  |                |
|--|----------------|
| Mental Health On-Call Worker – The Pas | 623-6431       |
| Aurora House Crisis Line               | 623-5497       |
| RCMP, The Pas                          | 627-6200       |
| Victim Services                        | 627-6223       |
| Women & Children's Advocate            | 627-8483       |
| Kawechetonanow Crisis Line             | 623-0519       |
| Community Mental Health                | 623-9650       |
| Suicide Crisis Line                    | 1-877-435-7170 |
| Mens Resource Centre                   | 1-204-956-656  |
| Teen Touch                             | 1-800-563-8336 |
| Kids HELP Phone                        | 1-800-668-6868 |
| Teen Touch                             | 1-800-563-8336 |
| Kids HELP Phone                        | 1-800-668-6868 |

## A.4

## SCHOOL PERSONNEL

**ADMINISTRATION**

|                                      |                     |  |
|--------------------------------------|---------------------|--|
| Doug Van Damme, B.Sc., B. Ed., M.Ed. | Principal           | <a href="mailto:dvandamm@ksd.mb.ca">dvandamm@ksd.mb.ca</a>                 |
| Kathi McConnell-Hore, B.Ed., M.Ed.   | Assistant Principal | <a href="mailto:kmccconnell-hore@ksd.mb.ca">kmccconnell-hore@ksd.mb.ca</a> |
| Shane Zolinski, B.Ed.                | Assistant Principal | <a href="mailto:szolinski@ksd.mb.ca">szolinski@ksd.mb.ca</a>               |

**FACULTY**

Chris Afatsawo, B.A. (Hon.), Dip Ed., M.A.  
 Angelika Bate, B.A., B.Ed.  
 Russell Dobie, B.Ed.  
 Nigel D'Souza, B.Sc., B.Ed.  
 Kristy Dyck, B. Ed.  
 Andrew Esson, B.A., Ed. Cert.  
 Anna Fan, B.Sc., B.Ed.  
 Catherine Gardiner, B.A., B.Ed.  
 Lisa Gibb, B. Ed.  
 Heather Gibson, B. of Music. B. Ed  
 Merrilee Hamilton, B.A., B.Ed., M.Ed.  
 Annie Haukaas, B.A., B.Ed.  
 Sherri Helstrom, B.A. (Adv.), B.Ed., M.Ed.  
 Lisa Holbert, B.A., M.Ed.  
 Greg Hunter, B.P.Ed., PBCE  
 Heather Marlow, B.Ed., M.Ed.  
 Pegi McGillivray, B.Ed., B.A. (Hon.)  
 Lorraine McIntosh, B.Ed.  
 Don McKay, B.Ed.  
 Murray McKee, B.Sc.  
 David Newton, B.Ed.  
 Vince Ogradnick, B.Ed.  
 Michelle Sabet, B.A., B.Ed.  
 Brankica Saracevic-Lucic, B.Sc., B.Ed.  
 Adrianna Sawchyn, B.Sc. (Hon.), B.Ed.  
 Doug Scott, BPHE (Hon.), B.Ed.,  
 Journey Person for Machinist  
 Shelley Ward, B.Sc. Ed.  
 Shane Zolinski, B.Sc. Ed.

**COURSE AREAS**

French Immersion, Law  
 Resource, Life Skills  
 Woodworking, Drafting  
 Science, Chemistry  
 AAP, Student Success C, Drama  
 English  
 Mathematics, Science  
 Social Studies, History  
 Business, Computer, Keyboarding  
 Band, Geography  
 Counsellor, Peer Assistants  
 English  
 Social Sciences, Aboriginal Studies  
 Resource  
 Physical Education  
 Counsellor, English, ISO  
 Art, Photography  
 Mathematics, English  
 Mathematics  
 Physical Ed., Mathematics  
 Driver Education, Career Search  
 Mathematics  
 Outdoor Ed, Geography  
 Mathematics  
 Biology, Science, CSC  
 Metals, Power Mechanics  
 Athletic Director, Physical Ed  
 AAP, Student Success Centre

**LOCATION**

256/240A [cafatsawo@ksd.mb.ca](mailto:cafatsawo@ksd.mb.ca)  
 161 [AngBate@ksd.mb.ca](mailto:AngBate@ksd.mb.ca)  
 SBMS [rdobie@ksd.mb.ca](mailto:rdobie@ksd.mb.ca)  
 133 [ndsouza@ksd.mb.ca](mailto:ndsouza@ksd.mb.ca)  
 217/155 [kdyckt@ksd.mb.ca](mailto:kdyckt@ksd.mb.ca)  
 216 [aesson@ksd.mb.ca](mailto:aesson@ksd.mb.ca)  
 128 [afan@ksd.mb.ca](mailto:afan@ksd.mb.ca)  
 203 [cqardiner@ksd.mb.ca](mailto:cqardiner@ksd.mb.ca)  
 160 [lgibb@ksd.mb.ca](mailto:lgibb@ksd.mb.ca)  
 Band [hgibson@ksd.mb.ca](mailto:hgibson@ksd.mb.ca)  
 SSC [mhamilton@ksd.mb.ca](mailto:mhamilton@ksd.mb.ca)  
 215 [ahaukaas@ksd.mb.ca](mailto:ahaukaas@ksd.mb.ca)  
 214 [shelstrom@ksd.mb.ca](mailto:shelstrom@ksd.mb.ca)  
 201 [lholbert@ksd.mb.ca](mailto:lholbert@ksd.mb.ca)  
 Gym [ghunter@ksd.mb.ca](mailto:ghunter@ksd.mb.ca)  
 SSC [hmarlow@ksd.mb.ca](mailto:hmarlow@ksd.mb.ca)  
 240B/C [pmcgillivray@ksd.mb.ca](mailto:pmcgillivray@ksd.mb.ca)  
 224 [lmcintosh@ksd.mb.ca](mailto:lmcintosh@ksd.mb.ca)  
 207 [dmckay@ksd.mb.ca](mailto:dmckay@ksd.mb.ca)  
 Gym/225 [mmckee@ksd.mb.ca](mailto:mmckee@ksd.mb.ca)  
 208 [dnewton@ksd.mc.ca](mailto:dnewton@ksd.mc.ca)  
 218 [vogrodnick@ksd.mb.ca](mailto:vogrodnick@ksd.mb.ca)  
 141 [msabat@ksd.mb.ca](mailto:msabat@ksd.mb.ca)  
 254 [blucic@ksd.mb.ca](mailto:blucic@ksd.mb.ca)  
 131 [asawchyn@ksd.mb.ca](mailto:asawchyn@ksd.mb.ca)  
 Metals [dscott@ksd.mb.ca](mailto:dscott@ksd.mb.ca)  
 Gym [sward@ksd.mb.ca](mailto:sward@ksd.mb.ca)  
 217 [szolinski@ksd.mb.ca](mailto:szolinski@ksd.mb.ca)

**ADDITIONAL STUDENT SERVICES**

|   |                         |                    |
|---|-------------------------|--------------------|
| AFM Youth Counsellor, Diane Curry, B.H. Ec.,    | Student Services Centre | Monday & Tuesday   |
| Public Health Nurse, Christine Kines            | Room 124                | Thursday Afternoon |
| Frontier Home Placement Counsellor, Debra Perih | 1-204-775-9741          |                    |

**SUPPORT STAFF****GENERAL OFFICE**

|              |   |
|--------------|---|
| Linda Farski | Receptionist                              |
| Tracy Janz   | Data Processing (Student Services Centre) |
| Joan LaJambe | School Secretary                          |
| Tanya Buchko | Administrative Assistant                  |

**LIBRARY**

|            |                  |
|------------|------------------|
| Ellen Long | Library Clerk II |
|------------|------------------|

**EDUCATIONAL ASSISTANT**

|               |                  |             |                      |
|---------------|------------------|-------------|----------------------|
| Judy Alyea    | Cathy Andrychuk  | Bev Dyrkacz | Joanne Kellington    |
| Debbie Leeper | Shauna Libbrecht | Linea Mason | Scott McConnell-Hore |
| Gayle Pouliot | Laurie Totte     |             |                      |

**CAFETERIA**

|              |
|--------------|
| Andi Seymour |
|--------------|

**CUSTODIAL**

|               |                       |              |            |
|---------------|-----------------------|--------------|------------|
| John McGinnis | Randy Kriniski (Head) | Varsha Patel | Tom Wright |
|               | Divyesh Patel         |              |            |

## A.5 ATTENDANCE and LATE PROCEDURES

There is a high correlation between regular attendance and academic success. According to the Public Schools Act, the responsibility for ensuring regular school attendance lies with the parents/guardians **and** the student. It is the expectation of Kelsey School Division and Margaret Barbour Collegiate that all students attend all classes and be on time. High school courses are designed to include student participation and discussion.

The attendance policy is based on the understanding a student will be in attendance for at least 80% of a course. **Any student who misses 20% or more in any given course will no longer be eligible to earn credit in that course.** Excused absences not included in this 20%: hospitalization, school related, court, extenuating circumstances at the discretion of administration). Other absences will be marked as accountable or unaccountable.

To aid in tracking attendance problems, an automated phone call to your home will report every absence. Letters, electronic when possible, will be sent after five, ten and fifteen absences. Once a student is absent for 20% of a course, the student will be informed by the school that no credit will be granted.

When students are away from classes, it is a requirement that:

- a) Parents/guardians must notify the school **within 2 school days of an absence.**
- b) They are responsible to **complete missed course work** promptly and thoroughly. A student who is truant from class or for whom no call has come in will not be able to submit work or do tests from that day. Parents may contact the school receptionist during office hours or leave a voice mail at any other time.

### **Tardy Intervention Policy:**

Punctuality is an important and responsible habit to develop. Arriving on time also prevents classroom disruptions. Students who are habitually late will be identified for intervention to help correct bad habits and develop skills for success.

**Step One:** If the student has been tardy (late) five times in a semester (3 times in a half semester course: The student will be given a letter for the parent to sign as a condition of re-entry to class. (Note: Students who forget the letter will be sent to the office to call the parent for verification that the letter was received.)

**Step two:** If the student continues to be tardy and accumulates 10 late notes on Maplewood School Administration Program (or 5 in a half semester course) the following steps would apply:

1. The student would be denied entry to class late and sent to the office); teachers will call the office and mark the student absent/class suspension.
2. Students sent to the office during class time will be sent to a room for in school/class suspension.
3. The teacher would notify the parent of the on-going problem.

**Step three:** After two class suspensions for tardy, the student's status in the course is to be reviewed. The administration will notify the parents/guardians and the student may be withdrawn from the course.

## A.6 VIDEO SURVEILLANCE

The school is under video surveillance. It is used to ensure student safety and can be reviewed to resolve safety issues or vandalism concerns.

## A.7 OFFICE HOURS

|                         |   |
|-------------------------|---|
| General Office          | 8:00 am - 4:15 pm                       |
| Student Services Centre | 8:45 am - 4:15 pm                       |
| Library                 | 8:00 am - 12:25 pm    1:00 pm - 4:00 pm |

## A.8 SEMESTER SYSTEM AND SCHOOL DAY

The school year at Margaret Barbour Collegiate is divided into two equal time blocks:

|             |                          |
|-------------|--------------------------|
| Semester I  | September 3 – January 30 |
| Semester II | February 3 – June 30     |

Instruction is based on a **six day cycle**, with each day containing five periods of 65 minutes. There are short breaks between classes and a 65 minute break for lunch. Most courses end after one semester but a few go all year, some on alternate days. Remember the school cycle day (even or odd) to determine your schedule. Students in Grade 9 and Grade 10 are scheduled for classes during the whole day. Students in Grade 11 and Grade 12 should complete 7-8 credits per year in order to graduate on schedule and get the courses they require for entry to post-secondary institutions. **Students on part time schedules may be placed in restricted timetables.**

### A.9 ANNOUNCEMENTS

Brief, general announcements pertaining directly to school activities are made over the public address system at the start and close of the school day and during some breaks. Detailed announcements are posted via the daily bulletin (The Blurb) on school bulletin boards, website and circulated to the teachers. It is the students' responsibility to check The Blurb regularly for information directed to them. Approved submissions for announcements included must be received in the General Office by 3:00 p.m. of the previous day. The **BLURB** is posted daily on the MBCI website, [www.mbcithepas.com](http://www.mbcithepas.com). Due to new anti-spam laws, parents and guardians wanting to receive the **BLURB** must inform the school that they do want to receive it.

### A.10 EMERGENCY CONTACT

Parents can contact the school to leave emergency messages. These must arrive by 3:00 pm to ensure students can be contacted. In the event of an emergency at the school, parents will be notified by public radio announcements on CJAR and the community channel. The automatic messenger will be used as well as e-mail.

### A.11 AWARDS

Awards to deserving students for curricular and extra-curricular achievement are made each year. Most bursaries and scholarships must be applied for by the student. Information about these is available from the counsellors.

#### **MBCI Honours Awards**

The MBCI Honours Awards are presented annually to recognize those students who have achieved an academic average of at least 80% with no mark lower than 75%.

The honours criteria are as follows:

1. Only course marks from one grade level (Grade 9, 10, 11 & 12) will be used when calculating averages. For example, if a Grade 11 student completes a Grade 12 course, the mark obtained will not be averaged with their Grade 11 marks but will, instead, be averaged with their Grade 12 marks when the student has fulfilled the Grade 12 requirements. If a student has earned more electives than required; only the highest marks of the electives used will be included in the average calculation. Marks from half courses will be averaged. \* If a student has not completed enough electives at a lower level because the student is taking advanced level electives; then an elective from a higher grade level may be utilized to fulfill this requirement.
2. Honours Requirements: Grade 9, 10, 11 & 12
  - a) Grade 9 Requirements:
    - successful completion of **nine** Grade 9 credits including the six mandatory courses and three electives\*, students with more than the required number of electives will only the top 3 will be used.
  - b) Grade 10 Requirements:
    - successful completion of **nine** Grade 10 credits including the five mandatory courses and four electives\*, students with more than the required number of electives will only the top 4 will be used.
  - c) Grade 11 Requirements:
    - successful completion of **eight** Grade 11 credits including the four mandatory courses and four electives\*, students with more than the required number of electives will only the top 4 will be used.
  - d) Grade 12 Requirements:
    - successful completion of **six** Grade 12 courses including the three mandatory courses and three electives, students with more than the required number of electives will only the top 3 will be used.
3. Courses and marks excluded from honours average:
  - a) the mark obtained in a repeated course
  - b) the mark obtained on a re-write of a provincial standards test
  - c) the mark obtained on a challenge for credit course
4. Honours students are eligible for the MBCI Merit Award.

#### **MBCI Subject Merit Awards**

In order to recognize the academic achievement and contributions of students in particular courses. Classroom teachers nominate students for the Subject Merit Certificates at the conclusion of each semester and are presented at the beginning of the next.

#### **MBCI Leadership Awards**

The MBCI Merit Awards are presented annually to recognize the accomplishments of MBCI students during the previous academic year. Students who have demonstrated a strong work ethic, a willingness to co-operate, a positive attitude, respect for staff members and fellow students and have contributed to the life of the school are eligible to be nominated for this award. In order for a student to be a recipient of this award, the following criteria must be met:

- 1) The student must be nominated by a teacher.
- 2) Each nomination must be supported by at least one other teacher.
- 3) The student must have received a passing grade in all courses. In exceptional cases, school administration may waive this requirement.
- 4) A list of nominated students will be posted for staff review. Any dissenting opinion will be considered before any final decision is made.

**Other Awards**

Students achieving a final grade of at least 90% in a course will be placed on a published **List of Excellence**.

The **Governor-General's Bronze Medal** is awarded to a graduating student with the highest academic standing over the last two years.

**Athletic awards:** Most Improved Player and Most Valuable Player from each sport's team, Junior Varsity Athletes of the Year, and Senior Varsity Athletes of the Year are presented during the annual Athletic Awards Assembly in June.

**Recognition awards** are presented to nominated former students approved for specific categories of post-high school achievement.

**A.12 STUDENT ADVISOR**

Each student must have a Student Advisor selected from the professional staff. Students keep their Advisor during their high school career. The Student Advisor meets with advisees, facilitates communication between advisees and other teachers as needs arise, and meets with advisees for reporting period interviews. Students may request a change of student advisor.

**A.13 STUDENT COUNCIL**

The executive is elected in the previous year under election procedures outlined in the Student Council Constitution and school policy. These students play an important role in student affairs, relating to the school administration, correlating various activities and promoting the best interests of the school. Occasional social functions are implemented by the student council including school dances held under regulations set out by the school administration.

**THE 2014-15 STUDENT COUNCIL OFFICERS ARE:**

President: Christine Sheppard  
 Vice-President: Curtis Leclerc  
 Secretary: Andrea Moerike  
 Treasurer: Alexa O'Toole

**Grade Level Representatives, preferably 1 female & 1 male are be elected to assist the executive.**

Any student interested in taking part in the Student Council is welcome to attend OPEN meetings which will be announced in the Blurb when they occur. Regular executive meetings take place on Wednesdays at lunch in the Student Council Chambers. All meetings are in the Student Council Chambers which is located at the back of cafeteria. Any student interested in running for a Student Council office next year needs to pick up a copy of the Constitution and Bylaws of MBCI Student Council from the office or Student Council advisor(s).

**A.14 TIMETABLE**

| <b>SEMESTER 1 &amp; II</b> | <b>ODD DAYS (1,3,5)</b> | <b>EVEN DAYS (2,4,6)</b> |
|----------------------------|-------------------------|--------------------------|
| 8:55 A.M. - 10:00 A.M.     | 1                       | 1                        |
| 10:05 A.M. - 11:10 A.M.    | 2                       | 2                        |
| 11:20 A.M. - 12:25 P.M.    | 3                       | 3                        |
| <b>LUNCH BREAK</b>         |                         |                          |
| 1:30 p.m. - 2:35 p.m.      | 4                       | 4                        |
| 2:40 p.m. - 3:45 p.m.      | 5                       | 5                        |

**A.15 TRANSCRIPTS AND TRANSFER FORMS**

Students who transfer to another school should obtain a transfer form from the office and complete the appropriate school exit forms before they leave. A transcript will be provided to each student who does so in order to assist their registration in the new school. For other purposes, a student may obtain an official transcript for a fee of \$3.00 for the first copy and \$1.00 for additional copies obtained at the same time. Graduates receive one official transcript free of charge.



## B. SCHOOL BUILDING AND ORGANIZATION

### B.1 REGISTRATION FEES

All students are required to pay a registration fee which includes:

|                      | NEW             | RETURNING      |
|----------------------|-----------------|----------------|
| Yearbook (optional): | \$35.00         | \$35.00        |
| Registration Fee     | 45.00           | 10.00          |
| <b>Total Fee</b>     | <b>\$ 80.00</b> | <b>\$45.00</b> |

In addition, some courses have a course fee for materials or supplies, and UCN courses require an additional \$35.00 caution fee while Vocational courses require an additional caution fee of up to \$100.00 or more. There is a \$5.00 fee for all Applied Math students.

Students who fail to return textbooks will forfeit their caution fee and be assessed the replacement cost of the textbook(s) lost. Make cheques payable to "Margaret Barbour Collegiate Institute". NSF cheques result in a \$10.00 charge to the student. **Students who withdraw** may receive a partial refund if the proper documentation is submitted within two weeks and no fines have been assessed.

Textbooks are the property of the school. Students are responsible for their use and return to the course teacher at the designated time. If a book is lost, or returned and showing greater than normal usage, the replacement cost (usually about \$50-\$110) will be charged to the student and the caution fee forfeited. **The school reserves the right to withhold credits, reports or timetables until outstanding fees or fines are paid.**

### B.2 COURSE WITHDRAWAL

Students wishing to withdraw from a course must submit the "**Request to Discontinue Course**" form with the signature of the parent, teacher, and counsellor to the principal. A course discontinued in any other manner will be recorded as a Failure. Special consideration will be given when a course is discontinued for medical reasons.

### B.3 SCHOOL LEAVING CHECKLIST

All students leaving school before the end of a semester must complete a "School Leaving Checklist" available from the General Office or Counsellors. Failure to do so within two weeks of leaving school will result in **forfeit of the caution fee** refund. Students are also requested to complete an "Exit Survey".

### B.4 REQUEST TO LEAVE BEFORE SEMESTER END

Only in exceptional circumstances will consideration be given to allowing credit for courses being taken when a student leaves school before the end of a semester. In no case will the early leave granted mean a reduction in the course workload, therefore, requests for early leave should be submitted to the principal at least three weeks prior to the anticipated leaving date.

### B.5 LOCKERS & LOCKS

Lockers are assigned and each student must submit a completed "Locker Loan Agreement" form signed by a parent/guardian (students 18 years of age or older may sign). A student is legally responsible for items in his/her allocated locker. Use of locks other than those issued by the school on hallway lockers is forbidden. **A fine of \$10.00 will be assessed for each unauthorized lock. There is a \$15.00 fine if lockers are not cleaned out at year end.** Students must provide their own lock for the lockers in the pool change area. This lock is to be used for the duration of the activity only as this is an area open to the general public. An additional school lock can be obtained from the General Office upon payment of a fee. Lockers are to be kept clean. Displayed materials must comply with the same guidelines as for student behaviour or clothing. **Lockers are subject to inspection.** Students are advised not to bring valuables to school. **Students are NOT to share lockers or use someone else's. Students sharing lockers may lose their locker privileges.**

### B.6 TEXTBOOKS

Textbooks are the property of the school. Students are responsible for their use and return to the course teacher at the designated time. If a book is lost, or returned and showing greater than normal usage, the replacement cost (usually about \$50-\$110) will be charged to the student and the caution fee forfeited. **The school reserves the right to withhold credits, reports or timetables until outstanding fees or fines are paid.**

### B.7 STUDENT PARKING AND BUS LOADING

Student parking, on a first come first served basis, is available in the **public parking lot south of school**. Parking is also available on the west side of Smith Avenue and both sides of Grace Lake Road. Bus loading usually occurs south of the school in the designated loading area. Students and teachers are not permitted to park in the Winton Pool parking lot during school hours, where vehicles may be towed. **Loitering in the student parking lot is not permitted.** Drivers are asked to show caution when entering and exiting the parking lot. Failure to do so will result in loss of privileges.

### B.8 SPORTS GROUND COMPLEX

During school hours, the grounds of the adjacent sports complex are under the jurisdiction of the MBCI Physical Education staff. Students or members of the public shall not interfere with school classes being held there. All rules of the school apply in these areas. **This includes the skateboard park area. All visitors must report to the office.**

**B.9 CAFETERIA**

This facility is open only to registered MBCI students and KSD staff. Students may bring their own lunch to the cafeteria during the lunch period. The cafeteria hours are from 9:00 a.m. to 3:45 p.m. **The cafeteria is out of bounds to MBCI students during the period 11:40 a.m. to 12:25 p.m. while it is being used by Scott Bateman Middle School.** Students are responsible for keeping the area tidy by placing litter in the garbage can. Other than at noon, the cafeteria area may be used as a study hall. Proper behaviour is required at all times. Students are not to lie on the furniture or block entrances. As in other areas of the school, students who misuse this facility or who do not behave responsibly will be banned. Students who vandalize will be required to pay restitution.

**B.10 LIBRARY RESOURCE CENTRE**

The library provides several multi-media resources and services to students. There is also a good collection of general reading materials. The computerized catalogue system can supply a wealth of information rapidly. The library clerks are willing to offer help and advice so that students become independent in their ability to use this resource. Access to word processing equipment is provided for occasional student use. The library is also a place for quiet study. Students who are disruptive will be asked to leave. Students who persist in unacceptable behaviour will lose their library privileges. Books are loaned for a period of two weeks. Late charges are \$0.10, (10 cents) per book per day beyond the due date. IPODS/MP3 players, etc. are not to be used in the library at any time.

**B.11 STUDENT TELEPHONES**

Students use pay phones which are located in the main and east lobbies. Use of office phone is restricted to emergency situations. Telephone messages of an urgent nature will be relayed to students by the general office staff at break times. **Cell phones are not to be used or left on within the classroom, unless alternate arrangements have been made in individual classrooms.**

**B.12 LOST AND FOUND**

All Lost and Found articles should be turned in or claimed at the reception desk in the General Office.

**B.13 S<sup>3</sup> - STUDENT SUPPORT SERVICES REFERRAL SYSTEM**

Student Support Services (S<sup>3</sup>) is a program set up within MBCI designed to identify students who may be experiencing problems. Once a problem has been identified through referral to the program the S<sup>3</sup> Committee will try to determine the most appropriate assistance available to help the student. Anyone who is concerned about a student may make a referral to the S<sup>3</sup> Committee. Referral forms are available from the counsellors in the Student Services Centre.

**B.14 EMERGENCY RESPONSES**

**Strangers:** Students are to report to their teacher or the office any strangers in the school not accompanied by staff member or wearing a visitor badge.

**Fire:** Upon the sounding of the alarm, all staff and students are to exit the building and gather as a class away from the school and off roadways. Teachers are to take attendance. For students on spare, they are to exit all areas immediately and remain outside. Return to the school will be by announcement from administration or by 2 short soundings of the alarm bell.

**Security Alert:** The PA system will be used to broadcast the message, "*This is a security alert.*" At that time, all students and staff are to remain in their classrooms, library, SSC or cafeteria. The adults in these areas will lock all doors and students are to move to an area out of sight of the hallway windows. Lights should be turned off.

- Students in the halls are to immediately go to the nearest classroom. If it is locked, then they are to go to the nearest washroom and remain there until the all clear is announced.
- Further instructions will be given.
- Students not in the building will be directed by school personnel to remain outside or to move to a safe area (SBMS in most cases).
- Once the potential security problem has been secured, then the announcement of "*all clear*" will permit normal movement in the building.

**Community Emergency:** Upon sounding of the emergency siren, students will be brought in to the building. Students will all be moved to the gymnasium.

**B.15 TRESPASSING**

Under Manitoba law any visitor (other than registered students, Division employees and school trustees) must first report to the school office. Trespassers will be charged, with fines up to \$1000.00. Causing a disturbance may result in a fine up to \$5000.00. Students who have been suspended are not allowed to enter upon school property **nor to be in the school area**, and will be charged with trespassing upon entering the school or grounds during regular hours without permission from the principal.

**B.16 UNIVERSAL STUDENT ACCIDENT INSURANCE COVERAGE**

The Kelsey School Division Board of Trustees has purchased **Universal Student Accident Insurance Coverage** for all students within the Division. This insurance provides coverage for all students while at school, while involved in school activities away from the school premises, while travelling to or from school and while travelling to or from a school activity. This insurance does not replace the voluntary student accident insurance coverage and is excess of benefits provided by Manitoba Health and excess or any benefits to the student under any group benefits program. Claim forms are available at [www.studentaccident.com](http://www.studentaccident.com) or by calling 1-800-556-7411.

**B.17 SAFETY FORM**

All students taking technology exploratory programs must sign a safety form prior to using any shop facility. Failure to follow the proper safety procedures endangers the safety of everyone in these programs. Anyone violating safety concerns could be removed from the class. If a student is removed from a technology exploratory program for safety procedure violations the student will not be permitted to re-enrol at a later time.

**C. CURRICULUM****C.1 CREDITS, GRADUATION REQUIREMENT**

Grade 9 students must register for a course load of 10 credits. Grade 10 students register for 9.5 credits. All students require 33 credits (in 4 years) under the MBCI diploma requirements or 30 credits for Provincial Diploma. Grade 11-12 students are strongly advised to register for 4 credits per semester or at least 7 credits per school year. All required credits must be completed prior to graduation day. Counsellors are available to assist students with selection of courses, but it is the responsibility of the student to ensure that the course selection meets graduation requirements and entrance requirements for post-secondary education.

**C.2 GRADUATION**

**Students should check the current Senior High Registration Guide for diploma and certificate graduation requirements. The process of graduation begins before the end of Semester 1 with the completion and submission of an "Application to Graduate" form which may be obtained from a school counsellor. Once approved, the student will be placed on the official Graduand List and will receive various communication bulletins about graduation. If the student's situation changes and the requirements can not be met, the student is informed by a counsellor and is removed from the list.**

**C.3 SPECIAL LANGUAGE CREDITS**

Students who are fluent in a language other than English or French may apply to take a Manitoba Education challenge exam to receive credit for the language. Application forms are available from the counsellors and must be completed by the end of September. The school organizes Cree challenge exams once a year.

**C.4 EXAMINATIONS AND STANDARD TESTS**

Information on which courses have exams is found in the current Course Description Booklet. MBCI exams are at least two hours in length with a minimum writing period of one hour before students are released. All students enrolled in a course are required to write the examination. Exam schedules are posted well in advance of exam week. Cheating is a serious offence. Offenders will receive a failing grade (0%) for the test or examination. Exams will not be rescheduled to accommodate vacation or travel plans. Students who, for serious and unexpected reasons, are **unable to write the examination as scheduled must be referred to the principal** who will consider whether an alternate examination date is reasonable and possible. Students who are unable to write an exam due to health reasons must submit a doctor's certificate. **All term assignments must be completed prior to the examination if these are to be part of the final grade.** Final grades are recorded as percentages on the official end of semester report. Students authorized to carry-over partially completed courses, such as in Physical Education, will have this indicated by the term "No Credit". When the course is completed, the grade will be granted.

**C.5 STUDENT ACHIEVEMENT REPORTING**

Teachers employ a variety of evaluation techniques and strategies in assessing student progress in a course taught. It is the responsibility of the student to understand what is expected in order to receive credit in a given course. Final grades in any course will consist of accumulated course assessments and usually includes a final test or examination. Specific reference to evaluation used is noted in the Course Description Handbooks and it is explained at the start of each course.

Examinations and tests form a basis for most course evaluations and students are advised to treat these with a serious attitude.

Each student's Advisor will meet as required with the student and parent/guardian to issue mid-semester reports, both fall and spring. For each course, teachers will also issue official reports at the end of the semester, but teachers may report to parents and students at any time to deal with special situations. Parents and students are encouraged to consult course teachers whenever they have concerns.

**C.6 CHALLENGE FOR CREDIT**

This program allows a student to challenge for credit instead of taking the course. It is intended for students with advanced skills, with prior learning in another province or coming from private study. It involves a pre-assessment by school staff to determine relevance and then an evaluation process which reflects the normal evaluation in the course being challenged. Students cannot challenge a course they have previously attempted.

### C.7 DUAL CREDITS

Students can register to take college or university courses and have their credits used at both the high school and college or university level. Some high school courses may also be used for credit in some programs at the college or university level, eg. A student takes University of Manitoba Calculus course and receives credit for it at the university level but also get a high school credit. Another example would be a student taking leadership courses may be allowed credit at part of the UCN Recreational Leadership program. **Any student wanting to do this must see administration by the 1st week of June for semester one fall courses and December 1st for second semester courses. The costs of the university or college courses are the responsibility of the student.**

### C.8 VOLUNTEER CREDIT

Students can earn 1 credit during their high school career by doing volunteer activity in the community. **Students must register for this program before beginning it.** No prior activity hours can be used. Special application forms may be picked up from the school administration. Students can complete this credit at any time during their high school career though it is normally attempted by more mature students.

### C.9 MARK APPEALS

Students appealing grades must do so no later than two weeks after reports are issued and pay the required fee. The route of an appeal is to the teacher initially, then to the principal. A fee may be charged. Students who miss a major test or examination will be assigned a failing grade. All materials used for evaluation that are not returned to the student will be available for student/parent perusal for a period of three weeks after each reporting period.

### C.10 STUDY TIME

Unscheduled school time on a student's timetable is for study or physical education activities. Study areas include the Library, Student Services Centre and the Cafeteria. Should a course teacher determine that a student's study time is not being used wisely or student's marks are suffering, the teacher may require the student to spend the study time in a designated area until the condition shows improvement.

### C.11 INDEPENDENT STUDY/WEB COURSE REGULATIONS

A guidance counsellor may recommend that a student be allowed to take an Independent Study/WEB course. Provincial independent study/WEB courses are difficult. A student may consider taking an Independent Study/WEB course if the course desired is not offered by the school, or the course desired cannot be scheduled into a student's timetable. If a student takes such a course, the student will pay a caution fee for books, to be refunded when the books are returned. In some cases students must pay for the books. A student should take only one independent study course at a time while handling a regular workload. All course work and exams must be completed by the end of May.

### C.12 SUMMER SESSIONS

There are various summer schools available in Manitoba for students who wish to make up failed courses. See a counsellor for information on locations, costs, registration forms, etc. Internet summer courses are available.

### C.13 DISTANCE EDUCATION

From time to time, some high school courses may be available at MBCI through distance education technology. Students may consider approved Web Based courses. Information on these can be obtained from the counsellors.

## D. STUDENTS

### D.1 ACADEMIC RESPONSIBILITY

Student academic responsibility includes **regular attendance, punctuality, satisfactory conduct, participation and effort** in class work and assignments. Overdue assignments or tests, if accepted, will have marks deducted. Students who do not accept their responsibility and who fail to respond to remedial measures will be required to withdraw from a course. Parents will be informed by the teacher when a student is lagging in class due to personal indifference and failure to apply him/herself in the course. **If the student persists with laggard attitudes, the student will be required to withdraw from school.**

### D.2 SCHOOL SAFETY

It is everyone's responsibility to ensure that all staff and students can be safe at school. Students are to report any strangers in the school. Upon hearing the announcement: This is a security alert, all students are to remain in their classrooms or supervised areas. Those in the hall must immediately report to the nearest supervised area. Everyone is to remain in this area until an all clear is given. Students and staff are to ensure the classroom door is locked and lights are turned off. Students and staff are to move to a corner of the room out of sight of the door. If time permits, books should be taken off the desks as well.

### D.3 OPEN CAMPUS

As with many other large high schools, Margaret Barbour Collegiate Institute operates under an open campus system, that is, students are responsible for their activities during unscheduled school time. It is recommended that during unscheduled periods, students utilize this opportunity for study, assignments, research, physical education units, etc. Students must be in designated areas.

#### D.4 Code of Behaviour

**Pupils and staff must behave in a respectful manner and comply with the code of conduct. All students are to be aware of all the expected behaviours. Students must also be aware that:**

##### D.4-1 Assembly Rules

1. Assemblies are meetings at which all students are expected to be in attendance (unless specifically excused by the principal).
2. Students will first report to their classrooms and will leave their books in the classroom when called to assembly. Students not assigned to a class shall report to the auditorium in time for the assembly, leaving their books in their lockers.
3. Students are to be seated in areas as specified by supervising teachers. The usual procedure is to fill the auditorium from the front.
4. **No caps or heavy jackets** are to be worn in the auditorium. **They are to be left in the classrooms.**
5. There is to be no disrespectful behaviour toward others. This includes talking, laughing, "showing off", or in any way drawing attention to oneself. During performance type assemblies, students are expected to show good audience sense in listening to the performance.
6. Assemblies will be called to order and dismissed by the principal, or by the MC of the assembly. Classes will leave the gym in groups, in an orderly fashion, with their teachers when told to do so by the MC.
7. Students will be permitted to return to their previous classroom for a few minutes after the assembly to finish the period or to get their books.
8. The cafeteria and library are closed to students during an assembly.
  - inappropriate behaviour referrals - report filed - warning
  - second referral - loss of next assembly

##### D.4-2 Bus Safety

a) Minor infractions such as (but not limited to):

- frequently out of seat
- swearing at other students
- loud talking/yelling
- horseplay/roughhousing
- eating/drinking
- tampering with windows
- failing to obey drivers
- throwing objects out of bus
- putting arms/head out window

Disciplinary procedures (KSD Policy JFCC):

1. The driver will speak to the student as he/she exits the bus.
2. The driver will maintain a log on all students. Any verbal warnings will be documented with the data and a numerical code indicating the infraction(s).
3. the driver, in consultation with the Director of Transportation, will determine when a student's behaviour has reached the point where administrative action is required. A report will be sent to the school.
4. Upon receipt of the report, the administrator will impose a consequence on that student using the following guidelines:
  - 1<sup>st</sup> violation - warning
  - 2<sup>nd</sup> violation - parental contract
  - 3<sup>rd</sup> violation - suspension of bus privileges (minimum length 1 day)
  - repeated violations - suspension of bus privileges (of progressive length)

b) Major infractions on the bus - the following are examples (but not limited to) of major infractions on the bus:

- fighting
- swearing at driver
- threatening/assaulting driver
- serious disrespect/defiance
- smoking/chewing smokeless tobacco
- drug/alcohol abuse
- endangering the safety of others
- vandalism
- lighting matches/lighters

Disciplinary procedures:

1. When a major infraction is committed, the student will be automatically referred to administration.
2. The administrator will impose a consequence on that student using the following guidelines:
  - 1<sup>st</sup> violation - suspension of bus privileges (minimum length 1 day)
  - repeated violation - suspension of bus privileges (of progressive length)

**D.4-3 Cafeteria (open to all students of MBCI)**

a) Cafeteria is out of bounds during Middle School lunch period and students may not be in the cafeteria during their scheduled class period.

Students found in the cafeteria during class time will face the following:

- 1<sup>st</sup> offence - 1 day loss of cafeteria privilege
- 2<sup>nd</sup> offence - 3 days loss of cafeteria privilege
- 3<sup>rd</sup> offence - 5 days loss of cafeteria privilege
- 4<sup>th</sup> offence - 5 or more days loss of cafeteria privilege

b) Cafeteria consequences are to be followed

- double the consequence (loss of privilege) and office referral for violation of cafeteria suspension

c) Cafeteria is to be kept clean. If students are identified as leaving a mess or refuses to clean up a mess:

- supervised clean up (15 minutes) during lunch time will be assigned
- failure to do the clean up will result in loss of cafeteria privileges noted previously

**D.4-4 Computer Use**

a) All students must sign and have their parents sign (if under 18) the Network Use form. General computer use - minor problems:

- 1<sup>st</sup> referral - loss of non class use of computers - 1 week period
- 2<sup>nd</sup> referral - loss of all use of computers in the school - three days for the class use and two weeks for general use
- 3<sup>rd</sup> referral - longer banning and possible permanent loss of privileges

b) Major problems:

- Immediate loss of all computer privileges and removal from computer classes. Consideration to permanent ban on computer use in schools - students are held responsible for all costs of repair.

c) All students taking computer classes will abide by additional class rules and consequences.

d) Computer harassment:

- dealt with as bullying when it occurs in school or not

**D.4-5 Course Changes**

Senior one students are not allowed to voluntarily withdraw from courses. Students who withdraw from courses must complete a request form available through the office or Student Services. **Students must continue to attend the course until confirmation is received.**

**D.4-6 Dishonesty/Cheating**

- All referrals - loss of all marks for test/assignment/exam
- Parent notified by subject teacher - report filed
- Continued referral could result in loss of course credit
- Students who have given their work to be copied will also receive no credit for that assignment/test/exam

**D.4-7 Disrespect/Defiance**

All students are expected to treat all adults with respect. It is expected that students will do as requested by adults in appropriate situations. This includes such things as clean up, seat moves and cooperation in keeping hallways and travel paths clean.

- referral to the office which may lead to Saturday School or suspension dependent on the situation

**D.4-8 Disturbances**

a) Hall disturbances:

- 1<sup>st</sup> referral - warning - report to be filed with office
- 2<sup>nd</sup> referral - loss of free time/detention
- 3<sup>rd</sup> referral - Saturday School or suspension

Refusal to cooperate - refer to disrespect code

b) Classroom disturbances:

- 4 steps in class - teachers can use period removal. Document to be submitted for information only.
- 1<sup>st</sup> office referral - administration warning
- 2<sup>nd</sup> office referral - Saturday School or detentions in lieu and parent call
- Subsequent referrals - suspension/Saturday School - consideration of removal from course

**D.4-9 Dress Code**

The items listed below are deemed inappropriate for the following reasons:

1. shows disrespect for others
  - ✓ Clothing, handbags, backpacks, etc. displaying offensive images that promote or advertise illegal drugs or alcohol, depict or encourage violence, cruelty or racism, or have derogatory, degrading comments on them
  - ✓ Hats, headbands (other than those used as hair accessories), hoods, bandannas, and other types of headgear worn indoors.
2. can be a safety hazard: Dog collars, choke chains, wallet chains or like items
3. not appropriate for a learning and working environment
  - ✓ Tops which exposes "cleavage" – avoid low necklines
  - ✓ Clothing that exposes midribs (stomach) areas or under-pants such as boxer shorts and panties
  - ✓ Tube tops, Muscle shirts, Spaghetti straps
  - ✓ Skirts and shorts (as well as the slits in these garments) that are higher than mid-thigh
  - ✓ Shorts must have a 3 inch (9 cm) or more inseam
4. can be a health hazard
  - ✓ Perfumes, cologne, or other scented body products that are sprayed on while in the building. Use of these products must be limited as many people have allergies to them.
5. Inappropriate clothing (as deemed by the school administrators)
  - ✓ 1<sup>st</sup> referral – ask to remove, change around, or cover up
  - ✓ 2<sup>nd</sup> referral – as above, & information recorded on student's file
  - ✓ 3<sup>rd</sup> referral – referral for disrespect and suspension until compliance
6. Caps/hats/head coverings are not to be worn in class at anytime. Headwear in the shop area is allowed for safety reasons. Winter jackets and parkas are not to be worn in class at anytime. (handled as separate incidents for each class in which article is displayed)
  - ✓ 1<sup>st</sup> referral - removal or article as requested
  - ✓ 2<sup>nd</sup> referral - as above and filed for information on the computer
  - ✓ 3<sup>rd</sup> referral - parent/teacher/student conference, notation on computer

**D.4-10 Driving - to be done with respect to safety and consideration**

- a) Improper parking - not in assigned areas or blocking parking lot entrance (pool lot is out of bounds)
  - 1<sup>st</sup> offence - warning
  - 2<sup>nd</sup> offence - parental contact
  - 3<sup>rd</sup> offence - loss of privilege to park on property
- b) Unsafe driving
  - 1<sup>st</sup> offence - warning and parental contact
  - 2<sup>nd</sup> offence - police report

**D.4-11 Drug/Alcohol Code, Use/Suspected Code**

- a) Any student under the influence of, in possession of or reasonably suspected of unauthorized drugs or alcohol:
 

First offence:

  - reported to RCMP by administration
  - contact with parent
  - immediate suspension for 5 days

Repeat offence:

  - reported to the RCMP by administration
  - parental contact and conference
  - immediately suspension from school for a minimum of 5 days
  - referral to the superintendent for consideration of expulsion
  - any returning student will be required to attend follow up counselling at the school's direction
- b) Selling of any drugs or chemicals in the school area:
  - immediate involvement with the RCMP
  - immediate 5 day suspension
  - referral to the superintendent for consideration of expulsion

**D.4-12 Electronic Devices**

- a) Cell Phones are not to be used in classrooms or in the Library unless alternative arrangements have been made by individual classroom teachers in conjunction with school administration. Cell phones may be used in the halls and cafeteria during breaks, lunch hour as well as before and after school.
  - 1<sup>st</sup> offence - confiscation till end of day (school)
  - 2<sup>nd</sup> offence - confiscation - return to parent
  - 3<sup>rd</sup> offence – confiscation – return to parent & Saturday School

- b) IPODS/MP3 Players, etc.: not to be used in classrooms or Library without prior authorization from school administration
  - 1<sup>st</sup> offence - confiscation till end of day (school)
  - 2<sup>nd</sup> offence - confiscation - return to parent
  - 3<sup>rd</sup> offence – confiscation – return to parent & Saturday School
- c) Laser Pointers are not to be used at school. Laser Pointers must not be used by students anywhere in and around the school.
  - 1<sup>st</sup> offence - confiscation - return to parent
  - 2<sup>nd</sup> offence - confiscation - return to parent
  - 3<sup>rd</sup> offence – confiscation – return to parent & Saturday School
- d) Cameras may not be used at school. Students may use cameras as directed by staff when incorporated into a school program.
  - 1<sup>st</sup> offence - confiscation till end of school day
  - 2<sup>nd</sup> offence - confiscation - return to parent
  - 3<sup>rd</sup> offence – confiscation – return to parent & Saturday School
- e) Electronic Cigarettes or similar devices are not to be used in school. Use of Electronic Cigarettes in the school or on school property is not permitted. Electronic Cigarettes or similar devices are not to be openly displayed on school property.
  - 1<sup>st</sup> offence - confiscation - return to parent
  - 2<sup>nd</sup> offence - confiscation – return to parent & Saturday School
  - 3<sup>rd</sup> offence – confiscation - suspension

Repeated offences involving electronic devices will result in the electronic device being sent to the Kelsey School Division office and an assigned Saturday School. Parents will be required to retrieve the device from the division office.

#### **D.4-13 Food**

- a) Food is not to be consumed within the school except for the cafeteria and special instances of classroom meetings. Food and/or drinks in transit must be covered or unopened being moved in the halls.
  - 1<sup>st</sup> referral - warning, material put in garbage cans and documentation to office, if 3 first warnings then become automatic step 2 for admin to deal with
  - 2<sup>nd</sup> referral - loss of cafeteria privilege as per cafeteria policy
  - 3<sup>rd</sup> referral - warning as per disrespect policy and cafeteria privilege loss
- b) Non-breakable water bottles are allowed to be used in the hall. Use in class is subject to teacher discretion - they must be stoppered.

#### **D.4-14 Gangs**

Gang involvement will not be tolerated in or around the school area. Any display of colours or insignia will be referred to school administration.

#### **D.4-15 HAZING:**

Any form of hazing is not acceptable [this includes activities such as “padding”.] Any verbal or physical intimidation or action against another student or suspicion of is subject to the KSD Policy on an assault. Suspensions will be immediate with referral to the school board if necessary. Formal complaints will be forwarded to the RCMP for the laying of assault charges.

#### **D.4-16 Laggard**

- a) All students are expected to apply themselves to the best of their ability (KSD Policy IK)
  - Step 1 - Progress A Report
  - Step 2 - Progress B or report card
  - Step 3 - Parent Conference (teacher(s) admin and parent)
  - Final opportunity defined
  - Step 4 - Removal from course/school

#### **D.4-17 Locker Use**

- a) Students are accountable for damage to and contents of their locker. (See Vandalism and Drug/Alcohol codes.)
- b) Students must return a signed locker loan form to use school lockers.
  - consequence withdrawal from locker
- c) Students are not to share lockers.
  - consequence - warning
  - loss of locker privilege for all parties involved

#### **D.4-18 Pantsing**

Any “pantsing” (pulling someone’s pants, shorts, etc. down as to expose skin areas or underwear) will be treated as assault and dealt with under that policy. Students may face disciplinary action including suspension.



**D.4-19 Patriotic Exercises**

At the opening of each regular school day, students in closed classrooms and in the presence of a teacher are required to stand respectfully and quietly for "Oh Canada". Students who have received permission from the school board not to participate may enter after or leave earlier to avoid the observances.

- 1<sup>st</sup> referral - warning by classroom teacher and documentation filed
- 2<sup>nd</sup> referral - office - warning and parental contact. Information is noted on the student's file
- 3<sup>rd</sup> referral - Saturday School with package

**D.4-20 Physical Assault, Threats or Fighting (School Division Policy JGA)**

Physical Violence a) Attempts or threatens, by an act or gesture, to apply force in a reaction to anger and/or destruction.

Physical Assault occurs when a person:

- a) Without the consent of another person, applies force intentionally to that other person, directly or indirectly.
- b) Attempts or threatens, by an act or gesture, to apply force to another person such that the other person has reason to believe that force may be applied.

Fighting occurs when students attempt to resolve disputes through physical force.

Consequences for Physical Assault, Threats, or Fighting by a student **on another student** in the Division:

The principal shall file a Freedom from Violence Report and take one OR more of the following actions:

- a) set up a conference involving the parent(s), student(s), and staff member(s)
- b) Develop a Behavioural Performance Contract or a Behavioural Individual Education Plan process to address the safety concern
- c) Contact the RCMP
- d) Consider suspending the student(s) from the classroom OR the building for up to five days, in cases of a student fighting with another student
- e) Suspend the student for five days from the school in cases of a student physically assaulting another student in the school
- f) Recommend to the Superintendent that the student:
  - be suspended for a longer period
  - be considered for an alternative learning placement
  - be expelled from the school or the Division
  - be reinstated under certain conditions, including referral to Divisional support services or outside agencies.

A re-entry meeting involving the school, student, parents/guardians (if required), and other appropriate personnel/agencies as necessary, must be held for all students suspended for five days for physical violence.

Consequences for Physical Assault, Threats or Fighting by a student **on an adult** in the Division:

The principal shall:

- a) File a Freedom from Violence Report
- b) Suspend the student for 5 days from school
- c) Contact the RCMP, if required
- d) Recommend to the Superintendent that the following options be explored:
  - suspension for a longer period
  - placement in an alternative learning environment
  - expulsion from the school or the Division
  - reinstatement under certain conditions, including referral to Divisional support services or outside agencies
- e) Facilitate a re-entry meeting for those students being readmitted, involving the school, student, parents/guardians (if required), and other appropriate personnel/agencies as necessary, to develop a Behavioural Performance Contract or a Behavioural Individual Education Plan.

In cases of sexual assault or indecent exposure, Policy GBEAA (Sexual Harassment) shall be followed.

**D.4-21 Profanity is not acceptable anywhere in, on or near school property. This includes verbal and physical obscenities.**

- a) Inadvertent profanity:
  - 1<sup>st</sup> referral - warning and documentation
  - 2<sup>nd</sup> referral - warning and administration discussion
  - 3<sup>rd</sup> referral - Saturday School or suspension
  - Subsequent referrals - suspension time or Saturday School (progressive time)
- b) Profanity in the classroom:
  - 1<sup>st</sup> referral - Saturday School
  - 2<sup>nd</sup> referral - Suspension - 1 day
  - Subsequent referrals - progressive suspension days
- c) Profanity directed at staff (to staff directly or in discussions about them)
  - 1<sup>st</sup> referral - 2-3 day out of school suspension and referral under the Freedom of Violence Policy
  - 2<sup>nd</sup> referral - 3-5 day out of school suspension and referral under the Freedom of Violence Policy
  - 3<sup>rd</sup> referral – referral/behaviour plan

**D.4-22 School Dance Rules:****USE POOL ENTRANCE**

Dance hours are from 8:00 p.m. to 11:00a.m. Students will not be allowed to leave the dance and return later. Doors will be locked at 10:00 p.m. and only students with prior approval for late entry by the school administration will be allowed in after this time. Approval is received by applying in the office prior to the dance. No one will be allowed in late beyond 10:30 p.m. No guests are allowed at regular school dances.

- ABSOLUTELY NO SLAM DANCING ALLOWED.
- ABSOLUTELY NO "GRINDING" (DANCING) ALLOWED.

Students must check jackets or large bags prior to entering the gymnasium. Purses will be subject to search. School board policies prohibiting drinking and drugs apply. No food or beverage is allowed in the gym. Chairs for seating will be provided. The bleachers are not to be used for seating.

Only full time MBCI students may attend or be on the school grounds. Students are not permitted to leave and return, and should exercise caution en route. During the dance the school grounds are out of bounds except for those attending the dance. No one is to be hanging around. If you are meeting someone wait off property. School property is non-smoking at ALL TIMES.

Students who violate the school division's policy concerning alcohol and illegal drugs will not be admitted and will be subject to suspension from school and/or arrest if they are on school property while under the influence. They will also be suspended from further dances for a period of one year.

Students must carry their dance receipt and go straight home after the dance due to curfew regulations.

**D.4-23 School Trips**

School trips will be divided into:

School athletic, band and field trips:

- all school rules will apply
- additional trip rules may be applied by the coach or supervisors
- violation of major rules will result in removal from ALL school trips for a period of one calendar year.

**D.4-24 Skateboards/Roller Blades**

Skateboards and roller blades are not to be used on school property for any purpose. Please keep them secured or carry them. Students can put on the blades at the benches but must exit the property immediately in a safe manner.

- 1<sup>st</sup> referral - warning
- 2<sup>nd</sup> referral - short term confiscation
- 3<sup>rd</sup> referral - permanent confiscation.
- Failure to turn over the board or skates will result in suspension

**D.4-25 Smoking/Tobacco Use: School property is a "No Smoking Zone" at all times.**

- a) Cigarettes/tobacco products are not to be openly displayed on school property. Lighters are not to be used on school property.
  - 1<sup>st</sup> offence - warning - file report to office
  - 2<sup>nd</sup> offence - confiscation - file report (3 - 1st offence reports will be dealt with as third offence)
  - 3<sup>rd</sup> offence - 1 day out of school suspension
  - Repeated offences - additional days of out of school suspension
- b) Giving or selling cigarettes to a minor:
  - 1<sup>st</sup> offence – warning
  - 2<sup>nd</sup> offence – Saturday School or legal referral
- c) Smoking on property: School Property is Non-Smoking at all times.
  - 1<sup>st</sup> offence - 1 day suspension or Saturday School
  - 2<sup>nd</sup> offence - 3 day suspension
  - Repeated offences - 3 day suspension
- d) Smoking in the school building:
  - 1<sup>st</sup> offence - 2 day suspension
  - 2<sup>nd</sup> offence - 3 day suspension
  - 3<sup>rd</sup> offence - 5 day suspension – behaviour plan required

**D.4-26 Snowballs**

It is a serious offence to be throwing snowballs in the vicinity of the school. Injury and/or property damage can result from this behaviour:

- 1<sup>st</sup> offence - detention or Saturday School
- Subsequent offence - Saturday School or suspension from school

**D.4-27 Vandalism**

- a) Accidental: - cost of repair/replacement including labour costs
- b) Deliberate: - 2 day suspension from school and costs of repair/replacement payment or arrangements must be in place prior to return to school

**D.4-28 VERBAL AND/OR EMOTIONAL ABUSE**

Verbal or Emotional Abuse includes, but is not limited to, the following:

- a) Conduct or language which might reasonably be expected to cause insecurity, discomfort, offence, humiliation, or fear to a person or group of people;
- b) Conduct or language which demeans or insults a person or group of people including, but not limited to, on the basis of race, culture, religion, ethnicity, gender, sexual orientation, and/or physical or mental disability;
- c) Conduct or language which draws unnecessary or unwanted attention to a person or group of people including, but not limited to, on the basis of race, culture, religion, ethnicity, gender, sexual orientation, and/or physical or mental disability;
- d) Differential treatment of a person or group of people which is not reasonably justifiable, including but not limited to, on the basis of race, culture, religion, ethnicity, gender, sexual orientation, and/or physical or mental disability;
- e) Conduct or language which might reasonably be expected to induce a person or group of people to believe that family or friends and/or property will suffer physical harm.

Verbal or Emotional Abuse includes, but is not limited to, abuse which occurs:

- a) At school or on school property;
- b) At school-related social, athletic, or educational functions, which can occur outside of school hours;
- c) Over the telephone or internet;
- d) In writing, whether or not such written communication is addressed specifically to a person or group of people or is intended for wider publication.

Consequences for Emotional or Verbal Abuse by a student **against another student or adult** in the Division: The principal shall file a Freedom from Violence Report and take one OR more of the following actions:

- a) Set up a conference involving the parent(s), student(s), and adult(s), if appropriate
- b) Develop a Behavioural Performance Contract or a Behavioural Individual Education Plan process to address the concern
- c) Contact the RCMP
- d) Suspend for up to three days from school
- e) Suspend for up to five days from school
- f) Recommend to the Superintendent that the student:
  - be suspended for a longer period,
  - be considered for an alternative learning placement
  - be expelled from the school or the Division
  - be reinstated under certain conditions, including referral to Divisional support services or outside agencies.

A re-entry meeting involving the school, student, parents/guardian (if required), and other appropriate personnel/agencies as necessary, must be held for all students suspended for five days for emotional or verbal abuse.

**D.4-29 Weapons**

- a) Student may not bring any form of weapon into the school area. A weapon is anything that could be used in a threatening manner or have the appearance of a weapon.  
 \*\*Students who are requested to bring in materials for school project work that may violate this code must receive administration permission in advance.  
 Consequence:
  - immediate confiscation
  - immediate suspension (5 day minimum) and referral to the superintendent for consideration for expulsion (Freedom of Violence Policy)
- b) Any student who uses or threatens to use anything that can be defined as a weapon will have:
  - immediate confiscation of the "weapon"
  - RCMP referral
  - a minimum 5 day suspension
  - referral to Superintendent for further consideration for expulsion

**D.5 ILLNESS**

Students who become ill during the school day shall report to the general office where they may be assigned to the sick room for temporary rest. Authorization and transportation to return home must be approved by the principal or assistant principal.

## D.6 EXTRA CURRICULAR ACTIVITIES

A variety of school extra-curricular activities, available throughout the year, will be bulletined from time to time by the supervising staff.

## D.7 ATHLETIC PARTICIPATION

The school participates in AAA activities of Zone 11 of the Manitoba High School Athletic Association. Students who apply to participate on school teams in interscholastic athletic competition must comply with MHSAA regulations:

- a) be under the age of 19, as of midnight on August 31 of the current school year.
- b) be bonafide students of MBCI as defined by MHSAA and not have graduated
- c) meet all school eligibility requirements (attendance, behavior, achievement)
- d) have attended senior high school for no more than 3 years
- e) not be a professional athlete

Varsity team participation will be determined as follows:

- a) the application deadline for the team will be announced
- b) interested students will complete an application form, and will be screened to ensure eligibility
- c) the coach will select the team roster and assign uniforms to be signed for
- d) students entering Grade 9 will be eligible for Junior Varsity teams for 2 years
- e) selection of players for a particular game is the responsibility of the coach

Varsity teams for males and females anticipated for this year are as follows:

- |                                 |                                 |
|---------------------------------|---------------------------------|
| a) Golf                         | b) Cross country                |
| c) Volleyball-Junior and Senior | d) Basketball-Junior and Senior |
| e) Badminton                    | f) Soccer                       |
| g) Track & Field                | h) Wrestling                    |
| i) Curling                      | j) Lacrosse                     |

Students who engage in alcohol or drug abuse **will be banned from all zone sport team participation** for 1 year.

Annually, athletic awards are given to the Most Valuable and Most Improved Players in each sport. Male and Female Athletes of the Year may be selected as well at the Junior and Senior Varsity levels.

## D.8 COUNSELLING SERVICES

### D.8-1 GUIDANCE

**Guidance**, which originated in programs to help students choose careers, has grown to include counselling on a wide array of concerns. Students who seek help from counsellors should arrange interviews during study periods unless immediate assistance is required. Counsellors deal with concerns related to educational and career planning, course selection, self-understanding and acceptance, problem solving, future planning, peer relationships, social adjustments, family conflicts, dating problems, lack of academic achievement, self worth, etc.

### D.8-2 STUDENT SERVICES CENTRE

The **Student Services Centre** contains information pamphlets on careers, university and community college calendars and applications. Counsellors also act as a referral agent to outside agencies. Frontier School Division provides a counsellor for its home placement students at MBCI. Other agencies may provide visiting counsellors. The SSC is for quiet study, reading and research. It is not intended for socializing or lounging.

### D.8-3 AFM Counsellor

MBCI participates in a "Youth Intervention" project funded by the Addictions Foundation of Manitoba and KSD. A special counsellor at MBCI is available to students every Monday and Tuesday. Students may access these services, in individual or group counselling sessions, through self-referrals or via recommendation of school teachers, counsellors or administration. Services provided by the project, include assistance with gambling problems, are:

- a. Assessment: Reviewing a student's use of alcohol/drugs and determining the steps needed to resolve the negative consequences.
- b. Education: Providing information to individuals or classes on signs and symptoms of misuse, consequences, etc.
- c. Counselling: Assisting in developing positive coping skills for personal issues that have influenced a student's choice to use alcohol or other drugs.
- d. Affected Person Issues: Dealing with a student's feelings about the effects of alcohol/drug use on an important other person (parent, friend, siblings) in the student's life.

### D.8-4 S<sup>3</sup> – Student Support Services Referral System

Student Support Services (S<sup>3</sup>) is a program set up within MBCI designed to identify students who may be experiencing problems. Once a problem has been identified through referral to the program the S<sup>3</sup> Committee will try to determine the most appropriate assistance available to help the student. Anyone who is concerned about a student may make a referral to the S<sup>3</sup> Committee. Referral forms are available from the counsellors in the Student Services Centre.

**D.8-5 School Nurse**

A public health nurse is available on Thursdays to provide health counselling to students on a variety of topics.

**D.9 RESOURCE SERVICES**

A resource teacher is provided to students who require additional assessment or who are experiencing major academic difficulties. Access to the service is through a referral from the teacher or principal or student self-referral. Consultation with teachers, parents and students may follow. The services of an education psychologist and speech language pathologist are available through the resource teacher.

**D.10 CRIME STOPPERS**

Students are encouraged to report theft to the office of personal property or other crimes which occur at school. School Crimestoppers forms are available from the principal to receive tips concerning recovery of stolen or vandalized property. A source of information received is held in strict confidence. Cash awards up to \$200.00 for useful tips are determined by a student Crimestoppers Board. Awards are paid without identifying the source of the tip.

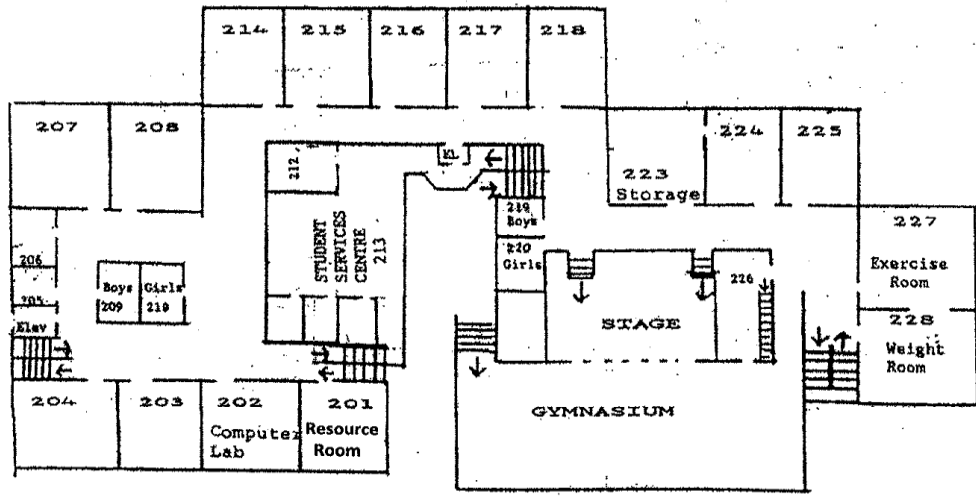
**D.11 MAPLEWOOD ON-LINE – STUDENT & PARENTAL ACCESS TO INFORMATION**

Beginning in the fall of 2011, student academic, and attendance information will be available on-line at Margaret Barbour Collegiate.

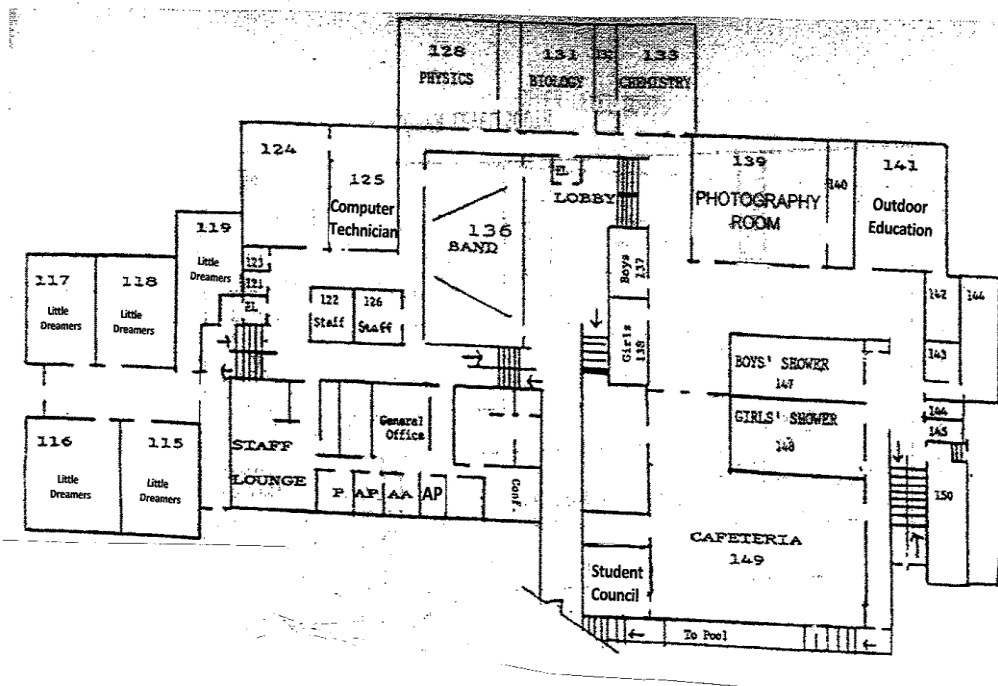
Follow the link found on the MBCI Website at [mbcithepas.com](http://mbcithepas.com). Each student and parent will receive a unique **USERNAME** and **PASSWORD**. Students and parents will have access to up-to-date attendance and academic information. **The student username is the “3 letter Code” found on each student’s timetable. The parent user name is the “First 2 letters of the student’s given name and the family name”. Example for John Smith, the parent’s username would be “JoSmith”.**

E. FLOOR PLANS OF SCHOOL

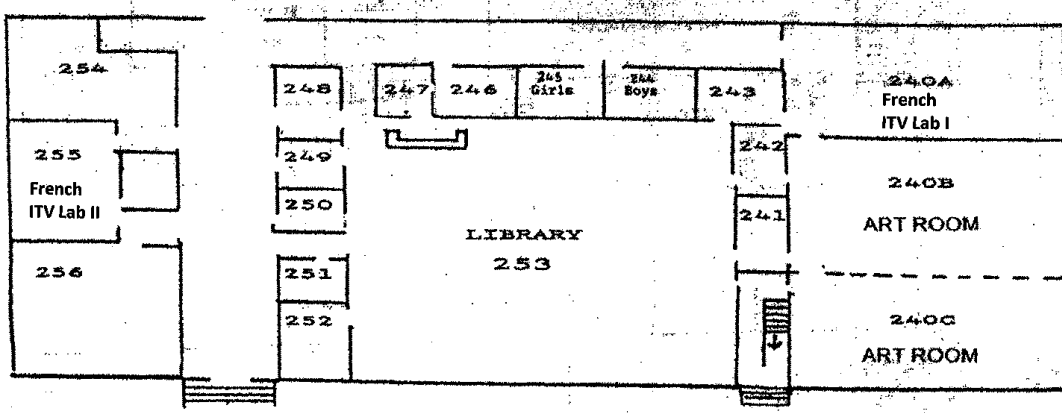
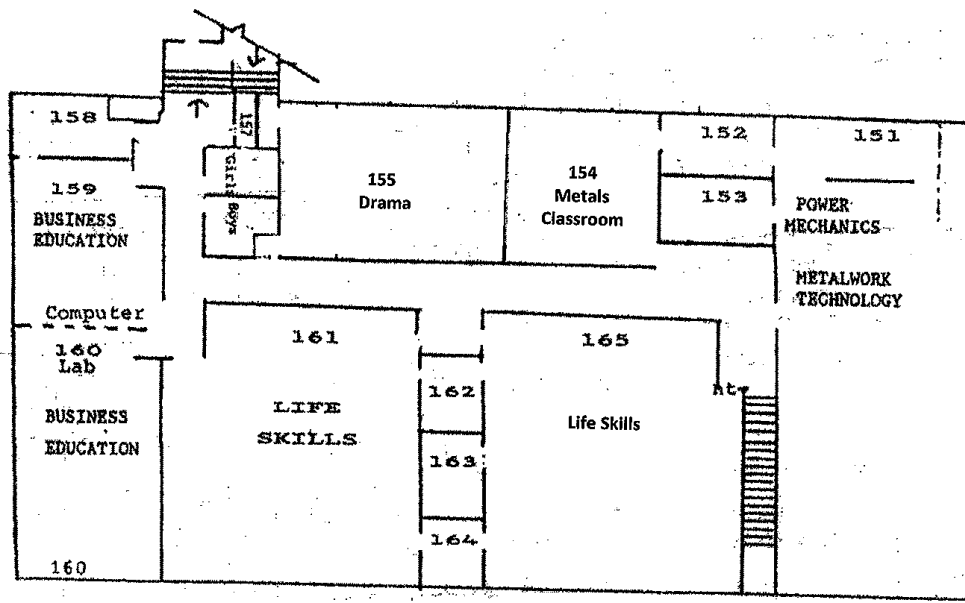
UPPER LEVEL NORTH



NORTH LOWER LEVEL



SOUTH LOWER LEVEL



SOUTH UPPER LEVEL