

Interlake School Division

# **Stonewall Collegiate Institute**

“Striving for Excellence”

## **Student/Parent Handbook**

**2016-2017**

**[www.isd21.mb.ca/sci](http://www.isd21.mb.ca/sci)**

## **TABLE OF CONTENTS**

Student Rights & Responsibilities	1
Principal's Message	2
School Calendar	3
High School Graduation Requirements	4
2016-2017 Course Offerings	4
Grades 9 & 10	4
Grades 11 & 12	5
Alternate Options for Obtaining Credits	
Distance Learning & High School Apprenticeship Program	6
Other Options	7
Assessment	8-9
Code of Conduct	10
Attendance Policy	11-12
School Services	13
Counselling & Resource Services	14
Extracurricular Activities	15
Opportunities for Grade 12 Students to Get Involved	15
Odds & Ends	16
What To Do ... List	17-24
SCI Team	25
2016-2017 School Year and 6-Day Cycle Calendars	inside back cover

## Student Rights & Responsibilities

- \* I have the RIGHT to learn.
- \* It is my RESPONSIBILITY to be on time, to be prepared, and to do my best.
- \* I have the RIGHT to hear and be heard.
- \* It is my RESPONSIBILITY to communicate in a way that does not disturb others when they are speaking and learning.
- \* I have the RIGHT to be treated with respect.
- \* It is my RESPONSIBILITY to act in a way that does not tease, bother others or hurt their feelings. When conflicts occur, it is my RESPONSIBILITY to solve these conflicts peacefully through discussion.
- \* I have the RIGHT to be safe.
- \* It is my RESPONSIBILITY to move in an orderly manner throughout the building and behave in a way that does not threaten or physically harm anyone.
- \* I have the RIGHT to have my personal property respected.
- \* It is my RESPONSIBILITY to respect school property and the property of others.

Clements, Spencer and Gary Sova. *Combating School violence: Practical interventions for managing disruptive students, conflicts, gangs and safety issues*. Winnipeg, MB: New Directions in Discipline, 2000.

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# *Stonewall Collegiate Institute*

Principal  
Mr. J. Cassils

Vice-Principals  
Mr. B. Baldwin  
Mr. J. Loochuk

## OUR MISSION STATEMENT

To encourage and assist our students in acquiring the knowledge and skills necessary to be responsible, caring and productive citizens.

## Welcome to Stonewall Collegiate Institute!!

High school is a place to find out who you are and who you will become! It is also the place to pursue your academic goals, make new friends, explore new interests, take part in extracurricular activities, choose a path in life, learn more about yourself, and have fun!!

It is important to stay on top of your studies so that you attain your goals and also have the time for all of the other things that high school life has to offer. We hope that this handbook helps you and your parents with some of the many questions that surround navigating your way through high school. Of course if you cannot find the answers to your questions in this handbook, don't hesitate to ask someone – a fellow student, a teacher, a counsellor, or an administrator – we are all here to help!

If this is your first year at SCI – welcome, and remember that everyone else in your grade is new to this school too!! It will take some time before you know your way around - don't be afraid to ask for help!

If this is your final year at SCI – this year will fly by for you and when Graduation approaches in June, you will wonder where the year went – don't forget to work hard throughout the year and enjoy your last year with us!

To all of you, my advice is that you get involved in life at SCI! Whether this involvement comes in the form of sports, drama, volunteerism, music or student leadership opportunities - there should be something for everybody – you just need to give it a try!! SCI is fortunate to have an involved and very dedicated staff that would be happy to help you fit into one of our many programs. Don't be shy – being active in your school is a great way to ensure a rich high school experience!

Best of luck to each and every one of you in the upcoming school year!

*Mr. J. Cassils*

## 2016-2017 School Calendar

September 6&7	- Professional Learning Days (no classes)
September 8	- 1 <sup>st</sup> Day of Classes
September 21	- Early dismissal at 2:30
October 5	- Picture Day
October 7	- Professional Learning Day (no classes)
October 10	- Thanksgiving (no classes)
October 19	- Early dismissal at 2:30
	- Evening of Excellence 7:00 pm
October 21	- Professional Learning S.A.G.E. (no classes)
November 2	- Grade 9 "Take Our Kids to Work Day"
November 3	- Progress Conversations 5:00 - 9:00 p.m.
November 10	- Remembrance Day Program - SCI Gym
November 11	- Remembrance Day (no classes)
November 16	- Early dismissal at 2:30
November 18	- Picture Retakes
November 21	- Professional Learning Day (no classes)
December 6	- Term 1 Reports Issued
December 22	- Last day of classes before Christmas Break
January 9	- Classes Resume
January 18	- Early dismissal at 2:30
February 3	- Professional Learning Day (no classes)
February 15	- Early dismissal at 2:30
February 16	- Progress Conversations 5:30 - 8:30 p.m.
February 20	- Louis Riel Day (no classes)
February 28	- Math Contests
March 6	- Professional Learning Day (no classes)
March 15	- Early dismissal at 2:30 Grade 8 Open House at 7p.m. in SCI Gym
March 15-17	- SCI Musical
March 21	- Term 2 Reports Issued
March 24	- Last day of classes before Spring Break
April 3	- Classes Resume
April 14	- Good Friday (no classes)
April 19	- Early dismissal at 2:30
April 24	- Professional Learning Day (no classes)
May 8	- Professional Learning Day (no classes)
May 17	- Early dismissal at 2:30
May 22	- Victoria Day (no classes)
June 24	- Graduation 1:30 - 3:45
June 30	- Final reports picked up at SCI 9:00 a.m. - 12:00 p.m.

### Daily Schedule

Warning Bell	9:00
Period 1	9:05-10:25
Break	10:25-10:35
Period 2	10:35-11:50
Lunch	11:50-12:50
Warning Bell	12:45
Period 3	12:50-2:05
Break	2:05-2:15
Period 4	2:15-3:30

#### School-based exams 2016-2017

Grade 12	June 8-15
Grades 9-11	June 15-22

#### Provincial exams 2016-2017

Grade 12 ELA	May 29-June 1
Grade 12 Pre-Calculus Math	June 13
Grade 12 Essentials Math	June 14
Grade 12 Applied Math	June 15

# The High School Program

Students in high school gain credits for each course successfully completed. In order to obtain a High School Diploma, students require 30 credits. All students are required to take certain courses during their four years of high school - these courses are listed as compulsory subjects. When a student fails to obtain a compulsory credit, the course must be repeated and is the first priority in terms of building a student's timetable the following year.

## 2016-2017 Courses

The following list identifies courses offered for Grades 9 through 12. Please note that not all courses are acceptable for university and college entry. Check with guidance counsellors if you are considering further education.

### Grade 9

All Grade 9 students are required to take the following **compulsory subjects** (5 credits)

English Language Arts	10F
Mathematics	10F
Science	10F
Social Studies	10F
Physical Education/Health	10F

For the 2016/2017 school year, all Grade 9 students will be enrolled in the following **elective** (1 credit)

Computer Essentials	15F
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Grade 9 students will choose 2 of the following **electives** (2 credits)

Business: Futures in Business/ Start Your Own Business	15G/25S
Concert Band	10S
Concert Choir	10S
Family Studies	10F
French	10F
Home Economics: Clothing/Foods	15G
Introductory Drafting Design/ Electricity Electronics Technology	15G
Introductory Metalwork/ Woodwork Technology	15G
Transitional Mathematics	10G
Visual Arts	10S

### Grade 10

All Grade 10 students are required to take the following **compulsory subjects** (5 credits)

English Language Arts	20F
Geography	20F
Mathematics: One of...	
Essentials of Mathematics	20S
Introduction to Applied/Pre-Calculus Math	20S
Physical Education/Health	20F
Science	20F

Grade 10 students are required to take 3 of the following **electives** (3 credits)

Career Development (Life Work Planning)	20S
Concert Band	20S
Concert Choir	20S
Drafting Design Technology	20G
Drama	20S
Electricity Electronics Technology	20G
Family Studies	20F
French	20F
History: American	20G
Home Economics: Clothing/Foods	25G
Mathematics (in addition to compulsory)	
Intro to App/Pre-Calc or Essentials	20S
Metalwork/Woodwork Technology	25G
Visual Arts	20S
Web Design & 2D Animation	25S/35S

### Grade 11

All Grade 11 students are required to take the following **compulsory subjects** (4 credits)

#### English Language Arts

One of:

Literary Focus 30S

Transactional Focus 30S

History 30F

#### Mathematics

One of: Applied Mathematics 30S

Essentials of Mathematics 30S

Pre-Calculus Mathematics 30S

#### Physical Education

One of: 50% or 100%-IN Model 30F

Grade 11 students may choose up to 4 credits from the following list of **electives**

Biology 30S

Chemistry 30S

Clothing Housing Design 30G

Concert Band 30S

Concert Choir 30S

Drafting Design Technology 30G

Drama 30S

Electronics 30G

ELA (in addition to compulsory credit):

Literary Focus 30S

Transactional Focus 30S

Foods & Nutrition 30G

French 30S

Jazz Band 30S

Mathematics (in addition to compulsory credit)

Applied Mathematics 30S

Essentials of Mathematics 30S

Pre-Calculus Mathematics 30S

Metalwork Technology 30G

Peer Assistant 31G

Physics 30S

Sculpture 30S

Visual Arts 30S

Woodwork Technology 30G

### Grade 12

All Grade 12 students are required to take the following **compulsory subjects** (3 credits)

#### English Language Arts

One of:

Comprehensive Focus 40S

Literary Focus 40S

Transactional Focus 40S

#### Mathematics:

One of: Applied Mathematics 40S

Essentials of Mathematics 40S

Pre-Calculus Mathematics 40S

#### Physical Education

One of: 33% or 100%-IN Model 40F

Grade 12 students may choose up to 5 credits from the following list of **electives**

Biology 40S

Calculus 45S

Chemistry 40S

Clothing Housing Design 40S

Concert Band 40S

Concert Choir 40S

Drafting 40G

Drama 40S

Electronics 40G

ELA (in addition to compulsory credit)

Comprehensive Focus 40S

Literary Focus 40S

Transactional Focus 40S

Foods & Nutrition 40S

French 40S

History: Western Civilization 40S

Jazz Band 40S

Law 40S

Mathematics (in addition to compulsory) 40S

Metalwork Technology 40G

Peer Assistant 41G

Physics 40S

Psychology 40S

Sculpture 30S

Visual Arts 40S

Woodwork Technology 40G

## **Alternate Options for Obtaining High School Credits**

### **Distance Learning**

Students have the option of taking some senior high courses through the Distance Learning Branch. Distance Learning courses may be taken by students who wish to obtain extra credits (beyond those offered at SCI) or who are missing credits required for graduation. Students taking Distance Learning courses must be able to work independently and must be motivated and self-disciplined as each course takes approximately one hundred hours to complete. More information and registration forms are available in the Guidance Centre.

### **High School Apprenticeship Program (up to 8 credits)**

This option is available to Grade 11 and Grade 12 students who are at least 16 years of age. It combines regular Senior Years academic credits and on-the-job training. Students can earn up to 8 academic credits towards graduation while accumulating training hours in a trade of their choice. Students are granted one credit for every 110 hours of training they successfully complete.

Students must find a qualified tradesperson who will train them. An agreement between the student and employer is then forwarded through the school to the Apprenticeship Branch. Students will be enrolled in courses at school to satisfy the compulsory academic requirements for graduation, and when not in school, these students work for their employer and are paid a trade-regulated wage.

There is a fee of \$50.00 to register with the Apprenticeship Branch. This fee covers all credits earned in their chosen trade. Please see Mr. Baldwin for more information.



## **Other options for gaining credits...**

Students have several options for gaining credits outside of the many traditional opportunities provided at SCI.

**InForm Net** - students who wish to complete courses online should check the course offerings available through InFormNet ([www.informnet.mb.ca](http://www.informnet.mb.ca))

**Community Service** - students are eligible for 1 community service credit during their high school years if they have volunteered their time beyond the regular school program. 110 hours of volunteering is required for a full credit. Students must speak to a guidance counsellor.

**Cadets** - students involved in Cadet training may qualify for high school credits (up to 2 beyond the minimum required for graduation)

**Private Music Option** - students who successfully complete private music examinations with the Royal Conservatory of Toronto or the Western Board of Music may receive high school credits (up to 4)

**Dance** - students who complete senior dance levels with the Royal Winnipeg Ballet may receive high school credits (up to 4)

**Special Language Credit** - students with skills in languages (including sign language) may receive high school credits (up to 4)

Students and/or parents are encouraged to contact one of SCI's guidance counsellors for more information regarding any of the above-mentioned alternate options for gaining high school credits.

## Assessment

The 2016-2017 school year will be made up of **three reporting periods or terms**. There will be no weighting of these terms.

As the majority of a student's grade will come from daily course work, it is critically important that students stay on top of their **daily work**. Teachers will use a variety of ongoing assessment techniques to evaluate students. As evaluation methods will vary from subject to subject, it is crucial that students are aware of what is required in each course and accept responsibility for completing assignments and meeting deadlines.

Students are expected to be aware of **scheduled assignments**. If a student is absent for a scheduled assignment, an explanation must be provided. Teachers will establish and clearly communicate expectations regarding assignments, including timelines for completion. Teachers will also establish, communicate, and apply consequences for late and missing work.

**School-based final assessments** will take place in June in compulsory courses, except for Physical Education and Health. These school-based final assessments may include but not be limited to exams, projects, performance tasks, etc. School-based final assessments shall not exceed 25% of the final grade. Teachers will provide an assessment outline to each student by the end of September outlining their assessment plan for the year. In the case of absence on the day of a final assessment, the school is to be contacted by the parent/guardian.

**Provincial standards tests** will be written in Grade 12 ELA (Comprehensive Focus, Literary Focus & Transactional Focus) and in Grade 12 Mathematics (Applied, Essentials, & Pre-Calculus). These standards tests will account for 30% of a student's final grade in English, Applied & Pre-Calculus Mathematics & 20% of a student's final grade in Essentials Mathematics.

**Report cards** will be distributed 3 times per year:

Term 1 Report in December

Term 2 Report in March

Term 3 Final Report in June

Attendance information and outstanding fee statements will be included in report cards.

Opportunities to engage in **Progress Conversations** will take place twice per year, in early November and mid-February. These opportunities have been purposefully placed between report cards to allow the conversations to be focused on a student's progress. Students will be encouraged to attend these meetings with parents and teachers.

The **parent/student PowerSchool portal** will be open for students and parents to keep track of their progress. Detailed information regarding attendance and grades will be available through the portal. Individual logins are provided to both students and parents. If you have any questions with regard to accessing the portal, please contact the school at 467 5539.

## Stonewall Collegiate Code of Conduct

We believe that all people have the right to emotional and physical safety and that these rights are accompanied by responsibilities. We ultimately believe that the best discipline is self-discipline and to achieve that goal, responsibility is with the students, the staff and the parents.

### Students

In order to be respectful, responsible and accountable, students will:

- Comply with the Code of Conduct
- Attend school regularly and be on time
- Be prepared for classes by bringing their required materials and completed assignments
- Treat all others in the school and community with dignity and respect
- Resolve their problems without violence or aggression
- Show respect for school property and the personal property of others
- Dress appropriately in a manner suitable for a learning atmosphere
- Refrain from the use of drugs, alcohol or any controlled substances
- Adhere to school policies respecting appropriate use of technology

### Staff

In order to be respectful, responsible and accountable, staff will:

- Treat all members of the school and community with courtesy, respect, consistency and fairness
- Communicate information about student progress, attendance and behaviour to students, parents and administration
- Be punctual
- Clearly state course objectives and use a variety of teaching and assessment strategies in lessons and assignments that are academically appropriate
- Teach the Manitoba Curriculum diligently and deliver the programs and services approved by the Interlake School Division
- Provide a positive learning environment which is orderly, safe and supportive
- Be fair and consistent in their treatment of students

### Parents/Guardians

In order to be respectful, responsible and accountable, parents/guardians will:

- Encourage their child to:
  - Work to the best of their ability
  - Understand the importance of education
  - Respect the rights of fellow students and staff
  - Respect the property of others
  - Dress appropriately
- Maintain regular and open communication with their child and with staff regarding school matters
- Ensure that their child attends school and is punctual
- Attend school events and meetings and give constructive input to support the school
- Provide school supplies needed for student learning
- Support the school in promoting a safe, secure, non-threatening learning environment and support the Interlake School Division's policies on discipline

## Attendance Policy

Stonewall Collegiate has developed a comprehensive attendance policy in an attempt to allow students to gain as much success as possible. A lack of attendance can have a serious effect on student performance and achievement since a large portion of a student's final grade is based on daily work. It is up to students to be aware of scheduled assessment dates and to provide an explanation for any absences from such events - failure to do so may result in a mark of zero. It is also the student's responsibility to discuss their absences with their teachers upon return to school and, with the teacher's permission, make arrangements regarding any missed work including tests, quizzes, homework, presentations, etc.

Attendance is taken in each class. Any information received regarding student absence (phone calls and/or notes from parents prior to 3:30, field trip lists, extracurricular lists, etc.) is also entered into the computerized attendance system. With the exception of school sponsored activities such as field trips or extracurricular events, if a student is not in class, they will be considered absent. As well, students who miss more than 30 minutes of class will be marked absent with a code of 30L in the PowerSchool system. Students who leave during the school day must check out through the office. Similarly, any student who feels unable to attend a class must report to the office - a parent/guardian will be contacted.

Occasionally, Grade 11 or Grade 12 students may be released from class if there are no teachers available to supervise during a teacher's absence. Students are notified by means of a sign posted on the classroom door. In such cases, the same rules that apply to spares shall apply - students may utilize the Library or the MPR or they may leave the school grounds for that 75 minute period.

At the end of each day, automated phone calls will be made to the homes of students who have unexplained absences in any period during the day. If a parent/guardian wishes to establish a personal identification number so only they can access these automated phone calls, they may do so by contacting the school. The automated call does request that you call the school to explain your son/daughter's absence - the absence will then be changed to an explained absence.

Students who are having attendance issues will be referred to an administrator. The student and administrator will meet to discuss the reasons for the absences and to review attendance in all courses. The administrator will ensure that the student understands the school's attendance policy and will deal with future attendance issues faced by the student.

If a student accumulates:

6 absences in a half-credit course or in Phys Ed 40F 33%

8 absences in a Phys Ed 30F 50%

12 absences in a full-credit course

the administrator and the teacher will discuss the student's individual situation paying particular attention to the number of unexplained absences. Based on the review process, a decision regarding the student's continued attendance will be made. This may mean:

- continued attendance in the course
- continued attendance in the course with certain conditions applied
- denial of credit
- alternative program arrangements as appropriate

Parents/guardians will be notified indicating the decision regarding each review process. If the student is allowed to remain in the course, this decision will be monitored continually.

Students who reach the age of eighteen during the school year will be asked to sign a letter of consent allowing the school to stay in contact with parents/guardians. Students will be strongly encouraged to allow their parents/guardians to receive information from the school. In the event that this consent is not granted, all information will go directly to the student. Automated phone calls will continue to be placed to the student's residence.

The online PowerSchool Portal will provide access to information for both students and parents.

**We welcome the opportunity to provide access to information that students and parents may use to help students be even more successful at school.**

## School Services

The **Library** is available to students prior to classes starting, during the noon hour, and after school. The Library provides students with reading and reference materials as well as a quiet place to study and to complete assignments. Internet access is available in the Library and in computer labs. Students may access approved sites only. A list of guidelines for use of the Internet is posted in the Library. Improper use will result in loss of privilege.

An office **telephone** is available for urgent student use. Parents and students are asked to keep the number of messages phoned in for students to a minimum. Students are asked to inform their employers that the school office will not be accepting calls for students regarding work.

All students are issued a **lock and a locker**. Use of personal locks will not be allowed nor will the sharing of lockers be allowed. It is the responsibility of each student to care for his/her own locker and ensure that it remains locked at all times. For reasons of security, we suggest that students do not share combinations with other students. As lockers are the property of the school, locker inspections do take place from time to time. SCI cannot assume responsibility for the loss of items from student lockers or from change rooms in the Gym. **Do not leave valuables in the change rooms in the Gym - these rooms are very accessible and items can easily go missing.**

The **canteen** will be open daily between 8:30 a.m. and 1:30 p.m. Students are not to access the canteen during class time.

Students who drive to school may use the **north parking lot** as long as vehicles are parked along a fence-line that does not have lettered stalls (these are reserved for staff). Vehicles parked inappropriately may be towed at the owner's expense. In order to continue parking in the school parking lot, please drive respectfully and respect the rules of the parking lot.

Students at SCI often utilize **community facilities** such as Quarry Park, the outdoor rink, or the curling club. We do not request permission slips for these activities as students are not allowed to use vehicles and they walk with their teachers to these facilities. Please call the school if you have any concerns regarding off campus venues.

## **Counselling & Resource Services**

Ms. Johnson and Mr. McCluskey are available for personal, academic and career counselling. In emergencies, counsellors are available at any time to meet with students - if the counsellors are not in the Student Support Centre, students should go to the office for help.

Students have the right to expect that anything they share with a counsellor will be confidential. Counsellors will respect and guard a student's right to privacy and confidentiality. There are, however, certain situations that require counsellors to disclose information to someone else. These situations include:

- If the student or someone else has been or is in danger of being harmed.
- If the student gives a counsellor permission to share information.
- If a court orders the release of information through a subpoena.

Students interested in post-secondary opportunities should meet with a counsellor to ensure that the appropriate subjects for entrance requirements are being taken. Entrance requirements change frequently - it is the responsibility of the individual student to ensure that their course selections meet minimum requirements. Career information and university and college handbooks are available in the Student Support Centre.

Additional counselling personnel at SCI include a School Social Worker, an AFM (Addictions Foundation of Manitoba) counsellor, a Public Health Nurse, and an Interlake School Division Psychologist. To access any of these services, students can speak with a guidance counsellor.

Resource support is available to students who are experiencing academic difficulties. To access these services, students should speak to their classroom teachers or one of the resource teachers (Mrs. Pawluk and Mrs. Meier).



## **Extracurricular Activities**

SCI offers a long list of extracurricular activities - sports teams, peer tutors, yearbook committee, drama, TADD, travel group - and everything in between!

Students are expected to exhibit appropriate conduct while participating in all extracurricular activities. These activities are considered to be an extension of the school program - all school rules apply even though most extracurricular activities take place outside of the regular school day. Remember, you are always representing your school.

Listen closely to the morning announcements to hear about meetings, tryouts, rehearsals, etc. Morning announcements can also be found on the PowerSchool portal and on our SCI website. Get involved!!

## **Grade 12 - it's finally here!!**

There will be many additional opportunities for students to get involved in their last year at SCI!!

A Leadership Team will be established at the start of the school year. To be eligible for the Leadership Team, students must:

- ✓ Be willing to help out and have some time to spare
- ✓ Be willing to act as positive role models for younger students
- ✓ Maintain satisfactory attendance and academic progress in all classes
- ✓ Maintain a behaviour record which illustrates an ability to cooperate with all students and staff
- ✓ Have school spirit!!

Although we will not have a student Grad Committee, there will be plenty of opportunities to help out with Grad preparation. Grade 12 students are encouraged to listen for announcements and sign up for volunteer opportunities as they arise.

The Class of 2017 will choose two Valedictorians just after Spring Break. It is a huge honor just to be nominated for Valedictorian!

To be eligible for Valedictorian, Grade 12 students must:

- ✓ Have passing grades in all courses on both Grade 12 report cards
- ✓ Maintain a behaviour record which illustrates an ability to cooperate with all students and staff
- ✓ Not be afraid to speak in front of 1500 people!!

## ODDS & ENDS

### Dress Code

Students are expected to dress appropriately for a learning environment. Students are not allowed to wear any form of headgear (bandanas, hoods, toques or hats), nor are they allowed to wear sunglasses. Students who have individual concerns regarding headgear are asked to make an appointment with the principal to discuss their specific concern. Clothing with vulgar or suggestive pictures or wording, clothing with advertisements or logos pertaining to alcohol or drugs, clothing associated with gang membership, or clothing that is too revealing is unacceptable for school. Any apparel that is offensive to peers and/or staff will not be permitted.

### Electronic Devices

Listening devices can be used in the hallways and in selected classes at the teacher's discretion. It is up to the teacher to decide if and when a student may listen to music in class. Listening devices used inappropriately will be taken from students and will be given to an administrator - parents may be contacted to collect the item. Students are allowed to bring in an electronic device to use in class for education purposes. However, please bring at your own risk. Stonewall Collegiate is not responsible for any lost or stolen items.

Cell phone use is prohibited in classrooms except when teachers allow students to utilize phones for an educational purpose. Cell phones should be turned off when students enter class to ensure that they do not "accidentally" go off. Cell phones definitely disturb the learning environment and will be taken from students if they are in use in classrooms. Inappropriate use of cell phones in common areas (hallways, MPR, Library, etc.) will also result in phones being taken from students. When cell phones are taken from students, they will be delivered to the office where they will remain for a suitable period of time. Repeat infractions may require parents to come to school to collect the device.

Students should note that NO photographs or digital capturing of images of ANY person may be taken without the permission of the person(s) involved.

### Visitors in the school

**NO VISITORS** will be permitted to accompany students in the school either to classes or during spare periods. Visiting friends or family members will need to make other arrangements while students are at school.

## What To Do...

...if you are absent from class	18
...if you ride the bus to school	18
...if you need to use your cell phone	18
...if you want to change a course	18
...if your class is cancelled	19
...if you are looking for career information	19
...to find out about coming events	19
...if you need to see a counsellor	19
...if you have a detention	19
...if you are having difficulty with a course	19
...if you are not sure about the dress code	20
...if you want to sign up for Driver's Ed	20
...if you need to drop a course	20
...if you have an exam conflict	20
...to get involved in extracurricular activities	20
...if you owe fees	20
...if the fire alarm rings	21
...if you need food	21
...to graduate	21
...if you are late for class	21
...if you want to be on the Leadership Team	21
...if you need to leave during the day	21
...if you need to use the Library	21
...if you have trouble with your lock or locker	22
...if you stay for lunch	22
...if you are upset about a mark	22
...if you want to be a Peer Helper	22
...if you want to be a Peer Tutor	22
...if your personal information changes	22
...if you need to use the phone	22
...if you want info on scholarships	22
...if you want to join a school team	23
...if you need help selecting courses	23
...if you are sent out of class	23
...if you smoke	23
...if you need to see a teacher	23
...if your textbooks are lost or damaged	23
...if you need a transcript of your marks	23
...if you need info about university or college	24
...if you are going on a vacation	24
...if you want to qualify for Valedictorian	24
...if you bring a vehicle to school	24
...if you want to use the SCI Wi-Fi	24

...if you are **absent from class**.

Attending all classes is the best way to ensure success! We assume students recognize the importance of attendance, but realize at times you may need to be absent for medical or other valid reasons.

If you know in advance you must miss a class, notify your teacher and make arrangements to get the work you will be missing. If you are absent for reasons you could not know in advance, have a parent notify the school and be prepared to catch up on missed work. Regardless of why you are absent, it is your responsibility to ensure that you have caught up on missed work. Obviously it is extremely important to speak with your teacher if you have missed a test, quiz, scheduled presentation, etc. Ask your teacher about arrangements to make up what was missed - then make sure you follow through! If, for example, you arrange to write a test in the Library - don't forget!!

...if you ride the **bus** to school.

Bus students arrive at SCI between 8:25 and 8:50 in the morning. It is your responsibility to get to your locker and get organized for the day prior to the warning bell at 9:00. Likewise at the end of the day, it is your responsibility to get to your locker after last period, gather your work for the evening and proceed to the bus. There really is no time for visiting - the buses will not wait for you!

...if you need to use your **cell phone**.

You must wait for a break!! Cell phones in use in class or inappropriately in common areas will be confiscated. Once you lose it, we will keep it for a while...and you won't like that!! Turn them off when you are in class and if you absolutely must use them - wait until a break and then make sure you are appropriate!!

...if you want to **change a course**.

Most course changes are done at the beginning of the year and it may take a while before we get to each request. Course change request forms are available at the office - fill one out, have your parent/guardian sign it, and then leave it at the front counter. While you are waiting for us to call you, continue to attend classes as they appear on your schedule - we will give you a new schedule once the change is official. It will speed things up if you get it signed by a parent - then sit tight, we'll get to you as soon as we can!

...if your **class is cancelled**.

If your class is cancelled, someone will come and take attendance and then "release" you or there will be a note posted on the classroom door. This will only happen on rare occasions (and only with Grade 11 & 12 classes) when a substitute teacher is unavailable. Students are then free to use the Library or the MPR as study areas, or to leave the building. Please do not disturb other classes by hanging out in the halls. Remember, one cancelled class means just one, not the whole day - if you do leave, make sure you arrive at your next class on time!!

...if you are looking for **career information**.

[www.careercruising.com](http://www.careercruising.com) username: manitoba26  
password: careers

...to find out about **coming events**.

Announcements will be read in each class at 9:05 - listen up! If you miss the announcements, ask at the office; there are always extra copies of announcements available. You can also access announcements on the SCI website or the PowerSchool portal.

...if you need to see a **counsellor**.

Drop in at the Student Support Centre and make an appointment. If the counsellors are busy, leave a note and they'll get back to you.

...if you have a **detention**.

GO! Obviously you have made one wrong move already (it can happen) - don't make it worse by missing your detention. Maybe if you get there on time and are as "good as gold" you'll get out early!!

...if you are having **difficulty with a course**.

Everybody does from time to time! Tackle the problem right away before it gets out of hand! Start by talking to your teacher. Asking a few simple questions can often prevent major confusion! Arrange to get some extra help at lunch or after school and if you think you need more help than that, ask your teacher to refer you for a Peer Tutor.

...if you are not sure about the **dress code**.

Students are not permitted to wear:

- headgear (hats, toques, hoods, bandanas, etc.)...if you want to discuss this, make an appointment with the Principal
- t-shirts with suggestive messages
- clothing with advertisements or logos pertaining to alcohol or drugs
- revealing clothing that is not appropriate for a learning environment
- sunglasses

...if you want to sign up for **Driver's Ed**.

Driver's Ed sign up is no longer done through the school - go to your local MPI center. Some information regarding sign up through MPI is available on our website.

...if you need to **drop a course**.

This must be done through the office - don't just decide to do this on your own without telling anyone! You must bring a note from a parent and leave a request at the office. Continue attending all classes until someone officially notifies you that you have been removed. We will need to ensure that you have the required courses before any courses will be dropped. Grade 9 & 10 students - sorry, you will not be dropping courses - this is only for Grade 11 & 12 students!

...if you have an **exam conflict**.

Report it to the office immediately!! A conflict is defined as two exams being written at the same time.

...to get involved in **extracurricular activities**.

JUST DO IT! Extracurricular activities will be advertised in the morning announcements - there are lots to choose from. You will have a much more enjoyable year if you get involved!

...if you owe **fees**.

Drop by the office before classes, at a break, or at lunch and someone will help you. Receipts will be provided - take them home to your parents.

...if the **fire alarm rings**.

Evacuate the building with your class. Stay together - your teacher will be taking attendance. Wait patiently for a signal to return to class. Teachers will be going over evacuation routes at the start of the year.

...if you need **food**.

There are vending machines available in the MPR and a canteen which is open for most of the day providing breakfast, hot lunches, and snacks in between! Leave yourself enough time to eat your food before class starts!

...to **graduate**.

Work hard! Students must meet all of the compulsory requirements and attain 30 credits for graduation. If you are unsure of your status, check with a guidance counsellor. Don't leave it until the end and hope to pull it off - it's too important!!

...if you are **late for class**.

Don't be!! You are expected to be in the classroom, ready to start, before the bell rings. If you are late, slip in quietly without interrupting the class and speak to the teacher at the end of class about your lateness (otherwise you may be marked absent). If lateness becomes a habit, you may be referred to the office.

...if you want to be on the **Leadership Team**.

You must maintain satisfactory attendance and academic progress. Your behaviour record must indicate the ability to adhere to the rules of the school and cooperate with staff members and fellow students. Oh yeah...and...you must have school spirit!!

...if you need to **leave during the day**.

Report to the office! The office will issue a pink permission slip for you to give to your teacher. You will only be allowed to leave on a direct request from a parent, either by note or by telephone call. If you become ill during the day, report to the office. We will contact your parents and arrange for you to be sent home if need be. Students who do not check through the office will be considered to be skipping.

...if you need to use the **Library**.

The Library is available before and after school and during the lunch hour - feel free to use it at your leisure. Some video equipment is available on a sign-out basis - ask one of the Library staff for assistance.

...if you have trouble with your **lock or locker**.

You will be issued a lock and locker. It is your responsibility to care for your locker - don't let things grow in there! We suggest that you do not share your combination with others so as to ensure the security of the contents and don't keep large amounts of money or expensive belongings in your locker. If you have a problem with your locker or lock (like you can't remember the combination), ask for help at the office.

...if you stay for **lunch**.

The MPR, benches in the hallways and some classrooms are available for students over the lunch hour. Wherever you choose to eat, clean up your mess!

...if you are upset about a **mark**.

Stay calm! Speak to your teacher - there may be something you can do to fix it!

...if you want to be a **Peer Tutor**.

See one of the resource teachers in the Student Support Center if you are interested in becoming a Peer Tutor.

...if your **personal information changes**.

If info such as parents' work numbers, your home phone number, or your address changes, let us know at the office so we can keep our records up-to-date.

...if you need to use the **phone**.

If you need to call your parents, even if they are at work in Winnipeg, come to the office and ask if you may use the phone.

...if you want info on **scholarships**.

Listen to the announcements as much of the info about specific scholarships is posted there. If you want more info, see Mrs. Johnson or Mr. McCluskey. If you want to check out scholarships on your own, try [www.studentawards.com](http://www.studentawards.com) or [www.scholarshipscanada.com](http://www.scholarshipscanada.com)

...if you want to join a **school team**.



Listen for announcements and then speak to the coach for the particular sport you are interested in - try-outs are open to anyone - go for it!!

...if you need help **selecting courses**.

Information sessions are held each year with students as they move from one grade to the next. If you need more info, ask one of the counsellors or administrators.

...if you are **sent out of class**.

Don't let this happen!! If you are asked to leave a class for misbehaviour, you will either be asked to wait in the hall (if so, do so quietly) or you will be asked to go to the office (if so, go directly to the office). If you are sent to the office because your behaviour is disruptive, you will be asked to write up what happened and then an administrator will speak with you.

...if you **smoke (this includes 'vaping')**.

Try quitting!! If that doesn't work, make sure that you get off school property before you light up! That means no smoking in the parking lot or on the sidewalks that lead out of the school - make sure you are completely off the property!

...if you need to see a **teacher**.

Try them at their classroom before classes start, over the lunch hour, or after classes are over. Don't leave it until the last minute though - teachers do have other things to do - sometimes they have meetings or practices and may therefore be hard to find! If you cannot find a teacher, come to the office and someone will help you.

...if your **textbooks** are lost or damaged.

You will be charged for lost or damaged textbooks so take care of them! If you lose your textbook, let your teacher know and when you are assessed a charge, pay your fee at the office.

...if you need a **transcript** of your marks.

University and college applications often require a transcript of your marks - just drop in to the office and make a request and we'll call you when it's ready.

...if you need info about **university or college**.

Make an appointment with a guidance counsellor during a spare or at lunch.

...if you are going on **vacation**.

Bring a note to the office and let your teachers know - they may be able to provide some work - just what you want when you're on vacation!

...if you want to qualify for **Valedictorian**.

You must be taking enough credits to graduate in June, have passing grades in all courses on both Grade 12 reports, have a clean behaviour record and be willing to give up lots of time in May and June!!

...if you bring a **vehicle** to school.

Please drive respectfully!

Do not move or drive your vehicle in the parking lot when buses are loading students

Students may park in the North parking lot as long as space allows.

Do not park:

- in front of the garage
- beyond the no parking signs
- where there are signs indicating staff parking
- in the way of the buses
- on any sidewalks

...if you want to use the SCI **Wi-Fi**.

You must login to the ISD\_Student network using your SCI network username and password. Usernames and passwords will be assigned in September.

## TEACHING STAFF

Ms. A. Appleyard	Mathematics, Science
Mr. B. Baldwin	High School Apprenticeship Program
Mr. J. Bock	Mathematics
Mrs. R. Brewster	Mathematics
Mrs. C. Brunel	Alternative Program
Mrs. C. Chalmers	Law, Computer Essentials, Business,
Mrs. M. Conger-Morrison	French, Geography
Ms. J. Dennis	Art
Mr. R. Gabel	Mathematics
Mr. C. Grieve	Physical Education/Health, Mathematics
Mr. D. Horbas	Jazz Band, Band
Mrs. D. Johnson	on leave (Mathematics, Science)
Mrs. T. Johnson	Guidance
Mr. W. Johnson	Drafting, Electronics
Ms. K. Kerelchuk	Biology, Science
Ms. C. Knight	English, Psychology
Mr. B. Leschyson	Resource/Special Education, Career Development
Mr. J. Loochuk	Career Development
Mrs. H. McAuley	Clothing and Textiles, Family Studies
Mr. C. McCluskey	Guidance
Mrs. C. Meier	Resource, English
Mr. B. Mooney	Alternative Program
Mrs. C. Munch	Alternative Program (on leave)
Mr. O. Nishi	Web Design/2D Animation, Computer Essentials,
	Geography, Peer Assistants
Mr. K. Nixon	Physical Education/Health, Mathematics
Mrs. K. Obach	Choral, Drama, Peer Assitants
Ms. A. Okeke	English
Mr. T. Osnach	Woodworking Technology
Mrs. L. Pawluk	Resource
Ms. T. Petkau	English
Ms. A. Prigroski	(Resource) on leave
Ms. K. Rapke	Science
Mrs. J. Reimer	Foods and Nutrition
Ms. J. Risk	English
Mr. B. Rutherford	History, Social Studies
Mr. M. Schoofs	Metalwork Technology
Ms. J. Sonnenberg	Art
Ms. C. Steeves	Physical Education/ Health
Ms. L. Sturgeon	Resource/Special Education
Mr. R. Trotter	Physics, Chemistry
Mrs. C. Voth	History, Social Studies
Mr. D. Wall	Physical Education/Health, Peer Assistants

## ADMINISTRATION

Mr. J. Cassils - Principal  
Mr. B. Baldwin – Vice-Principal  
Mr. J. Loochuk – Vice-Principal

## CUSTODIAL STAFF

Mr. R. Frykas  
Mr. C. Gregg  
Ms. J. McLaughlin  
Mr. R. Philippot

## SECRETARIAL STAFF

Ms. T. Bracken  
Mrs. T. Lamm

## LIBRARY

Mrs. P. Harris  
Mr. A. Neufeld

## TEACHING ASSISTANTS

### NOON HOUR SUPERVISORS

Mrs. A. Bruce  
Mrs. B. Gorman  
Mr. T. Huffman  
Mrs. A. Huzul  
Mrs. C. Kaegi  
Mrs. L. Leiman  
Mrs. K. MacLean  
Mr. L. McLean  
Mrs. T. Proctor  
Mrs. C. Steeves  
Mrs. B. Thevenot  
Mrs. C. Tolsma  
Mr. B. Twerdochlib  
Mrs. S. Ward  
Mrs. D. Zahayko

## SCHOOL SOCIAL WORKER

Ms. V. Brzuskiwicz

## AFM COUNSELLOR

Mr. J. Yaworski

## CANTEEN

Mrs. I. Buchanan  
Mrs. C. Maryniuk



# 2016-2017 SCHOOL YEAR CALENDAR

## Interlake School Division

September	Mon 05	Labour Day
	Tues 06	Inservice – No Classes
	Wed 07	Inservice – No Classes
	Thur 08	1 <sup>st</sup> Day for Students (1-12) *
	Wed 21	EARLY DISMISSAL DAY
October	Friday 07	Inservice – No Classes
	Mon 10	Thanksgiving Day
	Wed 19	EARLY DISMISSAL DAY
	Fri 21	Inservice – No Classes
November	Fri 11	Remembrance Day
	Wed 16	EARLY DISMISSAL DAY
	Mon 21	Inservice – No Classes
December	December 23 - January 06 Christmas Vacation	
January	Wed 18	EARLY DISMISSAL DAY
February	Fri 03	Inservice – No Classes
	Wed 15	EARLY DISMISSAL DAY
	Mon 20	Louis Riel Day
March	Mon 06	Inservice – No Classes
	Wed 15	EARLY DISMISSAL DAY
	March 27 – 31 Spring Break	
April	Fri 14	Good Friday
	Wed 19	EARLY DISMISSAL DAY
	Mon 24	Inservice – No Classes
May	Mon 08	Inservice - No Classes
	Wed 17	EARLY DISMISSAL DAY
	Mon 22	Victoria Day
June	Fri 30	Inservice – No Classes

### PROVINCIAL TESTS

Grade 12 ELA:  
January 10-13, 2017  
May 29 – June 1, 2017

Grade 12 Pre-Calculus Math:  
January 26, 2017  
June 13, 2017

Grade 12 Essential Math:  
January 25, 2017  
June 14, 2017

Grade 12 Applied Math:  
January 24, 2017  
June 15, 2017

### LAST DAY OF CLASSES

Grades 9-12 - June 23, 2017  
Grades 7 & 8 - June 27, 2017  
Grades K – 6 - June 29, 2017

### GRADUATIONS

TCI – June 23, 2017  
SCI – June 24, 2017  
WCI – June 26, 2017

**\* Teulon Collegiate**  
**1<sup>st</sup> Day for Students**  
**- Grades 7-9 Thurs, Sept 8**

Board Approval: January 25, 2016

**September 2016**

S	M	T	W	T	F	S
				1	2	3
4	●5	❖6	❖7	*Day 1 8	9 Day 2	10
11	12 Day 3	13 Day 4	14 Day 5	15 Day 6	16 Day 1	17
18	19 Day 2	20 Day 3	❑21 Day 4	22 Day 5	23 Day 6	24
25	26 Day 1	27 Day 2	28 Day 3	29 Day 4	30 Day 5	

**October 2016**

S	M	T	W	T	F	S
						1
2	3 Day 6	4 Day 1	5 Day 2	6 Day 3	❖7	8
9	●10	11 Day 4	12 Day 5	13 Day 6	14 Day 1	15
16	17 Day 2	18 Day 3	❑19 Day 4	20 Day 5	❖21	22
23	24 Day 6	25 Day 1	26 Day 2	27 Day 3	28 Day 4	29
30	31 Day 5					

**November 2016**

S	M	T	W	T	F	S
		1 Day 6	2 Day 1	3 Day 2	4 Day 3	5
6	7 Day 4	8 Day 5	9 Day 6	10	●11	12
13	14 Day 2	15 Day 3	❑16 Day 4	17 Day 5	18 Day 6	19
20	❖21	22 Day 1	23 Day 2	24 Day 3	25 Day 4	26
27	28 Day 5	29 Day 6	30 Day 1			

**December 2016**

S	M	T	W	T	F	S
				1 Day 2	2 Day 3	3
4	5 Day 4	6 Day 5	7 Day 6	8 Day 1	9 Day 2	10
11	12 Day 3	13 Day 4	14 Day 5	15 Day 6	16 Day 1	17
18	19 Day 2	20 Day 3	21 Day 4	22 Day 5	≈23	24
25	≈26	≈27	≈28	≈29	≈30	31

**January 2017**

S	M	T	W	T	F	S
1	≈2	≈3	≈4	≈5	≈6	7
8	9 Day 6	10 Day 1	11 Day 2	12 Day 3	13 Day 4	14
15	16 Day 5	17 Day 6	❑18 Day 1	19 Day 2	20 Day 3	21
22	23 Day 4	24 Day 5	25 Day 6	26 Day 1	27 Day 2	28
29	30 Day 3	31 Day 4				

**February 2017**

S	M	T	W	T	F	S
			1 Day 5	2 Day 6	❖3	4
5	6 Day 1	7 Day 2	8 Day 3	9 Day 4	10 Day 5	11
12	13 Day 6	14 Day 1	❑15 Day 2	16 Day 3	17 Day 4	18
19	●20	21 Day 5	22 Day 6	23 Day 1	24 Day 2	25
26	27 Day 3	28 Day 4				

**March 2017**

S	M	T	W	T	F	S
			1 Day 5	2 Day 6	3 Day 1	4
5	❖6	7 Day 2	8 Day 3	9 Day 4	10 Day 5	11
12	13 Day 6	14 Day 1	❑15 Day 2	16 Day 3	17 Day 4	18
19	20 Day 5	21 Day 6	22 Day 1	23 Day 2	24 Day 3	25
26	≈27	≈28	≈29	≈30	≈31	

**April 2017**

S	M	T	W	T	F	S
						1
2	3 Day 4	4 Day 5	5 Day 6	6 Day 1	7 Day 2	8
9	10 Day 3	11 Day 4	12 Day 5	13 Day 6	●14	15
16	17 Day 1	18 Day 2	❑19 Day 3	20 Day 4	21 Day 5	22
23	❖24	25 Day 6	26 Day 1	27 Day 2	28 Day 3	29
30						

**May 2017**

S	M	T	W	T	F	S
						1
4	1 Day 4	2 Day 5	3 Day 6	4 Day 1	5 Day 2	6
7	❖8	9 Day 3	10 Day 4	11 Day 5	12 Day 6	13
14	15 Day 1	16 Day 2	❑17 Day 3	18 Day 4	19 Day 5	20
21	●22	23 Day 6	24 Day 1	25 Day 2	26 Day 3	27
28	29 Day 4	30 Day 5	31 Day 6			

**June 2017**

S	M	T	W	T	F	S
				1 Day 1	2 Day 2	3
4	5 Day 3	6 Day 4	7 Day 5	8 Day 6	9 Day 1	10
11	12 Day 2	13 Day 3	14 Day 4	15 Day 5	16 Day 6	17
18	19 Day 1	20 Day 2	21 Day 3	22 Day 4	23 Day 5	24
25	26 Day 6	27 Day 1	28 Day 2	29 Day 3	❖30	



**6-DAY  
CYCLE  
CALENDAR  
2016-2017**

● Stat. Holiday  
No Classes

❖ Inservice Day  
No Classes

≈ Christmas Vacation  
& Spring Break  
No Classes

❑ Early Dismissal  
Day  
Students will be  
dismissed one hour  
early

\* Teulon Collegiate  
1<sup>st</sup> Day for Students  
- Grades 7-9 Thurs, Sept 8  
- Grades 10-12 Fri, Sept 9