

TEULON COLLEGIATE 2017 – 2018

Welcome to Teulon Collegiate
HOME of "THE SAINTS"

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! Please check our website: (http://www.isd21.mb.ca/tci)

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

If this is your final year at TCI – 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 TCI! 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! TCI 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! GO SAINTS!

Mr. Magnan - Principal

WHO'S WHO AT TEULON COLLEGIATE

- Mrs. Anslow Educational Assistant
Mrs. Bawdon Library Clerk
Ms. Bilenki Teacher
Mr. Bird Custodian
Ms. Budd Teacher
Mrs. Busch Resource Teacher
Mr. Campbell Teacher
Mrs. Cookson Educational Assistant
Mrs. Chartrand Kandu Café Manager
Mrs. Chobotar (PM) Educational Assistant
Mrs. DeGagne Social Worker
Mrs. Fenske Teacher
Ms. Ferris Teacher
Mrs. Flatt Nutrition Supervisor/Custodian
Mr. Flatt Head Custodian
Ms. Groeneweg Library Tech.
Mr. Groves Teacher
Mr. Klein Resource Teacher
Mr. Kooning Teacher
Mrs. Kornelsen Teacher
Ms. Kosteckyj Guidance Counselor
Ms. Lawson Resource Coordinator
Ms. Ledarney Educational Assistant
Mr. Rod Ledochowski Teacher
Mr. Ross Ledochowski Teacher
Mrs. Melnychuk Educational Assistant
Mrs. Philippot Teacher
Mrs. Simcoe Teacher
Ms. Szun Teacher
Mrs. Tataryn Teacher
Mrs. Wutke-Lambourne Teacher
Mrs. Wyatt Educational Assistant

ADMINISTRATION:

- Principal: Mr. Magnan
Vice Principal: Mr. Darragh

SCHOOL ADMINISTRATION ASSISTANTS: Mrs. Enstrom
Mrs. Chobotar (AM)

PARENT ADVISORY COMMITTEE

Parents are encouraged to contact the Teulon Collegiate Parent Advisory Council with regard to membership. The PAC council usually meets every second month.

INTERLAKE SCHOOL DIVISION #21 Senior Admin.

SUPERINTENDENT: Ms. Penner
ASST. SUPERINTENDENT: Mrs. Ward
SPECIAL ED CO-ORDINATOR: Mrs. Procter
MAINTENANCE SUPERVISOR: Anthony Cornwell
TRANSPORTATION SUPERVISOR: Jaret Thiessen

GENERAL INFORMATION

CLASS SCHEDULES

- The Junior High timetable consists of five blocks with two nutritional breaks during the day. Both Junior and Senior students operate on a six day cycle.
- Grade 7 & 8 students will receive their class timetables on the first day of school along with their agendas.
- Grade 9-12 will receive their first semester timetable on the first day of school. Students who have not completed a timetable will then be asked to do one at that time to register for courses.
- **NEW TO THE INTERLAKE SCHOOL DIVISION:**
Early Dismissal Days. On these days school will end at 2:30 for students. Sept. 20, Oct. 18, Nov.15, Jan. 17, Feb. 21, Mar. 21, Apr. 18, May 16

Middle Years Timetable

8:30 a.m. – School opens (Doors are unlocked at 8:30)
8:45 a.m. – student music- students make their way to first class
8:50 a.m. – Block 1 begins- “Oh Canada” / announcements follow
10:00 a.m. – Block 2 begins
10:45 a.m. – Nutrition/Activity-7’s Gym, 8’s Cafeteria **switch** at 11:00
11:15 a.m. – Block 3 begins
12:20 p.m. – Activity Break- 7/8’s Gym/Library
12:50 p.m. – Nutrition Break- 7/8’s Cafeteria/Library
1:15 p.m. – Block 4 begins
2:20 p.m. – Block 5 begins
3:25 p.m. – Dismissal of bus students-only if student is going on bus, otherwise considered at town student
3:30 p.m. – Dismissal of town students
 • **NOTE –** The grade 7/8 Nutrition/Activity Break will be 30 minutes.

Senior High Timetable

8:30 a.m. – School opens (Doors are unlocked at 8:30)
8:45 a.m. – student music- students make their way to first class
8:50 a.m. – Block 1 begins- “Oh Canada” / announcements follow
10:00 a.m. – Nutrition Break
10:10 a.m. – Block 2 begins
11:15 a.m. – Block 3 begins
12:20 p.m. – LUNCH- 9-12 Cafeteria/Library
12:50 p.m. – Activity Break- 9-12 Gym/Library
1:15 p.m. – Block 4 begins
2:20 p.m. – Block 5 begins
3:25 p.m. – Dismissal of bus students- only if student is going on bus, otherwise considered at town student
3:30 p.m. – Dismissal of town students

ABOUT OUR SCHOOL

A. STAFF

Teachers, teaching assistants, noon hour supervisors administrators, custodians, secretaries are here to help you.

B. COUNSELLING AND RESOURCES

Student Services houses both counselling and resource services. Personal and career counselling services are offered. TCI has a social worker on staff than can support students and families in a variety of ways.

C. A.F.M. YOUTH COUNSELLING AND HEALTH SERVICES

A counsellor from the Addiction Foundation of Manitoba will be in the school one day a week. The public health nurse visits TCI every Wednesday from 12:30pm-1:15pm.

D. ACCIDENTS

Any accident within the school must be reported immediately to the office. First-aid equipment and staff with first aid and/or C.P.R. training are available. If required, a student will be taken to hospital and parents contacted. If a student becomes ill during the school day, arrangements can be made for the student to go home or to rest in the Library. If possible, contact will be made with alternate designated on registration form.

E. WEATHER POLICY

When weather conditions necessitate the closing of schools, announcements will be broadcast on radio. When buses are cancelled, schools will be closed. School Bus Cancellation Policy is available in this handbook.

F. COURSE LOADS

Grade 9/Grade 10

- a. A full time student is required to take a full course load.
- b. In the situation where a student is removed from class, due to attendance, that student will be required to remain in study hall in the library during that period.
- c. If a student is removed from more than two courses per semester, or has a course load of less than three, that student will become a part-time student.

Grade 11/Grade 12

- a) In the situation where a student does not have a class, that student will be allowed to leave the school.

Full Time Students are eligible to take part in all school sponsored and extra-curricular activities.

Part-time Students may be eligible to participate in extracurricular activities and functions at the Principal's discretion.

Part-time students who are interfering with the learning atmosphere of the school will not be allowed in the building except for the classes they are taking. Should a student need the use of the library, computers, etc., special arrangements can be made with the administration.

****Students that are involved with special programs arranged through the school may be exempt of this policy.**

Geography 20G, History 30S or 30G)

Besides the compulsory courses, a student must take 13 options as well. Further information on MB High School graduation and curriculum can be found at: <http://www.edu.gov.mb.ca/k12/>

- *Students are encouraged to consult with the Guidance Counsellor regarding progress of their high school credits, Post-Secondary studies, and information regarding awards/bursaries/scholarships.*

U. SMOKING

Smoking is not allowed on school property.

V. PARKING

The Administration of Teulon Collegiate has designated space in the parking lot primarily for the purpose of accommodating vehicles owned by staff members who work at the school and for visitors who have business at Teulon Collegiate. As well, a section of the lot has been allocated for students' vehicles.

Students need to understand that the Interlake School Division provides bus transportation to all students who live far enough away that walking is impractical. Town students are expected to walk or have their parents transport them to school. Student's parking on school property during the school day is a privilege – respect the rules that are in place.

The bus loop will be closed to all unauthorized vehicles between the time of 8:15 a.m. and 3:30 p.m. This is for the safety of our students and staff

- The school parking lot is the property of the Interlake School Division and is under the direct control of the Administration of Teulon Collegiate.
- All vehicles must be registered at the general office.

- Parking is on a DAILY "first come, first serve" basis.
- Students are required to park their registered vehicles in the Student Parking area only.
- The Highways Traffic Act will be enforced with respect to the rights of the pedestrians, school busses and other drivers. Anyone who abuses the privilege by speeding, spinning tires, or driving in a careless manner will be notified that his/her parking privileges will be suspended for the remainder of the school year.
- Smoking is NOT permitted on Interlake School Division property. Vehicles on school division property are to remain smoke free.
- Off road vehicles such as: dirt bikes, ATV's and snowmobiles are not allowed on school property as per Interlake School Division Policy.

Reserved parking areas are as follows:

- Staff - assigned parking on the south side of the school.
- Students - in designated parking area – just south of the staff parking area.

W. DAMAGE AND LOSS

You should report all damage to school property to the front office as soon as possible. Students responsible for damage to or loss of school property pay for repair or replacement e.g. books, equipment, etc...

X. SCHOOL PATROLS

Teulon Collegiate students must respect Teulon Elementary School patrols at all times.

Teulon Collegiate School Nutrition Policy

Nutrition plays a major role in growth, development and learning. Teulon Collegiate will continue to promote healthy

eating and active living through physical education, nutrition education and our canteen program. We believe that our school has the responsibility to foster and support healthy eating practices by providing nutrition education to all students. We will ensure that all decisions involving food and drink at Teulon Collegiate follow the guidelines set out by the Public Schools Amendment Act regarding Nutrition.

- School fundraising will not rely on the sale of non-nutritious foods.
- Our school will offer milk and 100% fruit juice for sale to students and staff.
- School community members will be encouraged to bring only food belonging to one or more of the four food groups of *Canada's Food Guide to Healthy Eating* for class parties, nutrition breaks and lunches.

NUTRITIONAL BREAKS

Nutritional break behaviour expectations:

- Adhere to school rules.
- All students are expected to participate in school directed activities during the first nutrition/exercise break.
- **10:45 – 11:00** Gr. 7 - Gym, Gr. 8 - Cafeteria
11:00 – 11:15 Gr. 7 – Cafeteria, Gr.8 - Gym
- Second nutrition/exercise break - Grade 7 & 8's must stay on school property unless given permission to leave by their parent/guardian.

Failure to follow school rules and or leaving school grounds without permission will result in the following consequences:

- 1) First incident – detention

- 2) Second incident – 3 day removal from school at lunch, consultation with parents.
- 3) Third incident – 5 day removal from school at lunch.
- 4) Fourth incident – loss of privilege to be at school at lunch time for the rest of the school year.

Discipline Protocol

1. Depending on the nature of the student misconduct and for the first offence, the teacher may:
 - Help the student make restitution for their behaviour.
 - Give verbal reprimand
 - Give special duty
 - Change seating arrangement
 - Remove student privilege(s)
 - Assign detention
 - Call student's parents
2. If student behaviour continues to be unacceptable, the teacher will complete a discipline form and forward it to the administration. Administration may:
 - Help the student make restitution for their behaviour
 - Reprimand student
 - Counsel student
 - Refer student to school counsellor
 - Contact parents
 - remove privileges
 - Have student pay restitution
 - Assign "in-school" / out of school suspension

IN- SCHOOL SUSPENSION

The student is removed from all school activities both curricular and extracurricular. The student is isolated from

other students and must remain within a designated area. The student is responsible for bringing school work to complete. The student's lunch period will be determined by administration.

EXAMPLES OF MISBEHAVIOR THAT MAY WARRANT A CONSEQUENCE:

- **Late for Class, Skipping, Leaving School Grounds without Permission**
- **Unprepared for Class** - supplies, assignments, etc.
- **Inappropriate Language**
- **Disrespect for property/littering** – vandalism (school/personal)
- **Inappropriate Clothing/Headgear** – references to alcohol, drugs, racism, sexual matters, language.
- **Inappropriate Public Display of Affection**
- **Inappropriate Behaviour** - horseplay, roughhousing, bullying, throwing things, excessive talking, disruptive/uncooperative, annoying to classmates
- **Willful Disrespect, Insolence, Refusal, Rude, or Discourteous**

Parents will be notified by phone or by mail whenever their child is given an in-school or an out-of-school suspension.

While the general procedure would be to follow an increasing severity of consequences for continuous unacceptable behaviour, any behaviour deemed to be of a more serious nature could omit the lesser consequences in favour of a more suitable punishment. Certain behaviour, for example, smoking or consuming alcoholic beverages or illicit drugs on

school property would result in an automatic suspension from school, even for a first time offence.

Behaviour of a violent or abusive nature in turn would be dealt with under the Division Code of Conduct.

A student that has received a suspension will not be permitted to participate in any school activity during the period of suspension. This will included extracurricular activities such as sports, dances etc.

T.C.I. – Attendance Policy & Guidelines

Attendance is closely tied in with academic achievement and success in school. Students who regularly attend class are able to reach their potential, stay up to date on class assignments, and contribute to the classroom learning environment in a positive manner. Students who miss too many classes do not reach their learning potential, get behind in class instruction and assessment, and negatively affect the classroom learning environment. We understand that under some circumstances students will miss class for valid reasons. These are known as excused absences. Some valid reasons for a student missing a class are:

- Participation in a school-sponsored activity (sports event, band event, field trip, etc.).
- Illness or medical appointment.
- Compassionate reasons (death in the family, family illness, etc.).
- Parent-excused / Other (non-school activity participation, vacation, religious event, etc.)

It is imperative that if a student is absent from school for any of the above reasons that the parent contacts the school (phone, note, email) providing reasons for the absence. It is important for

parents to understand the importance of limiting the number of excused absences and schedule events around the school day/week (where possible).

Unexcused absences are when the student misses a class for “no good reason”. General student truancy (“skipping class”) will be taken seriously, and will not be ignored at TCI. The responsibility to attend all classes while at school first lies with the student, and then with the student’s parent/guardian.

Showing up to class on time is important. Every class has a finite amount of time to cover a wide range of outcomes. Late students disrupt the classroom environment. Teachers will handle “lates” and record them according to their own classroom rules & routines. When a student is continuously late and no improvement is shown, teachers will notify administration of the concern and parents will be notified.

TCI understands that home, student, and school factors determine whether or not truancy becomes an issue with a student. TCI will strive to provide our students with adequate programming that meets their needs. TCI will make every effort to be a welcoming, caring, engaging environment for all of our students. Every student situation is unique and will be treated as such, but a broad policy is needed to provide consistency in dealing with student truancy.

High School Attendance Policy

1. Parents will be notified of every unexcused absence via our school Synervoice messaging service.
2. The school will report on all absences (excused & unexcused) on the report cards. The school will also be able to provide current attendance numbers if a parent/student requests it.
3. Parents will notify the school (phone, note, email) of any excused absences so they can be tracked, and teachers notified.
4. When a student misses a class, and the parents do not notify the school of a valid reason then the absence will be recorded as an unexcused absence.
5. When a student misses 5 classes due to unexcused absences, the teacher will contact home to notify parents. The teacher will record the time/date, and brief description of the call/email.
6. When a student misses 10 classes due to unexcused absences, the administration will arrange a meeting with the teacher-student-parent. An attendance contract will be signed by all parties.
7. A student may be removed by an administrator if a student has more than 10 absences and is interfering with the learning of other students in the class.

This policy has been drafted with the cooperation of the Teulon Collegiate Parent Advisory Council, staff and students of Teulon Collegiate.



PARENTS:

Parents are requested to notify the school in the event that their son/daughter will be late/absent from the school. If notification is not received, the school will make an attempt to contact the parent/guardian by phone.

Parents can always access their child’s attendance using the on-line PowerSchool parent portal. Call the school for more information.

MIDDLE YEARS STUDENTS:

Teulon Collegiate uses an automated phone message that will go home if a student is marked absent in either morning or afternoon homeroom periods. If a note or phone call has been made to the office prior to the absentee, then the parents will not be notified.

SENIOR HIGH STUDENTS:

Teulon Collegiate uses an automatic electronic message service to advise of absences for students in Grade 9 –Grade 12. Information will be entered before the end of each day and if students are shown as ABSENT, a call will automatically go out before the end of that day. Therefore it is VERY IMPORTANT that information regarding excused absences due to illness, appointments, etc. be received BEFORE the last block of the day at **204-886-2593**. The school has an answering machine that will record messages at any time, so be sure to advise of any excused absences (preferably before the day of the absence). The information will be noted. Attendance will also be reported with each report card.

STUDENT COUNCIL / Leadership

A. The constitution of Teulon Collegiate provides for the sponsoring of extra-curricular activities for students and the promoting of school spirit in all school functions. The Executive Student Council holds regular meetings on the first and third Wednesday of the month. The General Student Council holds regular meetings on the second and fourth Wednesday of the month. Any interested students are invited to attend.

Council members seek the students' active support and enthusiasm for the development of a wide variety of programs and activities.

Please seek out your representative and work with him/her in order to develop a strong and vigorous student organization. The offices that are held each year are:

B. YEARBOOK

The yearbook committee members design, organize and plan the yearbook from cover to cover. It is a year-long project which takes many hours of dedicated work.

This job allows students to learn about marketing, advertising, photography, special effects, layouts, design and money management. In developing a yearbook, students gain an overall understanding of our school and its numerous clubs.

C. AWARDS

Recognition is awarded for outstanding achievement during the school year in the fields of academics, sports and extra-curricular activities. Awards are presented to students at

graduation and at fall assemblies.

D. INTRAMURALS

A variety of noon-hour sports activities are offered. Students are encouraged to sign up and participate. The main goals of intramural activities are fun and participation.

E. ATHLETIC PROGRAM

The athletic program at Teulon Collegiate is considered to be an integral part of the total educational process. The program intends to offer participants an opportunity to experience the positive physical, social and emotional benefits of interschool athletic competition.

Teulon Collegiate competes at divisional (Interlake #21), zone (MHSAA ZONE #5) and provincial (AA) levels in some sports.

There may be as many as three teams per sport.

1. Junior High - grades 7 & 8
2. Junior Varsity – grades 9 & 10
3. Varsity – grades 11 & 12

For most sports both male and female teams exist. Participants in the interschool program can expect to pay a participation fee to help off-set the costs of referees, travel, and tournament registrations.

TCI believes that sport is the “other half” of education. We believe that students must be “applying their best effort” in order to remain on a school team. Students are responsible to make up missed work (due to leaving the school early) because of playing on a school team. The administration, the teacher and the parent will discuss **suspending a student from play** if a student is not performing in the classroom to

his/her ability.

F. PHYSICAL EDUCATION/HEALTH CURRICULUM

The new Physical Education/Health Curriculum has been developed to provide students with the knowledge and skills to make healthy lifestyle decisions and choices. It also replaces the former Family Life Optional Program. The curriculum has been developed by teams of educators and medical practitioners, and has been approved by the Minister of Manitoba Education Citizenship and Youth, for use in Manitoba schools.

This mandatory curriculum deals with movement, fitness management, personal safety, personal and social management, and healthy lifestyle practices. Units that may be of particular interest to **Middle/Senior Years** parents are those dealing with Safety of Self and Others, Substance Use and Abuse Prevention, and Human Sexuality.

Parents can find further information on the Physical Education/Health Curriculum through the Manitoba Education Citizenship and Youth website at www.edu.gov.mb.ca/ks4/cur/physhlth, or by requesting the opportunity to view the curriculum guide from your student’s teacher.

Parents may, if they wish, provide some alternative delivery of the units: Safety of Self and Others, Substance Use and Abuse Prevention, and Human Sexuality. However, a letter of explanation outlining the alternative programming must be provided to the school, and students will still be expected to undertake testing similar to all other students. If you wish to provide the delivery of any of the aforementioned units yourself, or have any questions pertaining to the curriculum, please contact the Teulon Collegiate.

Decision will be made based upon relevant information. An attempt will be made to make a decision to cancel bussing before 0630 hours.

- iv) The Transportation Supervisor and the Superintendent will contact designated radio stations and inform them of the cancellation for the Division. All parents, students, and staff should be notified in this manner before 0700 hours.

2. Early Dismissal:

- i) The Transportation Supervisor and the Superintendent will determine if students are to be bussed home for safety reasons.
- ii) The school administration will utilize the school emergency plan to notify all parents/guardians of bussed students leaving early.
- iii) The Transportation Supervisor will notify radio stations of the early dismissal.
- iv) All bus drivers will be contacted and advised of dismissal time.

3. Other Emergencies:

The Transportation Supervisor will follow the notification procedures as outlined for weather related cancellations.

4. Individual Route Cancellations:

The bus driver will contact the Transportation Supervisor and advise him/her of the situation. In the event the route is cancelled, the bus driver will immediately make every effort to notify all parents/guardians on the route of cancellation. The

Transportation offices will notify the affected schools.

5. Reporting and Follow-up:

The Division offices will prepare a report for the Minister of Education and the Board of Trustees.