



Vincent Massey High School
Student/Parent Information Guide
2009-2010
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SECTION A ♦ ADMINISTRATIVE INFORMATION

A.1 Principal's Message

Welcome to Vincent Massey and the home of the Vikings!

Our provincial respect is arrived by its academic and extra curricular efforts and accomplishments. The school is proud of its efforts to providing a positive learning environment for all students.

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 will continually seek student input as we revisit school policies and guidelines.

On behalf of the administration and staff at Vincent Massey, we look forward to working with each of you, and we hope that your school experiences at Vincent Massey are successful and enjoyable ones.

Mr. Terry M.J. Osiowy
Principal

A.2 School Mission Statement

Our mission is to teach, mentor, and enable every student to develop the attitudes, skills, and character necessary for healthful participation in society.

A.3 Staff Beliefs

We believe that we are an inclusive system for all students and staff. We believe that inclusiveness:

- ❖ Encourages an attitude that is accepting and respectful of all students and staff representing a spectrum of diversity, including race, culture, gender, age, talent, and experience.
- ❖ Systematically enhances the self-esteem and self-worth of students and staff and celebrates demonstrated achievement and effort.
- ❖ Provides students with choices of effective programs that are available within the resources of the school.
- ❖ Maintains standards of academic growth and behavioral expectations, while remaining flexible to adapt to the particular needs of the students.
- ❖ Acknowledges the input of all stakeholders during the planning of educational directions for the system.
- ❖ Develops the creative and intellectual potential of all learners.

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A.4 Timetable Structure

The high school timetable structure is a “locked” five period semester system. Each period is sixty-five minutes in length. There is a five-minute break between classes to provide students with sufficient time to move from one class to another without arriving late.

A.5 Opening Exercises and Announcements

Announcements are made during the first five minutes of Period 1.

A.6 Class Times

The daily schedule of class times is as follows:

Period #1	8:55 a.m. - 10:00 a.m.
Period #2	10:04 a.m. - 11:09 a.m.
Period #3	11:13 a.m. - 12:18 p.m.
Lunch	12:18 p.m. - 1:18 p.m.
Period #4	1:20 p.m. - 2:25 p.m.
Period #5	2:30 p.m. - 3:35 p.m.

A.7 Office Hours

General Office	8:00 a.m. - 4:30 p.m.
Student Services	8:00 a.m. - 4:00 p.m.
Library Center	8:00 a.m. - 4:00 p.m.



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SECTION B ♦ COMMUNITY COMMUNICATION

B.1 Massey Matters

Electronic school newsletters are distributed to parents with email addresses. The school emails these newsletters home to ensure that the parents/guardians receive the information that the school is releasing. If parents do not have email access, copies of the newsletter are available at the administration office.

B.2 Vincent Massey Web Site

Parents and students can get more information by visiting our school web site at <http://www.brandonsd.mb.ca/massey>

SECTION C ♦ GRADUATION INFORMATION

C.1 Application for Graduation

All Grade 12 students who are eligible for graduation must complete an "Application for Graduation Form". A description and breakdown of the school's grad fee is included on the application form.

C.2 Graduation Committees

Graduation planning is completed by the following committee structures:

- ❖ **Convocation:** Staff Committee
- ❖ **Banquet or Prom:** Staff and Student Committee
- ❖ **Decorations:** Parent and Student Committee
- ❖ **Safe Grad:** Parent and Student Committee

In November, the administration will provide both students and parents with an overview of the graduation day and begin the establishment of necessary committees.

C.3 Graduation Day Format

Graduation is a single day event. The entire day will begin with a convocation and is followed by a banquet and Safe Grad celebration.

SECTION D ♦ GENERAL SCHOOL FEES

D.1 Vincent Massey School Fee

The student fee for 2009-10 is a compulsory fee and has been set at \$40.00.

With payment of the \$40.00 fee, **students get the following:**

- ❖ A locker and a school approved lock at a rental cost of \$10.00
- ❖ A student agenda planner at a cost of \$5.00
- ❖ Student recognition awards at a cost of \$5.00
- ❖ \$20.00 per student goes to the Vincent Massey Student Council to help support student council activities that generate school spirit, motivational speakers that address student issues, and to

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bring changes that support the Student Council's mandate to make the school a better place for students to learn.

Yearbooks can be purchased at the time of paying the compulsory student fee. The prices for yearbooks for 2009-10 are as follows:

- ❖ **Grades 9, 10, 11:** \$40.00
- ❖ **Grade 12:** \$45.00

SECTION E ♦ REGISTRATIONS, COURSE CHANGES, TRANSFERS

E.1 Minimum Course Load

Students who are of compulsory school age should be fully scheduled. All other students will be required to maintain an active status by being registered in at least three credits per semester during any one school year. Any deviation from this requirement requires approval from the Student Management Committee, a counsellor or administrator.

E.2 Course Withdrawal

Each course withdrawal requires the completion of the subject deletion form. For each course withdrawal to be finalized by a counsellor or administrator, the student must have the teacher's and parent's/guardian's signatures. Course withdrawals for the first semester must be finalized by November 1st and April 1st for the second semester. After those dates, all final marks for courses will appear on the official transcript.

SECTION F ♦ SAFETY REGULATIONS

F.1 Accidents

When an accident occurs, the appropriate first aid will be administered to ensure that the student is in no danger. A school representative will contact the parents. The administration will generally decide on the most appropriate mode of transporting the student to professional medical care. Confirmation will be obtained from the parent that suitable action is being taken, and an accident report will be filled out promptly.

F.2 School Evacuations

Vincent Massey High School has clearly defined procedures for the following emergencies:

- ❖ School Lockdown
- ❖ Primary Access
- ❖ Fire Drills
- ❖ Severe Weather
- ❖ Shelter in Place
- ❖ Relocation

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In the event of a school emergency evacuation, students will be advised of the evacuation procedures and established locations.

In the event of an extended evacuation, students will be notified by radio or by other public media in regard to re-entry to the school.

F.3 Bus Evacuations

In the event of an emergency bus evacuation, students are expected to follow specific procedures that they have been instructed in during the bus evacuation drills. Each student is expected to participate in two evacuations and become familiar with the rules of bus safety according to the provincial guidelines. In addition, bus drivers will provide instruction to students during field trips.

F.4 Student Accident Insurance

All students may enroll in the group Student Accident Insurance Program. Forms are available in September from Teacher Advisors. Students involved in sports are encouraged to enroll in the plan.

SECTION G ♦ STUDENT EVALUATION

G.1 Course Outlines

Course outlines are a requirement for all programs at Vincent Massey School.

Each course outline is developed according to the curriculum requirements of Manitoba Education and Training and the Brandon School Division's Student Assessment Policy.

Course outlines will be distributed to students during the first week of a semester.

G.2 Statement of Standards – Students Completion of Course Evaluation Requirements

In accordance with the Brandon School Division Policy on student assessment, evaluation, and reporting, each course outline will contain clearly stated evaluation requirements.

In the implementation of these requirements, the following standard for the completion of assignments by students apply:

- A *zero grade is given* to unit assignments that are not submitted by the completion of the related unit's summative evaluation.
- Any extension for a student to the above standard will only be considered by the administration when requested by the teacher.

G.3 Promotion Policy

Students must achieve a minimum mark of 50% in accordance to the course outline's evaluation to successfully complete the program.

G.4 Cheating and Plagiarism

Any student who is involved in an act of plagiarism and/or cheating will receive a 0% for the assignment or evaluation. The classroom teacher will notify the parent/guardian.

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G.5 Appeal Policy

Students are required to address all perceived mark errors following each posting of student progress or following any reporting period directly to the teacher.

If a student chooses to appeal a final mark, the following procedure must be followed:

- ❖ The student must meet with the teacher to discuss the final mark. Parents/guardians should attend this meeting.
- ❖ If the student is not satisfied with the results of the meeting with the teacher, the student can activate an official appeal by using a standard appeal form. This appeal form is available at Student Services. **The appeal form must have the following areas completed:**
 - a) Rationale for Appealing the Final Mark
 - b) Requested Course of Action
 - c) Parent/Guardian Signature
- ❖ The appeal form must be completed by the student and be signed by the parents/guardians. The form must be directed to the principal.
- ❖ A copy of the appeal form will be directed to the teacher with a request to forward any relevant information to the principal.
- ❖ The principal will schedule a meeting between the teacher, parents/guardians, and student to discuss and to review the appeal.
- ❖ If an agreement cannot be reached at the meeting, the appeal process will advance to the school's administrative team. At this level, the principal will present the appeal case to the administrative team.
- ❖ The administrative team will make a final decision and advise all parties through official correspondence. The final decision will also advise the student, parent/guardian, and teacher that the student has the right to appeal the school's decision to the Superintendents' Department.

Appeal procedures can have three results:

- ❖ Mark remains the same
- ❖ Increased grade
- ❖ Reduced grade

Appealed marks will stand as the final mark. Students receiving 50% or above will pass the course.

SECTION H ♦ STUDENT ATHLETIC PROGRAM AND GUIDELINES

Our school offers a full range of athletic programs including football, volleyball, basketball, track and field, baseball, curling, badminton, cross-country, golf, hockey, soccer, rugby, and fastball. Our program is committed to individual and team development in each sport to ensure that the school has a competitive and successful athletic program.

The school's teams are governed by the regulations of the following athletic organization and constitutions:

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- ❖ Manitoba High School Athletic Association – Zone 15
- ❖ Rural Manitoba Football League
- ❖ Westman High School Hockey League
- ❖ Prairie Baseball League

H.1 Eligibility

All athletes must adhere to the M.H.S.A.A. guidelines which allows four years of consecutive eligibility as long as the student is under the age of nineteen as of August 31st of the current year. This commences in Grade 9.

All students are to be registered in the required number of grade level courses per semester and maintain a passing grade in all registered courses. Regular attendance in school is an expectation for all athletes and will be monitored by the administration. The administration will consider eligibility for individual students in athletics on a probationary format in consultation with the coach, parents, and student.

H.2 Administration/Athlete Agreement:

All athletes who are selected to teams must complete an administration/athlete agreement before representing Vincent Massey in any competitive game. The administration/athlete agreement will require signatures by the athlete, parents and/or guardians, and the administrator in charge of athletics.

H.3 Team Selection

Individuals are selected to teams based on a try-out. The try-out will be an evaluation based on overall athleticism, commitment, and work ethic. The coaching staff will advise those individuals who do not make the final roster prior to the official posting of the selected team.

- ❖ **Freshman** – Players will be selected from the Grade 9 population based on overall athleticism, commitment, and work ethic. We will strive to have two teams if there are enough players, coaches, and gym time.
- ❖ **Junior Varsity** – Players will be selected from Grade 9 and Grade 10 students based on over-all athleticism, commitment, and work ethic.
- ❖ **Varsity** – Players will be selected from Grade 10 to Grade 12 and will be based on overall athleticism, commitment, and work ethic.

H.4 Playing Time

- ❖ **Freshman** – Every attempt will be made to play all students during league, exhibition, and tournament games. Coaches will have the discretion to limit playing time in the play-offs, in a tournament championship game, or in the provincials.
- ❖ **Junior Varsity and Varsity** – Every attempt will be made to play all students throughout exhibition, league and tournament play. The coaches will have the discretion to limit playing time

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during the play-offs, tournament playoff games, and in the provincials. Due to the competitive nature of varsity sports, there is an expectation that all junior varsity and varsity teams will play at the highest level in order to ensure the success of the individual athlete and the team.

H.5 Athletic Fees

Student athletes will be required to pay a set user fee for each sport. This fee will be based on travel expenses, officiating costs, and uniform replacements of the team for each sport. Fees for different sports will vary. These fees are based on the number of roster players. These fees are due at the start of each season and may vary according to specific sports.

H.6 Athlete Code of Conduct

The Brandon School Division Student Conduct Policy will be applied to the general conduct of all student athletes at all times. Athletes will also be subject to disciplinary action as outlined by the respective league constitutions.

Any student consuming alcohol, drugs, tobacco, or performance enhancing products will be in violation of the Brandon School Division policy on drugs and alcohol. Any disciplinary action will respect the Brandon School Division #40 guidelines.

SECTION I ♦ STUDENT ORGANIZATION/EXTRACURRICULAR ACTIVITIES

We believe that participation in our extra curricular program is an important part of each student's overall education.

When a student is experiencing academic difficulty as a result of lack of effort, poor attendance, or where a student demonstrates that he/she is not prepared to meet the behavioural expectations of the school, his/her participation in extra curricular activities may be withdrawn. The decision to withdraw a student from extra curricular participation will be made by the school administration in accordance to the above philosophy and the specific eligibility requirements as outlined by the respective activity.

Our primary focus is the academic well-being of our students. We also feel that it is important that all our students meet the behavioral expectations of our school.

I.1 Environmental Club

Interested in environmental issues and in the promotion of the environmental issues within the school, then your involvement with this club would be greatly appreciated. The Environmental Club is always looking for new members!

I.2 Intramural Programs

The Physical Education Department provides opportunities for student to participate in noon hour intramural programs. A wide variety of activities such as 3 on 3 basketball, volleyball, floor hockey, indoor soccer, handball, and low organized games are offered.

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I.3 Major Production

Major Production is an excellent opportunity for our students to showcase their personal talents to the community. The 2009-10 production is scheduled for November 2009. Students interested in the performing arts in the areas of acting, costumes, make-up, set design and construction, and promotions are encouraged to become involved in this school wide project.

I.4 Student Council

An elected Student Council plans a variety of activities throughout the school year. These activities include pep rallies, presentations, spirit weeks, and many other events that are geared towards the student body.

I.5 Teens Against Drinking, Drugging, and Driving (T.A.D.D.D.)

Teens Against Drinking and Driving is a proactive student group which encourages all students to not drink and drive. This group plans a variety of activities and promotional events throughout the school year.

I.6 Other Extracurricular/Athletics Activities

To find information about the following extracurricular activities please go to the school's website and click on **Extracurricular** under **What's Happening**:

- ❖ Badminton - Freshman/JV ~ Boys & Girls
- ❖ Badminton - Varsity Boys & Girls
- ❖ Baseball - Boys
- ❖ Basketball - Freshman Girls
- ❖ Basketball - JV Girls
- ❖ Basketball - Varsity Boys
- ❖ Basketball - Varsity Girls
- ❖ Book Club
- ❖ Bowling Program
- ❖ Chess Club
- ❖ Circle of Friends
- ❖ Clay/Pottery (Mudslingers)
- ❖ Cross Country
- ❖ Culture Club
- ❖ Curling
- ❖ Drum Line Club
- ❖ Executive Challenge
- ❖ Fast pitch - Girls
- ❖ Football Program
- ❖ Golf
- ❖ Hockey
- ❖ Improvisation Group (Drama)
- ❖ Latin American Dance Club
- ❖ Math Club
- ❖ Native Students Committee
- ❖ Peer Tutors
- ❖ Reach for the Top
- ❖ Rugby - Boys
- ❖ Rugby - Girls
- ❖ Soccer - Boys
- ❖ Soccer - Girls
- ❖ Spanish Club
- ❖ Track and Field - Boys & Girls
- ❖ Vocal Jazz and Choir
- ❖ Volleyball - Freshman Boys
- ❖ Volleyball - Freshman Girls
- ❖ Volleyball - JV Boys
- ❖ Volleyball - JV Girls
- ❖ Volleyball - Varsity Boys
- ❖ Volleyball - Varsity Girls
- ❖ Youth in Philanthropy

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SECTION J ♦ STUDENT POLICIES AND RESPONSIBILITIES

J.1 Student Management and Supervision of Progress

Our school manages and supervises student progress on a regular basis following approved school guidelines. Students are assigned to an administrative/student services team that is comprised of a vice-principal, a counsellor, and the resource teacher. Each team meets with the principal on a weekly basis to discuss student progress and to determine an appropriate course of action that could address any identified issues.

Students are assigned to the administrative/student services team by alphabetical surnames.

Each administrative/student services team is responsible for overseeing student progress in the following areas:

- ❖ Attendance
- ❖ Student Conduct
- ❖ Academic Performance and Programming
- ❖ Supervision of Individual Educational, Behavioral, and Transitional Plans
- ❖ Textbook Recovery
- ❖ Funding Applications
- ❖ Extra Curricular Program Issues
- ❖ Graduation Monitoring

J.2 Access to Pupil Information: Pupils 18 Years of Age or Older

Under the Public Schools Act section 42.3(3), Consent of Adult Pupil, parents/guardians of students, who are 18 years or older, do not have access to school-related information about their son/daughter unless the student signs a release form which allows sharing of school information with parents/guardians.

The school will mail a letter and an Access to Pupil Information: Pupils 18 Years of Age or Older Consent to Disclose Personal Information to Parents/Guardians form prior to the month the student reaches his/her eighteenth birthday.

In order for the school to share information with parents/guardians about their son/daughter after his or her eighteenth birthday, the consent form must be completed and returned to the school. If the consent form is not returned to the school, school personnel will not be authorized to share school related information to parents/guardians.

J.3 Attendance

A student's attendance at school has a direct effect on his/her achievement. Therefore, to maximize achievement, students and parents should make every effort to restrict absences to those that are unavoidable. This models the accepted practice in any workplace situation.

Our attendance policy emphasizes the following:

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- ❖ Students and parents/guardians have a responsibility to minimize the number of absences from classes.
- ❖ Students and parents/guardians should be able to provide explanations for all absences.
- ❖ Students will be accountable for their personal decisions regarding their attendance and their tardiness.
- ❖ Poor and irregular attendance will affect student achievement and the ability to complete the registered course of studies.

Our attendance policy records and recognizes the following absences:

- ❖ **School Approved Absences:** Field trips, school or curriculum related activities (sports, music, drama, transition to post-secondary, enrichment opportunities, school workshops, religious holidays, funerals)
- ❖ **Parent Approved absences:** Short-term illnesses, medical appointments, family vacations, suspensions, court appearances, driver's license examinations, other absences supported by parent/guardian phone call.
- ❖ **Unexplained absences:** Absences not supported by parent/guardian phone call.

Our school's attendance tracking process requires that parents and/or guardians phone the school for absences if they want those absences to be recorded as explained absences. Phone calls are to be directed to the administration office at 729-3170. If parents are unable to make direct contact with the administration's office personnel, messages can be left on our school's answering system.

All student attendance matters will be discussed thoroughly by the Student Management Committee. Weekly decisions about student attendance matters will consider the age of the student, all extenuating circumstances, performance standing in the courses, and both the short and long term ramifications of the different intervention strategies.

Intervention strategies in any student attendance plan could include:

- ❖ Continual administrative monitoring
- ❖ School-based student support services – Counselling, Resource, Student Resource Centre
- ❖ Student support services by outside agencies and/or divisional staff – Social Worker, School Psychologist, Addictions Foundation of Manitoba, Child and Adolescent Treatment Center, etc.
- ❖ Alternate programming – Student Support Program, Self-Directed Learning, On-Line Programming
- ❖ Restructured timetable with clearly defined guidelines for school continuation.
- ❖ Voluntary withdrawal from school
- ❖ Administrative withdrawal from school
- ❖ Educational Registration Agreements

The vice principals and/or members of the students' management team will inform parents and/or guardians and classroom teachers of all programming decisions.

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J.4 School Discipline Guidelines

Our school is committed to providing our students and staff with a safe learning and working environment during regular school hours and at all school-sponsored events.

Students must behave in a respectful manner and comply with the respective code of conduct guidelines.

Our legal obligation to provide a safe learning environment is defined by:

- ❖ Manitoba Public School's Act
- ❖ Policy JFC Student Code of Conduct
- ❖ Policy JFCH Alcohol and Drugs
- ❖ Policy Harassment
- ❖ Policy IIBGA Acceptable Use of Internet.
- ❖ Subsection 9(2) of the Human Rights Code

Assaultive Behavior/Fighting

❖ **Each Offence**

- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
- Parental Contact
- Possible Police Involvement

Drugs, Alcohol, and Intoxicating Substances

Intoxicants

Shall, for purposes of this policy, means illicit or non-medical drugs, alcohol, intoxicating substances and abusive use of medical drugs.

Under the Influence

A person shall be deemed to be under the influence of an intoxicant if that person exhibits a degree of impairment or that person has consumed an intoxicant.

In Possession

A person shall be deemed to be in possession of an intoxicant if that person has an intoxicant on his or her person on school property or during co-curricular activities, as an example, in his or her locker, personal possessions, or vehicle.

❖ **Each Offence**

- Parental contact
- Police Contact – If deemed necessary, a parent or guardian shall be advised by telephone that the offender may be interviewed by the police, allowing parent/guardian time to be present for the interview if they wish.

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- 5 days out-of-school suspension, plus additional days as approved by senior administration.
- Locker search according to BSD guidelines
- Referral to AFM Counsellor
- If evidence is available, take possession of the physical evidence according to evidence gathering procedures.

Gang Activity

Any form of gang activity, recruitment, harassment, violence, threats, and promotion will not be tolerated on school property.

❖ **Each Offence**

- Parental contact
- 5 days out-of-school suspension, possible recommendation to Superintendents' Department for additional days according to severity of the situation.
- Police Contact
- Re-Entry Contract

Harassment of Students or Staff, Bullying of Students, Acts of Racism to Students or Staff – (Verbal, Written, Internet, Physical)

❖ **Each Offence**

- Parental contact
- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department

Insubordination and/or Non-Compliance to School Staff – Regular School Hours, Lunch hours, School Sponsored Activities

❖ **Each Offence**

- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
- Parental Contact
- Removal of Related Privileges

Internet and Electronic Mail Activity

Students must adhere to school and divisional policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable.

❖ **Each Offence**

- Parental contact
- Removal of Internet Privileges

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- Possible out-of-school suspension
- Possible police contact and investigation
- Re-Entry Contract

Smoking on School Property or at a School Sponsored Activity

- ❖ **Each Offence**
 - 3 days out-of-school suspension

Supplying and/or Trafficking

Supplying and/or Trafficking

A person shall be deemed to be supplying or trafficking in an intoxicant when that person delivers, sells, exchanges, gives or makes available an intoxicant to another person during regular school hours or at co-curricular activities both on school property or off school property.

- ❖ **First Offence**
 - 5 – 30 out-of-school suspension – Principal recommendation to Superintendents' Department for expulsion.

Threats to School Safety – (Verbal, Physical, Written, and Internet)

- ❖ **Each Offence**
 - Parental contact
 - 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
 - Police Contact
 - Re-Entry Contract

Vandalism or Theft of School, Student, and Staff Property

- ❖ **Each Offence**
 - 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
 - Parental contact
 - Possible Police Contact
 - Restitution of property – full cost of repair or replacement

Weapons on School Property

The possession of any weapon, as defined in Section 2 of the Criminal Code of Canada will not be tolerated on school property.

- ❖ **Each Offence**

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- Parental contact
- 5 days out-of-school suspension, possible recommendation to Superintendents' Department for additional days according to severity of the situation.
- Police Contact
- Re-Entry Contract

J.5 Classroom Code of Conduct

Classroom teachers are responsible for the student conduct of their classroom and for ensuring that an effective and safe learning environment is consistently managed and promoted in their classroom.

Classroom teachers are obligated to report to the administration the following student behaviors in the classroom behavior for direct disciplinary action according to the respective Brandon School Division policies.

- ❖ Inappropriate language to a fellow student, teacher assistant, or teacher
- ❖ Threatening comments or behavior to a fellow student, teacher assistant, or teacher
- ❖ Behavior influenced by drugs, alcohol, or controlled substances
- ❖ Possession of a weapon

The general classroom behavior that is considered unacceptable and disruptive to the learning environment will be handled according to the following guidelines.

❖ **Step #1 – Informal Interview**

The teacher addresses the issue with the student directly and reaches an agreement regarding the student's behavior.

❖ **Step #2 – Parental Contact**

The teacher contacts the parent/guardian to discuss the classroom performance issues and to develop an action plan to address the identified issues.

❖ **Step #3 – Formal Interview**

The teacher schedules a meeting with the student, parent/guardian, and the respective vice principal. At this meeting, the student's behavior is addressed. Both the student and the parent/guardian are advised that the next step will be suspended from the classroom for five days.

The student will have an option of withdrawing from the course with no evidence of registration in the course on the student's transcript.

❖ **Step #4 – Classroom Suspension**

The student is suspended from a classroom for five days. The administration will complete the parental contact and written notification. The written notification will advise the family that the next issue will result in the student's removal from the course and/or program.

The student is allowed to withdraw from the class without having the course registered on the official transcript. The classroom suspension remains on school record.

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❖ **Step #5 – Course/Program Withdrawal**

The school administration withdraws the student from the course or program and notifies the parent/guardian by phone and written notification. The course remains on the student's official transcript.

J.6 Excused Absences and Evaluation

Students, who have an excusable absence during a test, presentation, quiz, and class presentation, will be given the opportunity to complete the assessment within a reasonable time frame as outlined to students in the course outlines.

J.7 Unexcused Absences and Evaluation

For all students, unexcused absences from an announced test, presentation, quiz, and/or presentation will be given a score of zero in the missed area. Completing missed notes/homework during an unexcused absence is the student's responsibility. Students can appeal the assigned score of zero by appealing to the school administration.

J.8 Student Dress Code

In establishing and providing for a respectful, safe, and secure school environment, the wearing of appropriate clothing by students is an important factor. Students are expected to wear appropriate clothing in the school at all times during the school day.

Appropriate clothing is free from:

- ❖ Inappropriate words, phrases, and images that can be offensive to others. Any words, phrases, and images that are offensive to another's ancestry, including color and perceived race, nationality or national origin, ethnic background or origin, religion or creed, sexual orientation, and physical or mental disabilities will not be considered appropriate.
- ❖ Promotion of narcotics and/or alcohol
- ❖ Promotion of violent or illegal activities
- ❖ Gang related clothing, colours, and symbols
- ❖ Being sexually explicit or revealing in nature such as bare midriffs, tank tops, tube tops, bathing suits, revealing necklines, see-through garments and inappropriate length of skirts and shorts.

Inappropriate Accessories

Accessories that may cause potential harm to self and others such as chains, spiked and studded collars, spiked and studded chokers, handcuffs, etc. will not be worn in the school or at any school function. Wallet chains are not allowed.

❖ **Headgear**

- No headgear such as hats, toques, bandanas, or hoods will be worn in the school building. Headgear is to be removed when entering the school during.
- Headgear is to be placed in the student's locker and is to remain in the student's locker until the student leaves the school at lunchtime or at the end of his or her scheduled classes. No

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headgear will be allowed in the classrooms, library, lecture theatre, band room, canteen, and gymnasium.

- Headgear, to comply with medical or program requirements, may be permitted in designated areas by permission of school administration. Headgear worn in recognized religious observations may be approved through consultation with parents and administration.
- At Vincent Massey, this no headgear policy applies to all students, staff, and visitors upon entry to the school until the dismissal bell at 3:35 p.m.

❖ **Coats and Jackets**

- All coats and jackets such as large, bulky jackets – winter parkas, winter team jackets, and trench coats will not be worn in the school building during the school day. These identified coats and jackets are to be left in student lockers.
- Light sweat/athletic suit jackets, light spring jackets, and jean jackets are acceptable.

❖ **Containers and Bags**

- Containers, such as backpacks, large bags, gym bags, not required immediately for physical education, must remain in the student lockers. These items are not allowed in the classrooms, library, lecture theatre, band room, and canteen.

J.9 **Cell Phone Policy:**

To protect the safety and privacy of our students and staff and to reduce disruptions to the learning environment of the whole school, Vincent Massey prohibits the use of cell phones, electronic communication devices, and digital cameras in the school upon entry of the school and until the students leave the school building.

Cell phones, electronic communication devices and digital cameras must be out of sight and turned off upon entry of Vincent Massey High School.

Students requiring to send or receive important personal phone and/or text messages are allowed to access or obtain this information in the designated cell phone usage area. The designated cell phone usage area is located at the main entrance and is the area between the two sets of doors before entering the main foyer. Usage of cell phones, electronic communication devices, and digital cameras in any other area of the school is prohibited and subject to administrative action

Students will experience the following consequences when the student is not fully cooperative:

- **First Offence:**

- Student loses cell phone. Cell phones can be picked up the next day.

- **Second Offence/Continuing Offences:**

- Student loses cell phone. Parent and/or guardian must pick it up from an administrator.

Inappropriate, disrespectful, and uncooperative student responses to a staff member when he/she is requesting the handing over of a cell phone, electronic communication device, or digital camera will be subject to consequences in accordance to the division's and schools' code of conduct guidelines.

Students who use electronic communication devices to invade personal privacy or contribute to behaviour that is injurious to another student and/or staff member, to access, upload,

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download or distribute material that the school has determined objectionable, or send or receive personal messages, data or information that would contribute to or constitute cheating will be subject to the consequences determined by the school in accordance to the division's and school's appropriate code of conduct guidelines.

❖ **Face Painting**

- Face painting will only be allowed in conjunction with school programming.

Process for Dress Code Violations

Students who violate the student standard of dress policy will be requested to modify their appearance by replacing, covering or removing the offending item with an acceptable item.

Students who refuse to cooperate with the request will be subject to disciplinary action under the schools' code of conduct for insubordination.

J.10 Students in the Hallway during Class Time

While classes are in session, we request that students who have a spare report to the canteen, the library, the seats in main foyer, or leave the building.

J.11 School Assemblies and Grade Meetings

During the course of the year, there are many assemblies involving the student body. When an assembly is called, all students are expected to attend and behave appropriately according to the supervising staff member's requests.

J.12 School Holidays/Family Vacations

Holidays and other days that school is not in session are included in the calendar to assist families in planning. It is not recommended that students miss days in session for the purpose of vacations or attendance at non-school events.

Students and parents are advised that absences for such purposes may have a detrimental affect on the students' overall mark and that they are solely responsible for completing all missed assignments, evaluations, and other course expectations.

Students who are going to be away for extended periods of time during instructional days must notify their counsellor and respective teachers. Students are responsible for completing their school work during the time of absence.

J.13 School Visitors

All visitors to the school are required to report to the office. Those who choose not to do so are considered to be trespassing. As we do not have the appropriate facilities or staff to provide the necessary supervision, students are discouraged from inviting friends to visit them at the school unless they have permission from the office to do so.

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J.14 Smoking Policy

Brandon School Division #40 is a smoke free division. School division policy does not permit the staff or students to smoke anywhere on school property.

Students who do not respect the policy will be suspended.

J.15 Textbook Recovery Policy

Students are responsible for the care of textbooks issued to them.

In the case of damage or loss of textbooks, students are required to pay for the cost of replacement.

Students must have their student cards in order to sign out textbooks. Temporary cards will be issued by the library for Grade 9 and students new to Vincent Massey. Grade 10, 11, and 12 will be required to use their student cards from the previous year until new student cards are issued in mid-October.

All textbooks and/or library resources must be returned or replacement cost paid in order for students to:

- ❖ Be issued textbooks
- ❖ Receive a school clearance form

SECTION K ♦ STUDENT RECOGNITION INFORMATION

K.1 Student Recognition Program

Our Student Recognition Program recognizes student participation and excellence in the areas of academics, athletics, performing arts, and school service.

❖ **Academics:**

- **Grade 9** – 80% average by May 30th with a completion of 8 credits including all Grade 9 compulsory courses.
- **Grade 10** – 80% average by May 30th with a completion of 8 credits for the academic year.
- **Grade 11** – 80% average by May 30th with a completion of 6 credits for the academic year.
- **Grade 12** – 80% average by May 30th with a completion of 5 credits for the academic year.

❖ **Athletics:**

A roster player for one school team, nominated by the coach and/or staff supervisor, and meets the overall criteria for commitment, attitude, and acceptable conduct. Students involved in school organized athletics and activities will be recognized in this category.

❖ **Performing Arts:**

Nominated by the staff supervisor and meets the overall criteria for commitment, attitude, and acceptable conduct.

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❖ **School Service:**

Nominated by the staff supervisor and meets the overall criteria for commitment, attitude, and acceptable conduct.

The characteristics that will be considered when nominating students for commitment, attitude, and acceptable conduct are as follows:

- ❖ **Commitment:** attendance, punctuality, supports program goals and tasks, and performance
- ❖ **Attitude:** positive contribution to activity, cooperative
- ❖ **Conduct:** respects student conduct policy, good representative of Vincent Massey

Students receiving administrative suspensions will have their eligibility reviewed by the principal.

The students will be recognized according to the following categories:

- ❖ **Certificate of Excellence** – criteria achievement for one category
- ❖ **Bronze Medallion** – criteria achievement for two categories
- ❖ **Silver Medallion** – criteria achievement for three categories
- ❖ **Gold Medallion** – criteria achievement for four categories

School Groups:

❖ **School Service**

- Book Club
- Brandon Sun Writers
- Chess Club
- Circle of Friends
- Environmental Club
- Executive Game
- Grad
- Math Club
- Native Student Group
- Peer Tutors
- Reach for the Top – School
- Statistics - Football
- Student Council
- T.A.D.D.D.
- Website – Volleyball
- Yearbook
- Youth in Philanthropy

❖ **Fine and Performing Arts**

- Improvisation Group
- Jazz Festival – volunteers
- Latin American Dance
- Pit Orchestra
- Royal Winter Fair Buglers
- Major Production

❖ **Athletics**

- Badminton
- Baseball
- Basketball
- Cross Country
- Curling
- Fastball
- Football
- Hockey
- Rugby
- Soccer
- Track & Field
- Volleyball

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K.2 Academic English Program Graduation Honour Roll

Graduating students will receive an honour roll stole and will have their name and picture displayed on the Honour Roll Portrait. Honour Roll recognition requires that the graduating student has an 85% average based on the compulsory English 40S and Mathematics 40S and four other 40S courses at the Grade 12 level.

K.3 Governor General's Medal

This medal is awarded to the student who achieves the highest average based on twelve credits during the Grade 11 and 12 years of his/her secondary schooling.

The courses that will be considered when determining the governor general's medal winner will be as follows:

Grade 11 – Six Credit Requirements

- ❖ **3 credits**
 - English Language Arts 30S,
 - 1 Mathematics 30S (Pre-Calculus or Applied),
 - 1 History 30S
- ❖ **3 credits** **From the following:**
 - Biology 30S,
 - Chemistry 30S,
 - Family Studies 30S,
 - French 30S,
 - Geography 30S,
 - second Math 30S (Pre-Calculus or Applied)
 - Physics 30S,

Grade 12 – Six Credit Requirements

- ❖ **2 credits**
 - 1 English Language Arts 40S,
 - 1 Mathematics 40S (Pre-Calculus 40S or Applied Math 40S)
- ❖ **3 credits** **From the following:**
 - Biology 40S,
 - Chemistry 40S,
 - English 40S Elective,
 - Family Studies 40S,
 - French 40S,
 - Geography 40S,
 - History 40S (World Issues or Western Civilization)
 - Mathematics 40S (Pre-Calculus 40S, Applied Math 40S)
 - Physics 40S,
- ❖ **1 credit**
 - Any additional 40S credit.

SECTION L ♦ SCHOOL SERVICES

L.1 Canteen

Our school canteen provides basic food services from 8:30 a.m. to 1:30 p.m. Students are encouraged to use this service and to ensure that it is kept clean at all times. Vending machines are available throughout the day and are located in the main foyer.

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L.2 Library Services

Welcome to the library! Mrs. Gross, the teacher and librarian and Mrs. Wallace, library technician, are present to assist students and staff. The Library is open from 8:00 a.m. to 4:00 p.m. on regular school days and 8:00 a.m. to 5:00 p.m. during exam week.

Students wishing to use the video cameras and video editing equipment are required to complete a booking form that requires a parent signature indicating that the parent will assume responsibility for the equipment and cover the cost of any repairs that may ensue. Students are asked to make arrangements in advance in order to complete an orientation session regarding the proper use and care of equipment.

Library circulation guidelines are as follows:

- ❖ **Students need to have their student card or photo identification in order to sign out library resources and textbooks.** Grade 9 students and students new to Vincent Massey will be issued temporary cards to sign out materials until student cards are issued in mid-October. Grade 10, 11, and 12 students will be required to use the previous year's student card until new student cards are issued in mid-October.
- ❖ Students will be able to **purchase replacement cards** from the library for a \$2.00 fee.
- ❖ **Non-fiction and fiction are a two-week loan.** There is a ten-cent fine for each day that the books are overdue.
- ❖ **All other print resources are overnight loans.** There is a twenty-five cent fine for each day that these resources are overdue.
- ❖ **Audio/visual resources are overnight loans.** There is a twenty-five cent fine for each day that these resources are overdue.

L.3 Lockers and Locks

Lockers and locks are provided to students by the school. Each student that pays the school fee will receive a locker and an assigned lock. \$10.00 of the student fee goes towards the rental of the locker and lock.

Lockers will be allocated on a first paid and first choice basis. When the locker agreement is completed with payment, the lock and its combination will be issued to the student. These locks are the only locks permitted and the lockers remain the property of the Brandon School Division.

To ensure school safety for all students and to ensure that school policies are being adhered to, the school administration will conduct random locker searches throughout the school year. During any random locker search, the student will be in attendance.

L.4 Lost and Found

The school has a "Lost and Found". Please check with the office/custodian to be shown the lost articles.

L.5 School Pictures

Each fall, school pictures are taken by a school approved photography service. All students must have their pictures taken even if they do not intend to purchase any packages. The school requires a

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recent student photograph for yearbooks, student cards, and the administrative student management system.

Students who register after the official school picture day or who did not have their picture taken by Jostens will have their picture taken by Student Services.

L.6 Student Parking

The student parking lot is the west parking lot of the school. Students who bring a vehicle to school and choose to park in the parking lot are required to abide by the parking lot regulations. Students are asked to maintain control of their vehicles at all times. Inappropriate driving practices will be reported to the Brandon City Police.

Students are asked to park their cars properly and to not block the circular travel route. The administration requests that all vehicles parked on the circular travel route be parked properly. Failure to move the vehicle will result in the vehicle being towed away at the owner's expense.

SECTION M ♦ STUDENT SUPPORT SERVICES

M.1 Addictions Foundation of Manitoba Counselling

Vincent Massey has access to an A.F.M. counsellor on a regular basis. Students wishing to speak to the school's A.F.M. counsellor can make contact with her at the Student Services area or by phoning the A.F.M. office.

M.2 Career Education Program

Our school is committed to providing students with a comprehensive career awareness/planning program. Students have opportunities to explore their personal strengths and interests regarding careers through the following forums:

- ❖ **Career Exposure Workshops:** The Student Services department and Career Preparation Teacher will organize workshops, mini-sessions, and career days during the year that will provide students with direct information to assist them in their career planning.
- ❖ **Career Center:** The Career Center centralizes and distributes career and post secondary information to our students. The Career Center, is managed by a Career Preparation Teacher, has a variety of resources to assist students in their career/post secondary planning.
- ❖ **Career Preparation Programs:** Grade 11 and 12 students have the opportunity to register for a two-credit program which provides students with an opportunity to integrate classroom theory and practical and meaningful experiences in the workplace.

M.3 Clinical Services

The Clinical Services Department of the Brandon School Division provides assessment and treatment of students experiencing academic, behavioral, speech/language, family, and other difficulties affecting school performance.

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M.4 Counselling

Counsellors provide services for students, parents, and teachers. Students wishing to see a counsellor or resource teacher are encouraged to arrange appointments directly or to leave a message in the Student Services office. Appointments can be arranged during spares, over the lunch hour, or prior to or immediately after regular school hours.

If a student's needs are urgent, he/she can also request an appointment during class time.

M.5 Peer Tutors

A peer-tutoring program is offered at the school. Peer tutors, volunteer students in Grades 9-12, are trained in the areas of communication and tutoring skills. The primary responsibility of the peer tutors is to provide assistance to those who are experiencing academic difficulties. One of the most positive learning situations is created when peers assist students with learning problems.

M.6 Resource Program

Our school has three resource teachers who work closely with the entire school staff in providing leadership and guidance in providing program supports for students. Their role is to serve both students and teachers by assisting in the identification and delivery of the most appropriate academic program for students.

M.7 Teacher Advisor Groups

Students are assigned to teacher advisor groups as they enter our school in Grade 9 or during the year. These students will remain with the same teacher advisor until they graduate from or leave our school.

The purpose of the teacher advisory system at our school is as follows:

- ❖ To provide an opportunity for students and staff to interact and discuss topics of importance to students.
- ❖ To provide a forum for effective communication between Teacher Advisors and students as part of our school planning process.
- ❖ To provide a mechanism for developing and maintaining a positive school climate.
- ❖ To provide an opportunity for meaningful contact between all students and teachers in a non-instructional setting.
- ❖ To provide a third-party contact/advocate for parents and their children.
- ❖ To coordinate teacher-student working relationships for special school projects and activities.