

St. Boniface Diocesan High School

Parent and Student Handbook 2010 - 2011



Small enough to care ...

Big enough to make a difference

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ALPHABETICAL INDEX

8 Ways to Support your Son/Daughter in School Life.....	6
Abuse Policy	11
Academic Integrity	11
Assessment	15
Attendance	9
Awards.....	20
Bicycles/Skateboards/Vehicles.....	16
Board Welcome	5
Cafeteria	18
Chaplain	8
Class Schedule.....	7
Computer/Internet Use	17
Course Changes.....	8
Course Failures	15
Detention	10
Discipline	10
Dress Code.....	13
Emergency/Fire/Lockdown Procedures	7
Exam Regulations	16
Exemptions.....	16
Extra-Curricular Program.....	21
Fundraising.....	19
Gymnasium	20
Homework	15
In-Services and Staff Meetings.....	8
Internet Acceptable Use Policy.....	18
Interscholastic Teams.....	21
Intramurals.....	21
Library.....	17
Linkletter	19
Lockers/Backpacks/Book Bags/Purses	17
Medical Illness	10

Mission Statement	4
Parent/Teacher/Student Conferences	20
Parents' Guild	19
Physical Education	20
Report Cards	16
School Closure	7
School Crest and Logo	22
School Dances	21
School Hours	7
Search and Seizure	13
Signing In/Out During School Hours	10
Smoking.....	12
Spirituality	8
Student Evaluation	15
Student Information Update	8
Student Services	8
Substance Use/Abuse	12
Teacher Advisor	7
Telephones/Electronic Devices/Video Imaging.....	18
Textbooks	18
Unassigned Time.....	20
Use of Front and Back Doors	7
Vandalism/Graffiti	10
Visitors.....	8
Weapons	12
Yearbook	21

St. Boniface Diocesan High School Mission Statement

Called to assist in the Church's mission of education, St. Boniface Diocesan High School seeks to serve students, parents, and the Catholic community by educating the whole person through quality education in a Christ - centered environment.



St. Boniface Diocesan High School Gives Expression to its Mission by:

- ◆ *Challenging each student to excellence according to individual aptitude and ability.*
- ◆ *Recognizing each student as a unique person destined to achieve his or her God-given potential.*
- ◆ *Providing a family environment of caring and sharing.*
- ◆ *Fostering a community in which it is evident that a loving God lives among us.*
- ◆ *Providing programs designed to nurture the whole student in an atmosphere of faith.*
- ◆ *Helping to develop mature Christians with a vision of hope, a sense of justice, and a commitment to the Church and the global community.*
- ◆ *Providing a discipline system in which students learn to take responsibility for their actions.*
- ◆ *Complementing the efforts of the family in its responsibility for educating the student.*

Board Welcome

We would like to take this opportunity to welcome each one of you to a new school year.

At St. Boniface Diocesan High School, you will study academically challenging programs and you will grow spiritually in a Catholic community. You will also be able to interact with students from culturally diverse backgrounds and you will certainly enjoy a safe and supportive environment.

Parents play an important role in their children's education by providing the support and encouragement that they need to succeed. This handbook is provided as a valuable reference guide and in it you will find information about the school and policies developed by the Board that govern the school year.

We hope that you will take the time to read the information before school starts and review the policies with your child during the school year.

Do not hesitate to contact our school office if you have any questions about the content of the handbook or concerns about St. Boniface Diocesan High School. You may call the office at 987-1560 or email: admin@sbdhs.net.

The Board of St. Boniface Diocesan High School

8 WAYS TO SUPPORT YOUR SON/DAUGHTER IN SCHOOL LIFE

1. Encourage regular attendance and punctuality.
2. Provide a quiet, well-lit study/work space for your son/daughter. Minimum time requirements for daily homework are listed on page 15 of this handbook.
3. Check your son's/daughter's school agenda regularly. It should contain a listing of daily homework, assignments, due dates for long-term projects and an up-to-date list of marks received on assessments, in each subject area. It also contains the rules and regulations by which your son/daughter functions as a member of our St. B. school community.
4. Talk to your son/daughter regularly about what is happening in his/her school life academically, spiritually and socially.
5. Attend parent/student/teacher conferences, which are held in November and February. Your son's/daughter's education is a team effort involving the student, parents and teachers. These conferences provide an excellent opportunity to celebrate accomplishments and to make collaborative plans for improvement.
6. Interim progress reports for any subject area may be requested by telephoning the general office of the school.
7. Feel free to communicate with the staff and administration of the school in person or by telephone.
8. **Participate!** Your involvement in and attendance at school events and meetings provides fine role modeling for your son/daughter. As well, your participation enriches our sense of community. Encourage your son/daughter to become involved in the many extra-curricular and special events which are a vital part of school life.

School Colours: Green, white, and black
Team Name: Centurions
Motto: Amor Doctrinae Floreat - May the love of learning flourish.

SCHOOL HOURS

The school opens at 7:30 am and closes at 4:00 pm.

REGULAR CLASS SCHEDULE

<i>REGULAR SCHEDULE</i>		
Warning Bell		8:33 a.m. - 8:35 a.m.
Period 1		8:35 a.m. - 9:43 a.m.
Transition Break		9:43 a.m. - 9:45 a.m.
Period 2		9:45 a.m. - 10:53 a.m.
Transition Break		10:53 a.m.- 10:55 a.m.
TA		10:55 a.m.- 11:05 a.m.
Transition Break		11:05 a.m.- 11:07 a.m.
Period 3		11:07 a.m.- 12:15 p.m.
Lunch		12:15 p.m.- 1:10 p.m.
Period 4		1:10 p.m. - 2:18 p.m.
Transition Break		2:18 p.m. - 2:20 p.m.
Period 5		2:20 p.m. - 3:28 p.m.

USE OF FRONT AND BACK DOORS

For security reasons, the back and side doors of the school will be locked at all times. Students who wish to enter the school must use the front doors of the school. Students are not to leave or enter the cafeteria at any time during the day through the gym foyer. The East and West entrance doors to the gym are to remain closed and locked at all times for security purposes.

EMERGENCY/FIRE/LOCKDOWN PROCEDURES

In the event of a fire, or during a fire drill, students must follow, exactly, the plan posted in each classroom. The drill is to be carried out in **complete silence**. Fire drills are carried out 10 times each year as required by law. Students should re-enter the school after administrative instruction. In the event of an emergency which requires evacuation of our school, staff and students will proceed to the lower hall of Holy Cross Church. Lockdown drills are performed two times per year, one drill per semester.

SCHOOL CLOSURE

In case of inclement weather, please listen to: CBC 990 AM, CJOB 680 AM or Q 94.3 FM. In most cases, if Winnipeg No. 1 School Division closes, we will also close since our students commute from rural Manitoba as well as from all over the city.

TEACHER ADVISOR

Each student is assigned a Teacher Advisor. The Teacher Advisor is the in-school person who makes the initial contact with students at the beginning of each semester. The advisor meets with the students every day. The advisor distributes announcements, Linkletter and other information throughout the school year. They carry out TA activities throughout the year.

IN-SERVICES AND STAFF MEETINGS

All schools in Manitoba are allowed at least 10 in-service days per year for professional development and administration days. Parents will be notified of such events through the Linkletter or, when necessary, through a note sent home with students.

Staff meetings will be held on the first Tuesday of each month. Students will be dismissed early on that day.

STUDENT SERVICES

The **Principal** or **Vice Principal/Counsellor** will meet with students about academic or social/personal concerns.

They can assist with matters such as study skills, course choices (dropping or adding), secondary and post-secondary school information, independent study courses, student initiated projects, special language credits, out of school credit options, private music options, career information, scholarship/bursary information, academic, tutorial, and personal/social concerns. With parental permission, students at St. B. may receive assistance from specialists in the areas of speech and language, hearing, social work, and psychology. Appointments may be made through the General Office.

SPIRITUALITY

The spiritual life of each student is a very important aspect of St. Boniface Diocesan High School. Opportunities for spiritual enrichment are made available through the following: regular classroom instruction, regularly scheduled Eucharistic Celebrations, opportunities to receive the Sacraments of Holy Eucharist and Reconciliation, prayer reflections each morning, Christian leadership, retreats and Christian service projects, and Youth Ministry. Students are required to participate in the spiritual life of our school, which includes **attending annual grade level retreats** and studying and passing a compulsory Religion class at each grade level. **Students who do not pass Religion will not be allowed to re-register at St. B.**

CHAPLAIN

The St. B. community is honoured to have the services of Father Isidore Igwegbe, a priest assigned by the Archbishop of the Archdiocese of St. Boniface at the school on a part-time basis. His main responsibility is to shepherd our young adults and staff. Students are encouraged to meet with Father Igwegbe when he is at school.

STUDENT INFORMATION UPDATE

Students and/or parents/guardians must notify the General Office of any change of address and/or phone number. Pertinent information regarding students needing to use prescription medication and/or syringes should also be reported to the office. This data should be provided **immediately**, not only for purposes of routine communication, but also for use in the event of an emergency.

VISITORS

For the safety of students and staff, students are not allowed to have friends at the school. **All other visitors must report to the General Office and sign in via the front entrance only.** All bags must be left at the office.

COURSE CHANGES

Between September 9 and September 14 (Semester 1) and between February 7 and February 9 (Semester 2), students wishing to drop/add courses must indicate their request by signing the Request to Add/Drop sheet in the General Office. If the change is possible, the student will be given an Add/Drop form and required to get **all** signatures (the student must discuss the matter with the teacher of the course being dropped and then meet with the teacher of the new course, if applicable, and get signatures on the form). The student will take the form home to be signed by parent/guardian. **The student will then return the form to the General Office.** **While a student is initiating a change of course, (s)he must continue in the scheduled class until a new schedule is provided by the General Office.** Only one set of course changes will be permitted per semester. Any additional course changes will result in a charge of \$10.00 per course change and will not be initiated until the fee is paid. Please note: A special

request to drop a course after the September 14 and February 9 deadline may only be considered in consultation with Administration under exceptional circumstances. Please note: Not all changes are possible.

ATTENDANCE

Attendance is taken by teachers in each class.

(i) ABSENCE FROM SCHOOL

In case of an absence or late arrival, parents must call the school office between 7:45 a.m. and 8:30 a.m. to explain the absence or lateness and send a note with the student the next day. Calls from students are not accepted unless the student is 18 years of age. This procedure is intended to ensure the safety of a student on any given day.

(ii) ABSENTEE NOTES

This note must include the following information: 1) date the note was written; 2) student's first and last name; 3) date of absence; 4) specific reason for the absence; 5) signature of parent/guardian.

(iii) Appointments on school time are discouraged. Please utilize the school calendar in this endeavor.

(iv) Medical Notes will be required when a student misses more than 2 days. Absentee notes are to be submitted to the General Office when the student returns to school. Absentee notes are due no later than one day after the student's return to school. Failure to fulfill this responsibility will result in the student receiving a detention as assigned by Administration.

(v) Request for Leave Form Special requests should be made for extended absences (over 3 days' absence) with a Request for Absence form signed and submitted to the Principal before arrangements are made.

(vi) Students not in class because of a school related/approved function are not considered absent, if they have been given prior permission by the Administration. The student is responsible for discussing with their subject teacher their missed assignments and completing the class work and assignments. If a test is scheduled at the time, the student will make prior arrangements with subject teachers providing the above conditions are met.

(vii) TRUANCY / UNEXCUSED ABSENCES

Students are considered truant or unexcused if they are absent from school or class and do not have parental or school permission to be elsewhere. If a student is truant or unexcused, the staff has no obligation to allow the student to make up the work missed and the student may receive a zero for any assignments or tests. Administration will make final decisions in these matters.

(viii) EXCESSIVE ABSENCES may affect a student's grade or credit status. Students should make every effort to be in school as often as possible. Further absences may be referred by the Principal to the School Board **for direction and/or removal from the course and/or loss of credit(s).**

Students may lose a credit if they miss more than:

- a) 10 classes (full credit – 68 min. period) or
- b) 5 classes (1/2 credit – 68 min. period) or

(ix) TARDINESS will result in a detention to be arranged with the Administration. Tardiness will be reviewed weekly and students will make up the time missed with a detention supervisor. Students who do not show up to their supervised detention will have their detention time doubled. Students will be marked absent for the class when they arrive 35 minutes late (68-min. period). When students arrive late, they must sign in at the General Office and obtain an admittance slip to class. **Students must serve detention time for lates even if a parent/guardian calls to say the student will be late.**

(ix) **TEACHER ADVISOR.** Students are required to report to their Teacher Advisor even if they have unscheduled time during period 1. All rules for morning/afternoon lateness apply to students arriving late for their Teacher Advisory (T.A.). Students are to go directly to their T.A. from their Period 2 class. T.A. teachers may allow students to go to the washroom **after morning devotional and announcements have been read.**

SIGNING IN/OUT DURING SCHOOL HOURS AND MEDICAL ILLNESS

Staff members are not permitted to dispense non-prescription drugs (such as Aspirin, Tylenol, etc.) to students under any circumstances. Students who are required to take prescription medication are expected to administer such medication to themselves in keeping with directions given to them by their parents and physicians. In special circumstances where a student's self-administered medication is not possible, special arrangements can be made by contacting the Principal.

A student who becomes ill during the school day **must report to the General Office before leaving the school** so that a parent or guardian can be contacted before the student can sign out. Parents must give their consent for a student to leave the school. Grades 11 and 12 students with open periods **must sign in and/or sign out** at the General Office when arriving or when leaving at times other than the beginning and/or the end of the regular school day.

DISCIPLINE

The Catholic characteristic of our school community promotes and supports a sense of respect for oneself and for others. Students are expected to behave and to interact with one another and with staff in a responsible and respectful manner at all times. For more information please see the St. Boniface Diocesan High School Code of Conduct.

Staff members will intervene and consequence students accordingly in order to help them in this learning process of self-discipline. The teaching/learning environment in our school will not be jeopardized in any way. Teachers will use progressive and reasonable consequences with students who fail to meet teacher expectations.

These may vary from individual meetings with students, detentions, phone calls home, etc. For repeated minor violations in the classroom, and to provide more guidance for a student whose behaviour forces his/her temporary removal from the classroom, the offending student will be sent to the General Office and Administration will intervene. It is the student's responsibility to complete what is required of him/her to get back into the class.

DETENTION

SCHOOL DETENTION

Students must report on the assigned day to fulfill their obligations bringing a sufficient amount of schoolwork for the entire detention period. Students will either have to do school work or perform service time assigned by Administration.

CLASSROOM DETENTION. Teachers have the right to issue classroom detention for any infraction that violates that teacher's classroom policies. Part time jobs, extra-curricular activities, etc. do not excuse a student from either classroom or school detention. Failure to complete any detention time on schedule will result in doubling this detention time. If any of this additional detention time is missed, a conference with parents will be scheduled. After several detentions (school and/or classroom) for any reason, the student must attend a scheduled conference with his/her parents and Administration.

VANDALISM/GRAFFITI

Students who are responsible for vandalism or graffiti (leaving damage on a surface or object resulting in a need to be replaced, sandblasted, painted, chemically treated or removed in order to restore the surface to its previous condition, regardless of the cost or the damage) to school, student or staff property, will be subject to a suspension, expulsion and/or school/community service as assigned by Administration. Students responsible for the vandalism/graffiti must cover the replacement/repair costs.

ACADEMIC INTEGRITY

Students are expected to be rigorously honest in the pursuit of their education. A student is academically dishonest when he/she engages in an illegal or improper activity for the purpose of improving a grade or test score. As such, **plagiarism and cheating is a serious offence**. These include, but are not limited to cheating and/or plagiarizing the work of others or allowing one's work to be plagiarized. Academic dishonesty is a serious offense and will be dealt with severely on a case by case basis.

ABUSE POLICY

St. Boniface Diocesan High School has zero tolerance for any kind of abuse, harassment or intimidation. This may involve any unwelcome or unwanted act or comment that is hurtful, degrading, humiliating, or offensive to another person and may be presented in a way that is physically, verbally, sexually or emotionally abusive towards another person. Some examples of unacceptable conduct include:

Uttering Threats	Using humor to put down another person's or a group of people (i.e.: telling jokes that are sexist, racist, or about an individual's sexual orientation), using ridicule, mockery, teasing or insulting behavior.
Bullying	Coercive or menacing behavior.
Unwanted Sexual Advances	Proposition attention or innuendo.
Exclusion	Exclusion of an individual for cultural or religious differences.

The act of instilling fear in someone as a means of controlling that action is defined as intimidation. Some examples of intimidation may include:

Verbal Threats	Threatening phone calls, threats of violence against another person or property
Physical Threats	Showing a weapon, fighting, shoving, kicking, hitting, threatening to punch, stalking or following
Defacing or Stealing	Applies to both school property or a victim's property
Daring or Coercing	A victim to do something dangerous or illegal.
Extortion	Demanding payment or goods for victim's safety.
Inciting Hatred	Towards a victim.
Setting up a Victim	To take the blame for an offence

Many of the above examples of unacceptable conduct can occur involving use of the Internet or e-mail. The following consequences will be activated once an incident is reported and an investigation has been completed by the Administration.

1 st incident	1-3 days out-of-school suspension, counseling & reconciliation
2 nd incident	5 day out-of-school suspension, counseling & reconciliation Recommendation by Administration to SBDHS Board for expulsion

WEAPONS

St. Boniface Diocesan High School believes that there is never an excuse for bringing weapons to school. Parents and students should know that St. Boniface Diocesan High School will not tolerate weapons on its property or in its building, including lockers or elsewhere. Weapons are defined as any object desired to be used in combat such as guns or knives, or any other item a person may use or intend to use as a weapon that is not normally intended to be used for that purpose such as a bat, club, stick, etc. Students caught bringing weapons to school will be suspended for up to 6 weeks, may be expelled, and dependent on circumstances, reported to the police.

For more information on weapons see the Criminal Code of Canada-Prohibited Weapons.

SUBSTANCE USE/ABUSE

Students who possess, use or are under the influence of alcoholic beverages or non-medical chemical substances on or near school property or at any school function may be expelled from the school and may be subject to legal prosecution.

SMOKING

St. Boniface Diocesan High School provides a smoke-free environment. Smoking outside the school is prohibited in the area enclosed by the following boundaries: Traverse to Niverville; Niverville to Braemar; Braemar to Enfield; Enfield to Dubuc; and Dubuc to Traverse. There is absolutely no smoking permitted in the Holy Cross Church parking lot. This applies to all St. Boniface Diocesan High School students regardless of age. Any student who chooses to smoke within the geographical boundaries listed above, will be subject to the following consequences:

1 st Offense	\$25.00 fine & parents will be telephoned.
2 nd Offense	* one day suspension * a written reflection paper (2-3 pages) by the student on a health related topic. * a fine of \$30 will be imposed.

(Fines collected are donated to Cancer Care Manitoba).

***Please note that the no-smoking policy also applies to school sanctioned excursions and sports events.**

Alcohol

- a) Under the influence - students appearing at school (or a school activity) under the influence of alcohol will be suspended immediately with notification to the parent/guardian. Depending upon the degree of impairment and the age of the student, the school will either have the parent/guardian pick up the student or have the student accompanied by an appropriate adult from the school to the home. The appropriate period of suspension may be one school day up to an additional two days. A re-entry meeting will be scheduled with the student, parent/guardian and administration.
- b) Use of Alcohol on School Premises - students found consuming alcohol in the school or during school hours will receive immediate suspension with a notification to the parent/guardian. The appropriate period of suspension may vary from one day to an additional two days. The student will be held at the school until the parent/guardian arrives. A re-entry meeting will be scheduled with the student, parent/guardian and administration.
- c) Possession of Alcohol - students found to be in possession alcohol in school or during school hours will be sent home for the balance of the school day and suspended up to an additional three days. A re-entry meeting will be scheduled with the student, parent/guardian and administration.

Controlled Substances/Illegal Drugs

- a) Influence - students found to be or suspected of being under the influence of an illegal drug will be suspended from the school and the parent/guardian contacted and requested to take the student home or to the hospital. In more serious cases, students should be taken directly to the hospital while attempts are being made to contact the parent/guardian. Suspension will normally be a minimum of one school day and up to an additional two days. A re-entry meeting will be scheduled with the student, parent/guardian and administration.
- b) Use of Illegal Drugs on School Premises - students found to be using illegal drugs will be suspended immediately and both the parent/guardian and the police will be notified. Suspension will normally be a minimum of one school day and up to an additional three days depending upon the circumstances of the case. The students will be held at the school until the police and parent/guardian have arrived. A re-entry meeting will be scheduled with the student, parent/guardian and administration.
- c) Possession of Illegal Drugs - students found to be in possession of an illegal drug will be suspended immediately. The parent/guardian and police will be notified and the confiscated drugs given to the police. The students will be held at school until the parent/guardian and police have arrived. The period of suspension shall be up to five days. A re-entry meeting will be scheduled with the student, parent/guardian and administration.
- d) Trafficking of Illegal/Controlled Substances - students found to be trafficking illegal drugs or controlled substances will be suspended immediately. The police will be contacted and parents/guardians notified. The period of suspension shall be a minimum of 5 days. The Principal will consult the Board of Directors as to the length of the extension of the suspension and future school placement.

Whenever possible and appropriate, information on the supports available for substance abuse will be provided to students.

SEARCH AND SEIZURE

The St. Boniface Diocesan High School policy on searching students and/or their personal effects is based on the need to maintain order and provide a safe environment for all our students. There are specific guidelines to be followed when school Administrators (or designate) intend to conduct a search. School Administrators must have reasonable grounds to suspect that a student is in violation of a Board Policy, or poses a threat to the proper order and discipline of the school before performing searches. Lockers and desks are school property and as such are subject to inspection by school authorities at any time without notice, without student or parent consent and without a search warrant, whenever a school authority has reasonable cause to believe that such a search is necessary. Student vehicles parked on school property are also subject to the same inspection. Student's personal effects may be searched and students can be required to empty their pockets or remove their shoes and socks. A student's text messages on their cell phone are subject to search when a student has breached the school's Cell Phone policy. Staff will not directly search the student and only the Principal or designate may authorize a search of a student's clothing or possessions. School authorities will assign such disciplinary consequences or law enforcement involvement as deemed appropriate by the results of the search and within the context of Board policy.

DRESS CODE

New trends in clothing, hairstyle, etc. will be reviewed by the SBDHS Board of Directors as they arise. St. Boniface Diocesan High School considers education to include in part, the student's acquisition of good taste, refinement, a sense of propriety, and pride in the presentation of self. Such values are reflected in the student's dress, grooming, language and manners. School personnel reserve the right to make any required judgments in the following areas:

Blouses, shirts, sweaters, hooded sweatshirts, and printing on clothing are permitted provided that it is not offensive and does not contradict the values of our school. T-shirts with sports or brand logos are allowed. Musical artist/group t-shirts are permitted providing they are not in violation of the school's mission. Clothing may not have any references to sexual connotations, alcohol/drugs. Also, anything questionable or with a double meaning may not be printed on the clothing. Shirts that do not completely cover the student's shoulders or the waistband on the student's pants are not permitted.

Pants: Army-type fatigues, camouflage and sweat/track/fleece pants are not acceptable. Gym shorts and sweat pants are acceptable only for Phys. Ed classes, intramurals and interscholastic sports. Pants must be hemmed and the waistband of the garment must be worn at the waist. Oversized pants or pants that do not hang properly at the waist are not acceptable. Pants that have holes or are torn, cut, frayed, unhemmed are not permitted.

Skirts, dresses and shorts are acceptable provided they are neat and clean with the hem no higher than four (4) inches above the knee cap. Tights and leotards are acceptable provided they are neat and clean with no holes and are worn with skirts/dresses/shorts of appropriate length. Tights and leotards may not be worn in place of pants.

Tattoos: Visible tattoos are not permitted.

Sunglasses, gloves, bandanas, winter scarves, toques or hats of any type are not to be worn in the building at any time. Also, hats or sunglasses are not to be carried with students or worn during the school day. Hoods on any types of clothing are not to be worn covering the head unless for specified outdoor activities.

Chains attached to belts or hanging from pockets are acceptable provided they hang no lower than two inches below the waistband.

Jackets, coats, etc. may not be worn in the building during the school day and must be kept in the student's locker.

Hair must be clean and well kept with no distracting extremes in hairstyles. Mohawks and non natural colours are not permitted. **Facial hair** is permitted but must be neat and well groomed.

Earrings are permitted, however, **piercings** (as well as clear studs/piercing retainers) in other facial areas (eyebrow, nose, tongue, etc.) are not permitted. Exceptions may be allowed if culturally related.

Acceptable footwear must be clean and neat with laces properly tied. Workboots, army or steel-toed boots of any kind will not be permitted. Snowboots must not be worn in class.

Clothes should fit properly and be of an appropriate size. No distracting extremes in dress, shoes, jewelry, makeup, or hairstyles are permitted.

- (i) The first consequence for not following the dress code will be for the student to correct the violation by changing into something appropriate.
- (ii) Failure to do so may result in a referral to Administration and the student being sent home to correct the violation, or their parents being contacted and asked to bring the correct clothing to the school. If the student misses class time to correct a dress code violation, she/he will be given an unexcused absence for the time she/he is away. All school work lost, including tests, may not be made up until the violation is corrected.
- (iii) **A second dress code violation** will result in the same with a detention added as a consequence and a third violation will result in a scheduled meeting with the student, parents and Administration.

SPECIAL OCCASIONS DRESS CODE

On special occasions such as Eucharistic Celebrations, students are encouraged to wear semi-formal attire. Semi-formal wear consists of neat, clean attire other than blue jeans or t-shirts. Formal wear consists of: boys – dress pants and a dress shirt (tie optional); girls – dress pants and a blouse, or a dress.

HOMEWORK

Students are expected to spend time daily on homework and study. This includes projects and reviewing. It is not unreasonable to expect the following as study/review times:

- Grade 9 - 1 hour 5 nights a week.
- Grade 10 - 1.5 hours 5 nights a week.
- Grade 11 - 2.0 hours 5 nights a week.
- Grade 12 - 2.5 hours 5 nights a week.

Students not completing their homework may be given a consequence such as detention to be served that day after regular school hours.

STUDENT EVALUATION

Student evaluation is a continuous process. Students may be evaluated on tests, examinations, quizzes, projects, assignments, class presentations, homework, participation and attitude.

The school year is divided into two semesters: Semester 1 begins on September 9th and Semester 2 begins on February 3rd. Final Exams are worth 30% of the Final Mark.

ASSESSMENT

Students are required to write all tests on the day and at the time the test is given.

1. If a test is missed for a valid reason (serious illness, unexpected emergency, etc.), the student is expected to meet with the subject teacher to arrange an alternate test date. **Missing a test for a valid reason requires a note to the General Office from a parent or doctor on the day the student returns to school indicating the reason for the absence and acknowledgment that a test was missed. Failure to comply with this request will result in a referral to Administration.**
2. If the reason for missing a test is not valid, (minor ailment, appointments or truancy) a meeting with Administration will occur to schedule a time and date for a fair assessment. In rare cases, when appointments cannot be scheduled outside of school hours, the student may seek special permission to write a missed test by speaking to the school Administration.
3. In the case of a prolonged medical illness, the school will attempt to make satisfactory arrangements with the presentation of a doctor's certificate.
4. If a pattern of "missing tests" begins to emerge the student will be referred to Administration.
5. In the case of extended holidays where parents choose to have their son or daughter out of school for one or more days, the student must make appropriate arrangements with the Administration and subject teacher.

COURSE FAILURES

Students who fail one course at St. Boniface Diocesan High School must attend Summer School to upgrade their mark to a passing grade in the course. If the course is not available in Summer School, the student must replace the credit with another official credit. **Students who fail more than one course will not be allowed to re-register at St. B for the following academic year.**

EXEMPTIONS

Grade 9 and Grade 10 students can be exempted from Midterm/Final Exams in core subjects such as Mathematics, Social Studies, Geography, Science and English if they have 80% or higher, good behaviour and good attendance. Grade 11 and Grade 12 students – No exemptions in any subjects which have an exam.

If an exempted student chooses to write an exam, the Term Mark and the Exam will be counted as the Final Mark.

EXAM REGULATIONS

1. Food and beverages of ALL types are not allowed in the examination room (except for water in a clear bottle).
2. Students must observe all dress code regulations during examinations.
3. All students will **write 2 hour exams**. They must remain in the examination room for **at least 1.5 hours** from the start of the examination, but may remain up to 2.5 hours if needed.
4. Candidates **MUST NOT** ask the presiding teacher to interpret any question in any examination paper or to give them any information whatsoever concerning the whole or any portion of any examination paper. Should any error appear to have been made in any question or examination paper, ask to see the in-charge teacher.
5. Communication of any kind is prohibited at anytime while students are in the examination room.
6. Sharing of equipment is strictly prohibited. (ie. Pens, rulers, erasers, calculators, etc).
7. All students are responsible for the confidentiality of their own papers. Do not leave answers exposed so that others can copy from them.
8. Students must not take into the examination room any books, dictionaries, purses, notes or any other material from which they may derive assistance in the examination. Equipment such as rulers, tables, and sets of compasses may be permitted by individual subject teachers. Students will be notified during classes prior to examinations exactly what equipment is to be brought to the examination room. **
International Students will be allowed Bilingual Dictionaries if requested.
9. Students who miss an examination due to illness **must bring a doctor's note** to substantiate the seriousness of the absence.
10. Most examinations will be written in the cafeteria. Exceptions will be noted, on the examination schedule in parentheses, beside the examination name.

REPORT CARDS

There are four (4) student report cards issued each year:

- 2 progress reports (November / April), and
- 2 final term reports (February / June)

BICYCLES, SKATEBOARDS AND VEHICLES

Bicycle racks are provided at the back of the school for student use. Bicycles should be securely locked to prevent theft. Students are not allowed to store their bikes within the school. Students must store their skateboards inside their lockers.

Students who bring vehicles to school may park in the Holy Cross Church parking lot or on the street around the school but will be subject to the two hour parking limits. St. B. students are not permitted to park along the back of the school or anywhere on the asphalted surface at the back of the school and students must not enter the area behind the school with their vehicles. All students who bring vehicles must register them at the General Office regardless of where they park. Students who choose not to comply with these regulations will pay a \$30.00 fine. **The school is not responsible for any damages to vehicles or bicycles while parked outside the building.**

LOCKERS/BACKPACKS/BOOK BAGS/PURSES

Lockers are the property of the school and may be checked at any time by Administration whenever determined necessary.

Students will be provided with lockers and combination locks for the storage of their belongings. Lockers must be locked at all times. Replacement locks must be purchased through the General Office for \$10.00. Locker assignments will be made by the office and given out and recorded in T.A. (switching lockers is not permitted). Lockers should be kept clean and organized. The school is not responsible for lost or stolen property from lockers.

Students may bring their books to school in a backpack or book bag, however, the backpack must remain in the student's locker and may not be used to carry books to and from class. Backpacks, book bags, purses etc. are not permitted in classrooms, the cafeteria, gym and or any other area of the school. Taking a purse or bag into class for medical purposes must be arranged with administration at the start of the school year.

Students are expected to make good choices. The resources of the Winnipeg Police Service will be accessed if necessary. This is a pro-active position to assure both parents and students that all appropriate measures will be taken to assure safety in our school. For further information on search and seizure please see pg. 14.

LIBRARY

The library hours are from 7:45 a.m. until 4:00 p.m. daily. Reasonably quiet work is to be conducted in the library at all times, in order to preserve the study atmosphere and as a courtesy to others. Computer use in the library is outlined in the school's **Computer and Internet Acceptable Use Policy**. This policy is strictly enforced. The staff has the authority to direct students to specific areas and/or computers depending on need. Students risk suspension of borrowing privileges, fines or having their reports withheld for overdue, damaged or lost library materials. No materials may leave the Library without being checked out. Books can only be signed out for 2 weeks. **NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY.**

COMPUTER/INTERNET USE

Computers are available for student use in the Computer Lab(s) and in the Library. The computer lab(s) are available on a scheduled basis. Students requiring the use of a computer at times other than those scheduled should make prior arrangements with a supervising teacher to allow them access to a lab.

Only one person per computer is permitted at any one time. Computers are available for assigned homework and projects only. Playing games on the computers is not permitted. Users will protect their accounts by not sharing passwords.

Files may not be changed, copied, installed, or deleted without permission. Security bypass attempts are not allowed. Copyright is protected. Improper use includes: wasteful jobs, games, chatting, mass mailings, chain letters, invasion of privacy, unauthorized use of on-line time, removal of any computer equipment, harassment. **No exceptions to this rule will be made.** Internet access is available for all students. Students must sign a Computer and Internet Acceptable Use Policy form (handed out during the Registration process) prior to using computers and the Internet.

INTERNET ACCEPTABLE USE POLICY

St. Boniface Diocesan High School is pleased to offer access to the Internet to all of the students. The purpose of this policy is to make you aware of your responsibilities regarding the use of the Internet and school computers.

The student agrees:

- ☞ To respect the usage guidelines and acceptable use policies of all networks.
- ☞ Not to interfere with the function of any school computer, common network, or the Internet or cause disruption in any services.
- ☞ That the acquisition, creation, and distribution of any material on the Internet that is offensive, obscene, harassing, sexist, pornographic, racist, malicious, or slanderous is inappropriate and not allowed.
- ☞ To abide by all laws of Canada including the Criminal Code and the Copyrights Act.
- ☞ The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the Internet and local networks and the confidentiality of any information regarding the accounts of other users.
- ☞ To co-operate with school staff in any precautionary steps they may take to ensure appropriate use.
- ☞ Unless specifically directed to do so by a teacher, access to all e-mail communications, on-line computer games/gaming sites, message boards, and chat lines is prohibited.
- ☞ Subscriptions to Listservs and Newsgroups are not allowed.
- ☞ The use of the Internet will take place only under the direct supervision of school staff. If a staff member is unavailable to supervise, access to the computers will be denied.
- ☞ Unless authorized by a teacher, the student will not correspond, through the Internet, with unknown persons.

The student understands the use of the Internet and local networks is a **privilege**, not a right, and inappropriate use may result in loss of those privileges, repayment for any damage done to systems and possible prosecution.

From time to time, the staff of St. Boniface Diocesan High School will take steps to determine whether specific uses of the Internet are consistent with acceptable use and practice. St. Boniface Diocesan High school reserves the right to change / edit its policy relating to Internet and e-mail use at any time

The consequences will range from:

- ⚡ An interview with a member of staff.
- ⚡ To a formal interview with the principal.
- ⚡ To the suspension of the right to access the computer network.
- ⚡ To suspension/expulsion from school.

* *The parents would be contacted / informed at each step.*

* *The Principal, after due process, will deem what constitutes inappropriate use of the Internet.*

* The “**Terms and Conditions**” for the use of the Internet at St. B. are posted in the library and computer labs. All students must familiarize themselves with these guidelines.

CAFETERIA

Lunch is to be eaten in the cafeteria. No eating or drinking is permitted outside the cafeteria unless permission is given for a specific reason. Daily hot lunches are available for purchase in the cafeteria. Students may leave the school during lunch hour but are **required to be back at school in time for their period 4 class (1:10 pm).**

TEXTBOOKS

Students are issued textbooks by the school. The condition of the text is recorded when the book is issued. Students who damage or lose their books will be assessed a fee for the repair or replacement of the book. Students are expected to protect their texts by covering them. Textbooks are provided to each student in certain subjects. If a student has lost a textbook, parents will be notified by the subject teacher regarding cost and process of payment. Students pay additional fees for workbooks.

LINKLETTER

The **Linkletter** is one form of communication between the school and the community. This newsletter is published and distributed by the Administration of the school 8 times per year. It is the responsibility of the student to take home the copy provided. The **Linkletter** can be accessed on the school's webpage (www.sbdhs.net). Pertinent information and upcoming dates and events are featured in each issue.

PARENTS' GUILD

The Parents' Guild was established at St. Boniface Diocesan High School in order to provide parents with the opportunity to become more involved in their children's education. The Parents' Guild takes the initiative for several fundraising projects throughout the year as well as preparing special events, chaperoning dances and assisting with transportation and supervision for field trips and sports events. The Parents' Guild meets monthly.

FUNDRAISING

Fundraising activities throughout the year guarantee the success of our school's programs and special events; therefore, all students and parents are expected to do their share in assisting the school to raise the necessary funds required for the year.

TELEPHONES AND ELECTRONIC DEVICES/VIDEO IMAGING

The phone in the General Office may be used with permission by students to call home only. **The General Office will relay messages to students in case of emergency.**

To protect the safety and privacy of our students and staff and to reduce disruption to the learning environment of the whole school and to teach responsible use of said devices St. B prohibits the use of cell phones, electronic communication devices (i.e.: iPods, MP3 players, pagers, laser pointers etc.) and digital cameras in the school, during class time, school events such as Retreats, Masses, Reconciliation, field trips, supervised spares, athletic, youth ministry and student government activities and any other school sanctioned activities.

At St. Boniface Diocesan High School, possessing and using a cell phone is a privilege and not a right. **Cell phones and electronic communication devices and digital cameras must be turned off and stored in students' lockers during class time.**

Students needing to send or receive important personal phone and/or text messages are allowed to access or obtain this information before and after school hours (before 8:35 am and after 3:28 pm) and during lunch hour (12:15 pm-1:10 pm) in any area of the school other than student washrooms. THE USE OF CELL PHONES AND ELECTRONIC DEVICES/VIDEO IMAGING DEVICES IS PROHIBITED IN STUDENT WASHROOMS.

Students found using a cell phone or electronic video/imaging device or in possession of one during scheduled class time in a way that is contrary to school policy will have the device removed for the remainder of the day and will experience the following consequences:

First Offence	Student loses cell phone/electronic/video imagery device. Cell phones can be picked up from Administration the next day.
Second Offence	Student loses cell phone/electronic/video imagery device. Parent/guardian must pick it up from Administration, pay a \$25 fine which will be donated to a designated charity and sign an agreement as to the understanding of the school's cell phone/electronic/video imaging policy.
Continuing Offence	With a subsequent infraction, the phone or device must be claimed by a parent/guardian and the student is not allowed to bring the phone/device (or use anyone else's) for the remainder of the school year. An additional fine of \$25 to a designated charity will be imposed.

Inappropriate, disrespectful and uncooperative student responses to a staff member (this includes locking the cell phone/electronic device, deleting messages, removing batteries etc.) when s/he is requesting the handing over of a cell phone, electronic communication device or digital camera will be subject to consequences in accordance with the school's code of conduct guidelines.

Students who use electronic communication devices to invade personal privacy or contribute to behavior that is injurious to another student and/or staff member to access, upload, download or distribute material that the school has deemed objectionable, or send or receive personal messages, data or information that would contribute to or constitute cheating will be subject to consequences determined by the school in accordance to the school's appropriate code of conduct guidelines.

AWARDS

St. B. has a long-standing tradition of acknowledging the special efforts and accomplishments of students who excel academically and in extracurricular activities. Besides graduation ceremonies, St. B. holds an Awards evening during our Family Year End Mass, and a Sports Banquet to acknowledge the athletic achievements of our students.

PARENT/TEACHER/STUDENT CONFERENCES

Formal Parent/Teacher/Student Conferences will be held on November 29th and 30th, 2010, and April 27th, 2011. Parents are encouraged to email or phone subject teachers for interim progress reports at any time.

USE OF UNASSIGNED TIME

Grade 11 and 12 students with unassigned time are expected to use this time for study in the library, a supervised classroom or the cafeteria or they may leave the school.

Students in Grades 9 and 10 will have supervised studies due to scheduling conflicts and late registration. These students must report to the Library or an assigned classroom for attendance and use the time for study or to complete homework and assignments. If a student is absent without permission, s/he will be subject to the same consequences as for "truancy".

Students must not spend their unassigned time lounging in the hallways. If a school function should occur during unassigned time, all students are required to attend.

PHYSICAL EDUCATION

Students must earn 4 full credits in Physical Education in order to be eligible to graduate.

Students are excused from Physical Education classes only if they present a note to the Physical Education teacher from their parent or medical doctor. **Students must wear a regulation gym uniform during Physical Education classes in the gym.** Each new student will receive a complimentary St. B. Phys. Ed. t-shirt. Students must use the change rooms and have an athletic bag that can be used to carry their belongings to and from the change rooms. They must not leave wallets or cash in pockets or any other valuables including electronic devices and must carry their bags to class with them so that their belongings can be in a supervised area during class. The school IS NOT responsible for lost or stolen items.

GYMNASIUM

No student or group may ever use the gymnasium unless supervised by a teacher. **No food or drinks are permitted in the gym.**

EXTRA-CURRICULAR PROGRAM

Students at St. B. are expected to participate as fully as they are capable in the academic, social, spiritual and athletic life of the school. Students may not participate in extra-curricular activities unless they achieve an overall passing average with no more than one failing grade in the reporting period prior to the activity. **A student failing to meet this minimum requirement may participate only if she / he has written parental consent in consultation with the Administration.**

INTRAMURALS

Intramural programs are organized during noon hours and before the schedule school day start time (8:35 am). The teams and activities are chosen on a sign-up basis. All students are encouraged to participate.

INTERSCHOLASTIC TEAMS

St. B. teams compete under the direction of the Manitoba High Schools Athletic Association in the Zone 12 Crosstown Athletic Conference with other independent and public schools. There are teams in volleyball, basketball, badminton, and soccer for both males and females. An annual track and field meet is held, with medalists participating in regional and provincial meets.

For home games held in our school gymnasium after 4:00 pm, students, parents, and visitors are asked to use the 290 Dubuc Street entrance. Between 4:00 pm and game time, students are not allowed to wait in the gym unless they are properly supervised by a teacher or designated adult.

After games in the gym, all students, parents, and visitors must exit via the 290 Dubuc Street entrance. The school's front doors are locked at 4:00 pm. Students other than those involved on a team, with their supervising teachers, are not allowed back into the school after 4:00 pm without permission.

SCHOOL DANCES

1. No SBDHS student will be admitted to any dance after 9:00 p.m. unless that student confirms his/her late arrival with the Administration prior to the dance. All students are responsible for the entry and conduct of their guests. Students and the guests they sponsor must arrive together to be admitted to the dance
2. No one is allowed to leave the gymnasium once s/he has been admitted. If a student intends to leave the premises permanently, he/she will not be re-admitted.
3. Coats are to be left in the designated coat check area.
4. The use of alcohol and non-prescription drugs is prohibited before or at a dance. Any evidence of such use will have consequences for the user, provider and anyone directly associated with them. Parents will be telephoned and will be asked to take their son/daughter home safely. Consequences could include suspension and/or expulsion from school and/or any further school related activities (i.e. future dances). Legal authorities may be notified. Any student aware of anyone under the influence of alcohol/drugs who doesn't report this to a staff member on duty can be held accountable and face similar consequences.
5. Photo identification is required for non-St. B. students who attend our school dances.
6. Students are reminded of appropriate dancing techniques—no inappropriate touching.
7. Tank tops are allowed for girls to wear (no tieable tops, tube tops, midriff showing tops, extreme see-through tops and/or excessively revealing tops).
8. The usual dress code policies apply regarding pants, skirts, dresses, shorts, jackets, sunglasses, bandannas, gloves, scarves, facial piercing and backpacks.
9. Hats are allowed.

YEARBOOK

Every student will receive a yearbook in the fall of each school year.

SCHOOL CREST & LOGO



St. Boniface Diocesan High School Crest represents the three aspects of our school life:

- ★ *Spiritual*
- ★ *Intellectual*
- ★ *Physical*

The *Bible* is a symbol of truth and knowledge, which we pass on from one generation to the next as a *flaming torch*.

The *Cross* is a symbol of Christianity and everything our school stands for.

The *Winged Sandal* is a symbol of Mercury, who, as the messenger of Jupiter was known for his speed and dexterity, qualities fostered in both our academic and sports programs.

*“Amor Doctrinae Floreat” -
“MAY THE LOVE OF LEARNING FLOURISH”*