

Interlake School Division

# Collège Stonewall Collegiate

“Striving for Excellence”



## Student/Parent Handbook

2022-2023

[sci.interlakesd.ca/](http://sci.interlakesd.ca/)

## **TABLE OF CONTENTS**

Student Rights & Responsibilities	1
Principal's Message	2
Alternate Options for Obtaining Credits	3
High School Graduation Requirements and Assessment	5-6
Code of Conduct	7
Attendance Policy	8-9
School Services	10
Counselling & Resource Services	11
Extracurricular Activities	12
Opportunities for Grade 12 Students to Get Involved	12
Dress Code, Electronic Devices and School Visitors	13-14
What To Do ... List	15-21



## Welcome to Collège Stonewall Collegiate

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

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

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

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

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

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

*Mr. J. Cassils*

## Student Rights & Responsibilities

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

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

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

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

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

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

**Private Music Option** – students who successfully complete private music examinations with the Royal Conservatory of Toronto or the Western Board of Music may receive high school credits (up to 4 beyond the minimum required for graduation) – see a Guidance Counsellor for more details.

**Dance** – students who complete senior dance levels with the Royal Winnipeg Ballet may receive high school credits

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

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

**Credit for Employment** – Students can earn up to two credits in grade 11 and 12. See a guidance counsellor or administrator for more details.

## The High School Program

Students in high school gain credits for each course successfully completed. In order to obtain a High School Diploma, students require 30 credits. In order to obtain a French Immersion Diploma in Manitoba, 14 of the 30 credits must be in French. All students are required to take certain courses during their four years of high school - these courses are listed as compulsory subjects. When a student fails to obtain a compulsory credit, the course must be repeated and is the first priority in terms of building a student's timetable the following year.

## Assessment

The school year will be made up of **two semesters**.

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

Students are expected to be aware of **scheduled assignments**. If a student is absent for a scheduled assignment, an explanation must be provided. Teachers will establish and clearly communicate expectations regarding assignments, including timelines for completion. Teachers will also establish, communicate, and apply consequences for late and missing work and have students attend the Assessment Completion Centre if they need to finish a major assessment.

## School-based final assessments

All final assessments will take place in regular classes (i.e. there will not be a formal exam week). These school-based final assessments may include but not be limited to exams, projects, performance tasks, etc. School-based final assessments shall not exceed 25% of the final grade. Teachers will provide an assessment outline to each student by the end of September outlining their assessment plan for the year. In the case of absence on the day of a final assessment, the school is to be contacted by the parent/guardian.

**Report cards** will be distributed 4 times per year:

- 1<sup>st</sup> Report in November
- 2<sup>nd</sup> Semester 1 Final Report in February
- 3<sup>rd</sup> Report in April
- 4<sup>th</sup> Semester 2 Final Report in June

Attendance information will be included in report cards.

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

### **Course Changes**

Course changes will be considered in the first two cycles of each semester. Course change request forms can be found on our website.

The **parent/student PowerSchool portal** will be open for students and parents to keep track of their progress. Detailed information regarding attendance and grades will be available through the portal. Individual logins are provided to both students and parents. If you have any questions with regard to accessing the portal, please contact the school at (204) 467-5539.

## Collège Stonewall Collegiate Code of Conduct

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

### Students

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

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

### Staff

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

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

### Parents/Guardians

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

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



## Attendance Policy

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

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

Occasionally, Grade 11 or Grade 12 students may be released from class if there are no teachers available to supervise during a teacher's absence. Students are notified by means of a sign posted on the classroom door. In such cases, the same rules that apply to spares shall apply - students may utilize the Library or the MPR or they may leave the school grounds for that 63-minute period.

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

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

For absences that are unexcused or are concerning (parents calling in all the time), the following steps will be taken:

- at **4 absences in a full course (3 absences in half course or 33% PED)** the teacher will talk to the student about attendance, focusing on what is causing the lack of attendance and what will be done to support the student to attend in the future.
- at **8 absences in a full course (4 absences in half course or 33% PED)**, the teacher will contact the parent/guardian (this may occur sooner depending on the result of step one).
- at **10 absences in a full course (6 absences in half course or 33% PED)**, the school will involve the guidance counsellor and set up a meeting with the parent/guardian.
- at **greater than 12 absences in a full course (8 absences in half course or 33% PED)**, the administrator, the teacher, the student and their parent/guardian will discuss the student's individual situation paying particular attention to the number of unexplained absences.

Based on the review process, a decision regarding the student's continued attendance will be made. This may mean:

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

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

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

## School Services

### LIBRARY

The library provides students with reading and reference materials in English and French, as well as a quiet place to study and to complete assignments. Internet access is available in the Library and in computer labs. Students may access approved sites only. A list of guidelines for use of the Internet is posted in the Library. Improper use will result in loss of privilege.

### TELEPHONE

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

### LOCKERS

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

### PARKING

Students who drive to school may use the north parking lot as long as vehicles are parked along a fence-line that does not have lettered stalls (these are reserved for staff). Vehicles parked inappropriately may be towed at the owner's expense. In order to continue parking in the school parking lot, please drive respectfully and respect the rules of the parking lot. At the end of the school day, vehicles must wait for the staff supervisor to dismiss them. Failure to do so will result in a loss of parking privileges at CSC.

### COMMUNITY FACILITIES

Students at CSC often utilize community facilities such as Quarry Park, the outdoor rink, or the curling club. We do not request permission slips for these activities as students are not allowed to use vehicles and they walk with their teachers to these facilities.

## Counselling & Resource Services

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

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

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

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

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

Resource support is available to students who are experiencing academic difficulties. To access these services, students should speak to their classroom teachers or one of the resource teachers (Mrs. Pawluk, Ms. Sturgeon, Mrs. Harris or Mrs. Conger-Morrison for French Immersion).

## **Extracurricular Activities**

CSC offers a long list of extracurricular activities – sports, circle of friends, yearbook committee, drama, human rights group – and everything in between!

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

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

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

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

## **Grade 12 – it's finally here!!**

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

There will be plenty of opportunities to help out with Grad preparation. Grade 12 students are encouraged to listen for announcements and sign up for volunteer opportunities as they arise.

The Class of 2023 will choose two-three Valedictorians just after Spring Break. It is a huge honor just to be nominated for Valedictorian!

To be eligible for Valedictorian, Grade 12 students must:

- ✓ Have passing grades in all courses on all Grade 12 report cards
- ✓ Maintain a behaviour record which illustrates an ability to cooperate with all students and staff

## DRESS CODE, ELECTRONIC DEVICES AND VISITORS IN THE SCHOOL

### Dress Code

Students are expected to dress appropriately and present a neat, clean appearance at all times. "Beach type" clothing is not considered appropriate. Undergarments should not be visible. Sunglasses should not be worn inside the school. Students may be requested to wear special clothing in the shop areas and laboratories. Physical Education teachers may require students to wear clothing appropriate to the activity in which students are participating.

Clothing with vulgar or suggestive pictures or wording, clothing with advertisements or logos pertaining to alcohol or drugs, clothing associated with gang membership, or clothing that is too revealing is unacceptable for school. Any apparel that is offensive to peers and/or staff will not be permitted.

Students who have individual concerns regarding dress code are asked to make an appointment with an administrator to discuss their specific concern.

### Electronic Devices

Students may use cell phones and other electronic devices during breaks, lunch hour, and on spares at SCI. Cell phones and electronic devices disturb the learning environment during class time. Their use is prohibited in classrooms **except when teachers allow students to utilize them for an educational purpose**. They must be **turned off** when class begins and will be taken from students if they are in use in classrooms. When the electronic devices are taken from students, they will be delivered to the office where the device will:

- remain for the rest of that day and returned to student at 3:30
- be turned into the office at 9:00 am the following day where it will remain until 3:30 pm

Repeat infractions may require parents to come to school to collect the device.

If a student refuses to turn over the device to school staff, the student will be sent to the office and will deal with the in school or out of school consequences.

**If parents/guardians need to reach their child immediately, they can call the office and the student will be called out of class.**

Inappropriate use of cell phones in common areas (hallways, MPR, Library, etc.) will follow the same procedure.

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

Bringing any form of electronic device to Stonewall Collegiate is at your own risk. Stonewall Collegiate is not responsible for any lost or stolen items.

### Visitors in the school

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

## What To Do...

...if you are absent from class	15
...if you ride the bus to school	15
...if you want to change a course	15
...if your class is cancelled	15
...if you are looking for career information	15
...to find out about coming events	16
...if you need to see a counsellor	16
...if you have a detention	16
...if you are having difficulty with a course	16
...if you want to sign up for Driver's Ed	16
...if you need to drop a course	16
...if you have an exam conflict	16
...to get involved in extracurricular activities	16
...if you owe fees	17
...if the fire alarm rings	17
...if you need food or drink	17
...to graduate	17
...if you are late for class	17
...if you want to be on the Leadership Team	17
...if you need to leave during the day	17
...if you need to use the Library	17
...if you have trouble with your lock or locker	18
...if you stay for lunch	18
...if you are upset about a mark	18
...if you want to be a Peer Tutor	18
...if your personal information changes	18
...if you need to use the phone	18
...if you want info on scholarships	18

...if you want to join a school team	18
...if you need help selecting courses	18
...if you are sent out of class	19
...if you smoke or vape	19
...if you need to see a teacher	19
...if your textbooks are lost or damaged	19
...if you need a transcript of your marks	19
...if you need info about university or college	19
...if you are going on a vacation	19
...if you want to qualify for Valedictorian	19
...if you bring a vehicle to school	19
...if you want to use the SCI Wi-Fi	19



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

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

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

We will also be running an Assessment Completion Centre in room 109 and the Library. The ACC will be a place that teachers will use to have students complete missing assessments (assignments, projects, tests, etc.) during the lunch hour. It will be open on Monday-Thursday. If you are asked to attend the ACC, make sure you attend! If not, you run the risk of receiving a zero on that assessment.

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

Bus students arrive at SCI between 8:25 and 8:50 in the morning. It is your responsibility to get to your locker and get organized for the day prior to the warning bell at 8:57 a.m. Likewise at the end of the day, it is your responsibility to get to your locker after last period, gather your work for the evening and proceed to the bus. There really is no time for visiting – the buses will not wait for you!

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

Most course changes are done at the beginning of the year and it may take a while before we get to each request. Course change request forms are available on the SCI website – complete the online form and wait for an administrator to discuss your change with you or check your email for a response. While you are waiting for us to call or email you, continue to attend classes as they appear on your schedule – we will give you a new schedule once the change is official. We may ask for a parent note if the change is a compulsory course. The deadlines for course changes will be September 20<sup>th</sup> for Semester 1 courses and February 18<sup>th</sup> for Semester 2 courses.

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

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

...to find out about **career information**.

Speak to a guidance counsellor for more information or look on Counsellor’s Corner

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

Announcements will be read in each class at 9:00 – listen up! If you miss the announcements, ask at the office; there are always extra copies of announcements available. You can also access announcements on the SCI website or the PowerSchool portal.

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

Drop in at the Student Support Centre and make an appointment. If the counsellors are busy, leave a note and they'll get back to you. Do not wait in the Student Support Centre for the counsellor during class time. Please go to class and a counsellor will come and get you when they are available.

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

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

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

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

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

Driver's Ed sign up is no longer done through the school – go to your local MPI center.

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

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

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

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

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

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

...if you owe outstanding **fees from previous school years**.

Drop by the office before classes, at a break, or at lunch to pay fees and someone will help you. Receipts will be provided upon request. Cheques are made payable to Stonewall Collegiate. (There are no course fees for 2021-2022)

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

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

...if you need **food or drink**.

At this time, there is no canteen available. However, if we are able to open the canteen, it will provide lunch and snacks. There are drink machines located in the MPR. Leave yourself enough time to eat your food before class starts!

...to **graduate**.

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

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

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

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

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

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

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

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

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

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

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

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

The MPR and designated rooms are available for students over the lunch hour. Wherever you choose to eat, clean up your mess!

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

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

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

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

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

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

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

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

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

Listen to the announcements, as much of the info about specific scholarships is posted there. If you want more info, see Mr. McCluskey or Mrs. L. McIntosh in the Student Support Centre. If you want to check out scholarships on your own, visit the Stonewall Collegiate website and check out Counsellor Corner to fine all of your scholarship needs!

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

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

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

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

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

Don't let this happen!! If you are asked to leave a class for misbehaviour, you will either be asked to wait in the hall (if so, do it quietly) or you will be asked to go to the office (if so, go directly to the office).

...if you **smoke or vape**.

Try quitting!! If that doesn't work, make sure that you get off school property before you light up! That means no smoking in the parking lot or on the sidewalks that lead out of the school – make sure you are completely off the property! Smoking or vaping on school property will result in a suspension from school.

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

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

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

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

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

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

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

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

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

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

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

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

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

Please drive respectfully! Do not move or drive your vehicle in the parking lot when buses are loading students. Students may park in the North parking lot as long as space allows. Do not park in front of the garage, beyond the no parking signs, where there are signs indicating staff parking, in the way of the buses or on any sidewalks.

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

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