

Interlake School Division

Stonewall Collegiate Institute

“Striving for Excellence”

Student/Parent Handbook

2018-2019

www.isd21.mb.ca/sci

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Student Rights & Responsibilities

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

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

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Stonewall Collegiate Institute

Principal
Mr. J. Cassils

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

OUR MISSION STATEMENT

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

Welcome to Stonewall Collegiate Institute!!

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

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

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

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

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

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

Mr. J. Cassils

2018-2019 School Calendar

September 4	- Professional Learning Day (no classes)
September 5	- 1 st Day of Classes
September 14	- Picture Day
September 19	- Early dismissal at 2:30
September 26	- Open House and Parent Information Evening
October 5	- Professional Learning Day (no classes)
October 8	- Thanksgiving (no classes)
October 17	- Early dismissal at 2:30 - Evening of Excellence 7:00 pm
October 19	- Professional Learning - MTS PD Day (no classes)
November 1	- Progress Conversations 5:00 - 9:00 p.m.
November 7	- Grade 9 "Take our Kids to Work Day"
November 8	- Remembrance Day Program - SCI Gym
November 9	- Professional Learning Day (no classes)
November 16	- Picture Retakes
November 19	- Professional Learning Day (no classes)
November 21	- Early Dismissal Day
December 5	- Term 1 Reports Issued
December 21	- Last day of classes before Christmas Break
January 7	- Classes Resume
January 16	- Early dismissal at 2:30
February 1	- Professional Learning Day (no classes)
February 18	- Louis Riel Day (no classes)
February 20	- Early Dismissal at 2:30
February 26	- Progress Conversations 5:30 - 8:30 p.m. - Math Contests
March 4	- Professional Learning Day (no classes)
March 14-15	- SCI Musical
March 19	- Term 2 Reports Issued
March 20	- Early dismissal at 2:30
March 22	- Last day of classes before Spring Break
April 1	- Classes Resume
April 17	- Early dismissal at 2:30 Grade 8 Open House at 7:00 p.m. in SCI Gym
April 19	- Good Friday (no classes)
April 22	- Professional Learning Day (no classes)
May 6	- Professional Learning Day (no classes)
May 15	- Early dismissal at 2:30
May 20	- Victoria Day (no classes)
June 22	- Graduation 1:30 p.m. VMSC
June 28	- Final reports picked up at SCI 9:00 a.m. - 12:00 p.m.

Daily Schedule

Warning Bell	9:02
Period 1	9:05-10:25
Break	10:25-10:35
Period 2	10:35-11:50
Lunch	11:50-12:50
Warning Bell	12:47
Period 3	12:50-2:05
Break	2:05-2:15
Period 4	2:15-3:30

School-based exams 2018-2019

Grade 12	June 6-14
Grades 9-11	June 13-20

Provincial exams 2018-2019

Grade 12 ELA	May 27-30
Grade 12 Pre-Calculus Math	June 11
Grade 12 Essentials Math	June 12
Grade 12 Applied Math	June 13

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.

2018-2019 Courses

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

Grade 9

All Grade 9 students are required to take the following **compulsory subjects**

English Program - 5 credits
French Immersion Program - 6 credits

English Language Arts	10F
Mathematics/Mathématiques	10F
Science / Sciences de la nature	10F
Social Studies/ Le Canada dans le monde contemporain	10F
Physical Education/Health	10F
Français (French Immersion only)	10F

Grade 9 English program students will choose 3 of the following **electives**: (3 credits)

Grade 9 French Immersion program students will choose 2 of the following **electives**: (2 credits)

Business Innovations	10S
Computer Essentials	15F
Concert Band	10S
Concert Choir	10S
Family Studies	10F
French Communication and Culture	10F
Home Economics: Clothing/Foods	15G
Introductory Drafting Design/ Electricity Electronics Technology	15G
Introductory Metalwork/ Woodwork Technology	15G
Transitional Mathematics	10G
Visual Arts	10S

Grade 10

All Grade 10 students are required to take the following **compulsory subjects**

English Program - 5 credits
French Immersion Program - 6 credits

English Language Arts	20F
Geography / Les enjeux géographiques du 21e siècle	20F
Mathematics: One of...	
Essentials of Mathematics / Mathématiques au quotidien	20S
Introduction to Applied/Pre-Calculus Math	20S
Physical Education/Health	20F
Science / Sciences de la nature	20F
Français (French Immersion only)	20F

Grade 10 English program students will choose 3 of the following **electives**: (3 credits)

Grade 10 French Immersion program students will choose 2 of the following **electives**: (2 credits)

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

Retailing perspectives	30S
Visual Arts	20S
Web Design & 2D Animation	25S/35S

Grade 11

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

English Language Arts

One of:

Literary Focus	30S
Transactional Focus	30S

History 30F

Mathematics

One of: Applied Mathematics	30S
Essentials of Mathematics	30S
Pre-Calculus Mathematics	30S

Physical Education

One of: 33% or 100%-IN Model	30F
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Grade 11 students may choose up to 4 credits from the following list of **electives**

Biology	30S
Chemistry	30S
Computer Science	40S
Concert Band	30S
Concert Choir	30S
Creative Promotions	20S
Drafting Design Technology	30G
Drama	30S
Electronics	30G
ELA (in addition to compulsory credit):	
Literary Focus	30S
Transactional Focus	30S
Family Studies	30S
Foods & Nutrition	30G
French Communication and Culture	30S
Mathematics (in addition to compulsory credit)	
Applied Mathematics	30S
Essentials of Mathematics	30S
Pre-Calculus Mathematics	30S
Metalwork Technology	30G
Peer Assistant	31G
Physics	30S
Visual Arts	30S
Woodwork Technology	30G

Grade 12

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

English Language Arts

One of:

Comprehensive Focus	40S
Literary Focus	40S
Transactional Focus	40S

Mathematics:

One of: Applied Mathematics	40S
Essentials of Mathematics	40S
Pre-Calculus Mathematics	40S

Physical Education

One of: 33% or 100%-IN Model	40F
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Grade 12 students may choose up to 5 credits from the following list of **electives**

Biology	40S
Calculus	45S
Chemistry	40S
Computer Science	40S
Concert Band	40S
Concert Choir	40S
Drafting	40G
Drama	40S
Electronics	40G
ELA (in addition to compulsory credit)	
Comprehensive Focus	40S
Literary Focus	40S
Transactional Focus	40S
Family studies	40S
Foods & Nutrition	40S
French Communication and Culture	40S
History: Western Civilization	40S
Law	40S
Mathematics (in addition to compulsory)	40S
Metalwork Technology	40G
Peer Assistant	41G
Physics	40S
Psychology	40S
Visual Arts	40S
Woodwork Technology	40G

Alternate Options for Obtaining High School Credits

Distance Learning

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

High School Apprenticeship Program (up to 8 credits)

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

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

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

Other options for gaining credits...

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

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

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.

Assessment

The 2018-2019 school year will be made up of **three reporting periods or terms**. There will be no weighting of these terms.

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

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

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

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

Report cards will be distributed 3 times per year:

Term 1 Report in December

Term 2 Report in March

Term 3 Final Report in June

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

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

The **parent/student PowerSchool portal** will be open for students and parents on September 24th to keep track of their progress. Detailed information regarding attendance and grades will be available through the portal. Individual logins are provided to both students and parents. If you have any questions with regard to accessing the portal, please contact the school at 467-5539.

Stonewall Collegiate Code of Conduct

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

Students

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

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

Staff

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

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

Parents/Guardians

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

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

Attendance Policy

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

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

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

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

Students who are having attendance issues will be referred to an administrator. The student and administrator will meet to discuss the reasons for the absences and to review attendance in all courses. The 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

The **Library** is available to students prior to classes starting, during the noon hour, and after school. The Library provides students with reading and reference materials 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.

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

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

The **canteen** will be open daily between 8:30 a.m. and 1:00 p.m. Students are not to access the canteen during class time.

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

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

Counselling & Resource Services

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

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

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

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

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

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

Extracurricular Activities

SCI 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 SCI website. Get involved!!

Grade 12 - it's finally here!!

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

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 2019 will choose two Valedictorians just after Spring Break. It is a huge honor just to be nominated for Valedictorian!

To be eligible for Valedictorian, Grade 12 students must:

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

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. Headwear (hats, toques, hoods, bandannas, etc.) is not to be worn in any location of the school between 8:30 a.m. and 3:30 p.m. Students with headwear should expect these items to be confiscated. Bare midriffs are not appropriate. 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 headgear or 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	19
...if you ride the bus to school	19
...if you want to change a course	19
...if your class is cancelled	20
...if you are looking for career information	20
...to find out about coming events	20
...if you need to see a counsellor	20
...if you have a detention	20
...if you are having difficulty with a course	20
...if you want to sign up for Driver's Ed	20
...if you need to drop a course	21
...if you have an exam conflict	21
...to get involved in extracurricular activities	21
...if you owe fees	21
...if the fire alarm rings	21
...if you need food or drink	21
...to graduate	21
...if you are late for class	22
...if you want to be on the Leadership Team	22
...if you need to leave during the day	22
...if you need to use the Library	22
...if you have trouble with your lock or locker	22
...if you stay for lunch	22
...if you are upset about a mark	22
...if you want to be a Peer Tutor	23
...if your personal information changes	23
...if you need to use the phone	23
...if you want info on scholarships	23
...if you want to join a school team	23
...if you need help selecting courses	23
...if you are sent out of class	23
...if you smoke or vape	23
...if you need to see a teacher	24
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...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 101. 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 Tuesdays and Thursdays. 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 9:00. Likewise at the end of the day, it is your responsibility to get to your locker after last period, gather your work for the evening and proceed to the bus. There really is no time for visiting - the buses will not wait for you!

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

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

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

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

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

Speak to a guidance counsellor for more information

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

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

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

Drop in at the Student Support Centre and make an appointment. If the counsellors are busy, leave a note and they'll get back to you. 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. Some information regarding sign up through MPI is available on our website.

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

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

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

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

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

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

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

A list of school fees can be seen on the SCI website or on the office window. Drop by the office before classes, at a break, or at lunch to pay fees and someone will help you. Receipts will be provided - please take them home to your parents.

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

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

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

There is a canteen, which is open from 8:30 a.m. until 1:00 p.m. providing breakfast, hot lunches, and snacks in between! There are also 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, benches in the hallways and some classrooms are available for students over the lunch hour. Wherever you choose to eat, clean up your mess!

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

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

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

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

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

If info such as parents' work numbers, your home phone number, or your address changes, let us know at the office so we can keep our records up-to-date 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. T. Johnson 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 so quietly) or you will be asked to go to the office (if so, go directly to the office). If you are sent to the office because your behaviour is disruptive, you will be asked to write up what happened and then an administrator will speak with you.

...if you **smoke 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 and an AFM referral.

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

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

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

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

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

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

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

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

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

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

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

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

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

Please drive respectfully!

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

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

Do not park in front of the garage, beyond the no parking signs, where there are signs indicating staff parking, in the way of the buses or on any sidewalks.

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

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

STAFF LIST 2018 – 2019

ADMINISTRATION

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

TEACHING STAFF

Mr. B. Baldwin	High School Apprenticeship Program
Mrs. R. Brewster	Mathematics
Ms. C. Brunel	Alternative Program, Mathematics
Mrs. C. Chalmers	Mathematics, Peer Assistants, Resource
Mrs. N. Champagne	Business, Law, Mathematics, Retailing
Mrs. M. Conger-Morrison	French, Geography
Mrs. J. Dennis	Art
Mr. R. Gabel	Mathematics
Mr. C. Grieve	Physical Education/Health, Mathematics
Mrs. A. Harris	On Leave - Resource
Mr. J. Hourie	English, Français, Les Enjeux Géographiques du 21e Siècle, Le Canada Dans Le Monde Contemporain, Social Studies
Mrs. D. Johnson	Science
Mrs. T. Johnson	Guidance
Mr. W. Johnson	Drafting, Electronics
Ms. K. Kerelchuk	Biology, English, Social Studies
Ms. C. Knight	English, Psychology
Mr. B. Leschyson	Career Development, History
Mr. J. Loochuk	Guidance
Mrs. H. McAuley	Clothing and Textiles, Family Studies
Mr. C. McCluskey	Guidance
Mr. B. Mooney	Alternative Program, Mathematics
Mrs. C. Munch	Alternative Program
Mr. O. Nishi	Web Des./2D Animation, English, Geography, Social Studies
Mr. K. Nixon	Physical Education/Health, Mathematics
Ms. C. Novakowski	Band
Mrs. K. Obach	Choral, Drama, Peer Assistants
Ms. A. Okeke	On Leave - English, Social Studies
Mr. T. Osnach	Woodworking Technology
Mrs. L. Pawluk	Mathematics, Resource
Ms. T. Petkau	English
Mr. D. Rankine	Français, Mathématiques, Sciences De La Nature, Science
Ms. K. Rapke	Alternative, English, Science, Social Studies
Mrs. J. Reimer	Foods and Nutrition
Ms. J. Risk	English
Mr. M. Schoofs	Metalwork Technology
Mrs. C. Steeves	Physical Education/Health
Ms. J. Stewart	Biology, English
Ms. L. Sturgeon	English, Geography, Resource
Mr. R. Trotter	Chemistry, Computer Science, Physics, Science
Mrs. C. Voth	English, History, Social Studies
Mr. D. Wall	Physical Education/Health

TEACHING ASSISTANTS

Mrs. K. Carrier Mrs. A. Huzul
Mrs. L. Leiman Mrs. K. MacLean
Mrs. S. Smelski Mrs. L. Stutsky
Mrs. S. Ward

AFM COUNSELLOR

Mr. J. Yaworski
jyaworski@isd21.mb.ca

SCHOOL SOCIAL WORKER

Ms. V. Brzuskiwicz

CANTEEN

Mrs. C. Maryniuk
Mrs. T. Holod
Mrs. J. Schmuegelgen

CUSTODIAL STAFF

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

ADMINISTRATIVE ASSISTANTS

Ms. T. Bracken Mrs. T. Lamm

LIBRARY

Mrs. P. Harris Mr. A. Neufeld



2018-2019 SCHOOL YEAR CALENDAR

Interlake School Division

September	Mon 03	Labour Day
	Tues 04	Inservice - No Classes
	Wed 05	1 st Day for Students (1-12)
	Wed 19	EARLY DISMISSAL DAY

October	Fri 05	Inservice - No Classes
	Mon 08	Thanksgiving Day
	Wed 17	EARLY DISMISSAL DAY
	Fri 19	Inservice - No Classes

November	Fri 09	Inservice - No Classes
	Mon 19	Inservice - No Classes
	Wed 21	EARLY DISMISSAL DAY

December	December 24 - January 04 Christmas Vacation	
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January	Wed 16	EARLY DISMISSAL DAY
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February	Fri 01	Inservice - No Classes
	Mon 18	Louis Riel Day
	Wed 20	EARLY DISMISSAL DAY

March	Mon 04	Inservice - No Classes
	Wed 20	EARLY DISMISSAL DAY
	March 25 - 29 Spring Break	

April	Wed 17	EARLY DISMISSAL DAY
	Fri 19	Good Friday
	Mon 22	Inservice - No Classes

May	Mon 06	Inservice - No Classes
	Wed 15	EARLY DISMISSAL DAY
	Mon 20	Victoria Day

June	Fri 28	Inservice - No Classes
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PROVINCIAL TESTS

TBD

LAST DAY OF CLASSES

Grades 9-12 - June 21, 2019
Grades 7 & 8 - June 25, 2019
Grades K - 6 - June 27, 2019

GRADUATIONS

TCI - June 21, 2019
SCI - June 22, 2019
WCI - June 24, 2019

September 2018

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

October 2018

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

November 2018

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

December 2018

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

January 2019

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

February 2019

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

March 2019

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

April 2019

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

May 2019

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

June 2019

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



**6-DAY
CYCLE
CALENDAR
2018-2019**

◆ Early Dismissal Days
Students will be dismissed one hour early

□ Inservice Days
No School