

St. Boniface Diocesan High School

2021-2022



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GENERAL INFORMATION

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.

School Vision

- 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.

School Crest



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

- Spiritual -
- Intellectual -
- Physical -

The **BIBLE** represents a symbol of truth and knowledge, which we pass on from one generation to the next as a **FLAMING TORCH**. The **CROSS** symbolizes Christianity and all that our school stands for. Lastly the **WINGED SANDAL**, a Symbol of Mercury, who, as the messenger of Jupiter was known for his speed and dexterity, expresses qualities fostered in both our academic and sports programs.

Portrait of our Graduate

1. Continuous Learner

- Takes ownership of learning throughout life, and continuously pursues and demonstrates knowledge and skills.
- Applies learning to new situations and challenges.
- Explores areas of interest for academic, career and personal success.

2. Creative & Critical Thinker

- Reflects on past learning and experiences when faced with new situations and challenges.
- Questions, reasons and weighs evidence to reach conclusions.
- Innovates to solve problems.

3. Engaged Citizen

- Demonstrates integrity and leadership.
- Acknowledges, understands, and respects cultural diversity and individual perspectives.
- Applies individual talents to serve others in the local and global community.
- Understands how to make ethical, moral and financially responsible decisions.

4. Self-Directed & Resilient

- Maintains a positive work ethic and strives for self-improvement.
- Understands how to manage time and priorities.
- Sets short and long term goals for success.
- Overcomes adversity through persistence, perseverance, self-advocacy and growth mindset.

5. Spiritual Leader

- Continues to journey in the path of the Catholic faith.
- Demonstrates an awareness and appreciation of spiritual growth and development.

History of St. Boniface Diocesan High School

St. Boniface Diocesan High School was established in 1965 to provide Catholic high school education to English speaking students of the Diocese of St. Boniface. As a “Diocesan” high school, it is operated under direct administration of the Archbishop. Responsibility for the education program, and the day-to-day administration was delegated to the Principal. In 1978, the Archbishop appointed a Rector to manage the affairs of the school. A School Board operated as an advisory body to the Rector who was accountable to the Archbishop.

SBDHS' 1st Student Government - 1965

St. Boniface Diocesan High School had, throughout its history, Marianist Brothers and Priests on staff. Between the years 1986 and 1989, the school operated as a Marianist school with a Marianist Rector.

In April 1989, the school was incorporated as St. Boniface Diocesan High School Inc. In structure, the corporation assumed an organization typical of religious organizations that operate schools, hospitals, service organizations, and parishes. This structure is two tiered.

The upper tier is composed of the Archbishop, Vicar General, Financial Administrator of the Diocese, Director, and Chairperson of the Board of Directors. The purpose of this tier is to ensure that the principles of the Church are upheld. It has powers to appoint Directors, approve budgets, by-laws, and make management decisions. The Board of Directors is responsible for full management of the affairs of the Corporation. The Director held the position of chief executive officer and administered the business affairs of the school.

In 1994, the position of Director was redefined by the Membership and a Financial Director was hired by, and made accountable to, the Board of Directors for the sole purpose of managing the school's financial affairs. The Board of Directors assumed the responsibility of chief executive officer.

The educational program is delegated to the Principal who is hired by, and accountable to, the Board of Directors. The basic educational program is prescribed by Manitoba Education and Youth, however, the school exercises freedom to determine electives, special services and religion programs. Although the Board holds ultimate decision-making powers relating to school issues, it collaborates with the Principal when making any such decisions.

Although SBDHS currently is not a Marianist school in terms of ownership or operation, it does enjoy a philosophy deeply influenced by members of the Marianist Community. The primary objective of the Marianists is formation and education in faith. Their mission is founded in Jesus, is lived out in community, under the influence and inspiration of Mary.

In order to meet the increasing demand for Catholic education at the high school level, St. Boniface Diocesan High School now serves a broader community. It welcomes students from the Archdiocese of Winnipeg, the Ukrainian Archeparchy of Winnipeg, and some non-Catholic students, providing space is available.

Parent Organizations

The Parent Guild

The Parent Guild is an organization of our parents whose prime function is the creation and maintenance of an atmosphere of welcome and participation in the school. They are key community builders. They do this very necessary function by organizing a great variety of social functions for the high school community.

The Safe & Caring School Advisory Committee

This group of three parents performs a very important function for the school. It is their task to act as a Liaison group between the Board of Directors and the parents of our students. They do this by organizing at least two meetings per year with the parents to inform, answer questions and address issues of concern to the parents of our students.

Textbooks

Students are issued textbooks by the school at the beginning of each semester. The condition of the textbook is recorded by the teacher when the textbook is issued. Students who damage or lose their textbooks will be assessed a fee for repair or replacement. Students are expected to protect their textbooks. If a student has lost a textbook, the parent/guardian will be notified by the teacher regarding cost and process of payment. Students pay additional fees for workbooks.

Communications

Weekly Update for Parents and Students

An online update is issued from the Communications Office at the beginning of week. It contains links to our school and athletic event calendars along with a variety of news items and upcoming notices that parents and students will find very useful and informative.

Newsletter

The Newsletter is one form of communication between the school and community. This newsletter is published electronically by the school approximately 4 times per year. The Newsletter can be accessed on the school's webpage at www.sbdhs.net. Pertinent information, important dates and events are featured in each issue.

ACADEMIC PROGRAM

Academic: This program is for students who wish to obtain a Manitoba high school diploma with compulsory courses in English, Math, Science, Social Sciences and Physical Education. Students will need to ensure they meet the requirements for their chosen post-secondary institution.

Business & Technology Certificate: Students who successfully complete a minimum of 6.0 credits from the following list of eligible courses over the course of their high school career will be awarded a **SBDHS Business & Technology Certificate**. This certificate signifies that the student has attained at least the minimum entry level skills necessary to gain employment in a business environment.

2D ANIMATION 35S (0.5)
3D MODELING 35S (0.5)
ACCOUNTING ESSENTIALS 30S (1.0)
ACCOUNTING SYSTEMS 40S (1.0)
APPLIED COMPUTER SCIENCE 42U (0.5)
APPLYING INFORMATION & COMPUTER TECHNOLOGY 1 15F (0.5)
APPLYING INFORMATION & COMPUTER TECHNOLOGY 2 15F (0.5)
BUSINESS COMMUNICATIONS 30S (1.0)
BUSINESS INNOVATIONS 10S (1.0)
COMPUTER SCIENCE 20S (1.0)
COMPUTER SCIENCE 30S (1.0)
DATA COLLECTION & ANALYSIS 35S (0.5)
ENTREPRENEURSHIP 20S (1.0)
INTERACTIVE WEBSITES 35S (0.5)
PRINT COMMUNICATIONS 25S (0.5)
WEB DESIGN 35S (0.5)

University Now!: University Now! is a unique opportunity for St. Boniface Diocesan High School students to earn university credits in partnership with the University of Winnipeg and the University of Manitoba while still in high school. These courses will have tuition over and above SBDHS tuition and are considered dual credits; which means that they count for both a high school standing credit and university credit with our partner institutions.

High School Apprenticeship Program: This program allows students to start apprenticeship training while still in high school. Students will receive regular high school instruction in their compulsory courses and also work at a paid, part-time placement receiving on-the-job training. Students must have completed grade 10 and be 16 years of age in order to be eligible. It is up to the student to find an employer who will hire them as an apprentice in their chosen trade. Students will be required to complete 110 hours of training to earn one credit.

Skilled Trades Options: SBDHS has a shared agreement with Nelson McIntyre Collegiate offering courses in Human Ecology (Food & Nutrition and Textile Arts & Design) and Industrial Arts (Power Mechanics and Pre-Engineering).

EAL Program: We aim to provide EAL support with grammar and language skills for students from an EAL background. This will be achieved either through a specific class with like-learners or in the regular classroom with the student individually. The goal is for full classroom integration once a certain level of competence has been reached.

International Program: International students are offered the opportunity to study at our school where they will enhance their English language skills and be immersed in Canadian culture while earning a high school diploma. In order to achieve curricular goals, support is provided which may be either in class or individually.

RESOURCE DEPARTMENT

The Resource Department provides assistance for those students who require additional supports in programming to help bring out their gifts and skills to be as successful as they can be in school and beyond. Supports include providing adaptations, modifications, Educational Assistant support, Individual Education Plans (I.E.P.'s), or referrals to Clinical Services provided through the Louis Riel School Division. Supports are also provided for English language learners.

GUIDANCE AND COUNSELLING SERVICES

We strive to meet the individual needs of all students by providing direct support or by making referrals to either our Clinical Services or an external agency, if necessary. Services that are offered include: course changes, career planning, post-secondary preparation information, re-registration information, and social/emotional support.

CAMPUS MINISTRY

Campus Ministry is an integral part of the SBDHS community. In keeping with our Catholic tradition, it seeks to provide our students and staff with opportunities to encounter Christ in their daily lives. Because we acknowledge the uniqueness of us all, Campus Ministry provides a variety of different ways to engage students in their faith; through celebrating the Liturgy and Sacraments, participating in retreats, engaging in service work, and developing enriching relationships with their peers. Students wishing to grow in their faith on a deeper level are encouraged to join the Campus Ministry Team. This team takes part in weekly formation and planning meetings in order to engage in peer to peer ministry and organizes events that give the student body an opportunity to encounter Christ.

HYBRID SYSTEM

SBDHS operates on a hybrid system where some courses are semestered, while others are taken all year long. First semester runs from September to January and second semester from February to June. Courses that are non-semestered are Mathematics 10F and English Language Arts 10F which are held every other day for the entire year.

CREDIT SYSTEM

A credit is defined as one subject that is designed for 110 hours of instruction; a half credit is 55 hours of instruction.

COURSE DESIGNATIONS

COURSE DESIGNATION	DEPARTMENT DESCRIPTION
E – EAL	English as an Additional Language
F – Foundation	Foundation or exploratory study
G – General	General Education Courses
M – Modified	Learning outcomes have been modified (I.E.P.)
S – Specialized	Academic
U – University	Dual Credit University and High School

PROVINCIAL GRADUATION REQUIREMENTS

Students who graduate after four years from SBDHS will receive a Manitoba Provincial diploma as well as an SBDHS diploma having successfully completed a minimum of 34 credits. Students who have completed 6 credits from the designated Business & Technology courses will receive a Business & Technology Certificate. The table below outlines the mandatory credit requirements for each grade:

Grade 9		Grade 10		Grade 11		Grade 12	
English 10F	1 cr.	English 20F	1 cr.	English 30S	1 cr.	English 40S	1 cr.
Mathematics 10F	1 cr.	Mathematics 20S	1 cr.	Mathematics 30S	1 cr.	Mathematics 40S	1 cr.
Phys.Ed./Health 10F	1 cr.	Phys.Ed./Health 20F	1 cr.	Phys.Ed./Health 30F	1 cr.	Phys.Ed./Health 40F	1 cr.
Social Studies 10F	1 cr.	Geography 20F	1 cr.	History 30F	1 cr.	Religion 41G	1 cr.
Science 10F	1 cr.	Science 20F	1 cr.	Religion 31G	1 cr.	3 Electives	3 cr.
Religion 11G	1 cr.	Religion 21G	1 cr.	3 Electives	3 cr.		
AC 15F 1&2	1 cr.	3 Electives	3 cr.				
3 Electives	3 cr.						
TOTAL CREDITS	10 cr.	TOTAL CREDITS	9 cr.	TOTAL CREDITS	8 cr.	TOTAL CREDITS	7 cr.

ALTERNATIVE CREDITS

1. Dual Credit – Students have a unique opportunity to earn university credits in partnership with the University of Winnipeg and the University of Manitoba, while still in high school. These courses will have tuition over and above SBDHS tuition and are considered dual credits which means that they count for high school credit and university credit. These courses are identified with a “U” designation.
2. Special Language Credit – Manitoba high school students may take testing to claim special credits for languages in which they are competent, excluding English and French. Only students who are enrolled in a regular high school program, adult or evening high school classes are eligible. The maximum number of Special Language Credits is four out of those required for graduation, one each at grades 9 to 12.
3. Private Music Credits – Students may claim special credits for the following activities, in accordance with the guidelines summarized below:

Grade Level Equivalencies for Royal Conservatory of Music Examination System				
Grade	Practical Exam	Theory Exam (Former)	Theory Exam (New)	Instruments
Grade 9	Level 2	Basic Rudiments	Level 5	Recorder, Oboe, Bassoon, French Horn, Trombone, Euphonium, Tuba, Percussion, Harp
Grade 9	Level 5	Basic Rudiments	Level 5	Piano, Accordion, Voice, Guitar, Violin, Viola, Cello, Double Bass, Flute, Clarinet, Saxophone, Trumpet, and Speech Arts and Drama
Grade 10	Level 4	Intermediate Rudiments	Level 6	Recorder, Oboe, Bassoon, French Horn, Trombone, Euphonium, Tuba, Percussion, Harp
Grade 10	Level 6	Intermediate Rudiments	Level 6	Piano, Accordion, Voice, Guitar, Violin, Viola, Cello, Double Bass, Flute, Clarinet, Saxophone, Trumpet, and Speech Arts and Drama
Grade 11	Level 6	Advanced Rudiments	Level 7	Recorder, Oboe, Bassoon, French Horn, Trombone, Euphonium, Tuba, Percussion, Harp
Grade 11	Level 7	Advanced Rudiments	Level 7	Piano, Organ, Accordion, Voice, Guitar, Violin, Viola, Cello, Double Bass, Flute, Clarinet, Saxophone, Trumpet, and Speech Arts and Drama
Grade 12	Level 8	Advanced Rudiments	Level 8	All instruments, and Speech Arts and Drama

Conservatory Canada Examination System			
Grade	Conservatory (Practical) Classical	Conservatory (Practical) Contemporary Idioms	Conservatory (Theory)
Grade 9	Grade 5	Level 5	Theory 1
Grade 10	Grade 6	Level 6	Theory 2
Grade 11	Grade 7	Level 7	Theory 3
Grade 12	Grade 8	Level 8	Theory 4

To claim the Private Music Option credit, a Royal Conservatory of Canada or Conservatory of Canada certificate of standing must be presented to the school. Students will receive an "S" for "Standing" rather than a percentage grade. These credits cannot be used towards high school graduation but are recognized only as additional credits beyond the minimum graduation requirement.

4. Cadet credit - One credit can be recognized on the basis of successful completion of the cadet basic training program. An additional credit can be recognized on the basis of successful completion of the cadet advanced training program. These two credits are recognized **only as additional credits beyond the minimum credits** required for high school graduation.

Academic Load

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 - 1.0 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 a detention on the day the homework was due, to be served after regular school hours.

Graduation Requirements

Students who attend SBDHS for grades 9-12 must register for enough classes each year to graduate with a minimum of 34 credits. A four year academic plan is as follows:

Grade 9 - 10 credits

Grade 11 - 8 credits

Grade 10 - 9 credits

Grade 12 - 7 credits

Students are encouraged to register for additional classes each year, if space is available. Under special circumstances, as approved by Administration, a student may be allowed to graduate with less than 34 credits but must have a minimum of 30 credits as required by the Province of Manitoba. Students who do not achieve four (4) Religion credits throughout their four (4) year tenure at SBDHS will not graduate with a SBDHS diploma.

Students must complete one (1) Religion course for each year in attendance at SBDHS. Grade 12 students must take a minimum of 6 credits (3 each semester) in their final year regardless of the number of credits they have accumulated.

Course Changes

Course changes can be made during a designated period at the beginning of each semester. Students wishing to add/drop courses must adhere to the following procedures:

1. Students wishing to add/drop courses must pick up a Course Change Form from the General Office. Students must discuss the change with the teacher of the course being dropped as well as with the teacher of the course to be added and have each teacher sign the form.
2. The student will take the form home to be signed by a parent/guardian.
3. The student will return the Course Change Form to the General Office for processing.
4. While the course change is being processed, the student must remain in the scheduled class(es) until the request has been processed and a new schedule is provided by the General Office.
5. Only one set of course changes will be permitted each semester. Compulsory courses cannot be

changed.

6. 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.
7. Course changes are processed in the order that they are received and will be ready by the next day.
8. Not all course changes are possible.

A special request to drop a course after the deadlines may only be considered under special circumstances which must be discussed with the Principal. A request to drop a course for the purpose of maintaining or increasing a student average will not be considered. Grades 11 and 12 students have an extended deadline to drop a Mathematics or Science course. If permission is granted to drop a Mathematics or Science course after the extended deadline, the student will receive the mark obtained to date in the course as a final mark on their report card. Students will not be allowed to add a new course after the extended deadlines.

Grading System

St. Boniface Diocesan uses a numeric system of grading, with the exception of the Education in Grades 11 and 12 which are evaluated on a pass/fail basis.

Honour Roll

Honour Roll gives recognition to students who have obtained a high standard of academic achievement. Students who earn an academic average of 85% or higher* are placed on the Honour Roll at the end of each semester. Honour Roll averages are weighted by the number of credits students achieve, not the number of courses they complete**. Half-credit courses are calculated by dividing the course mark(s) in half, adding to full credit course marks and dividing by the total number of credits (not courses) students achieve.

*Final grades are rounded to the nearest 2 decimal points.

**Students must have registered for the minimum required course load for that grade level. Courses or credits earned outside of SBDHS or dual credit courses will not be used in calculating Honour Roll averages.

Honour Roll status may be withheld in cases of extended or accumulated absences which significantly impacted the overall assessment of the student's academic progress and standings. Students who are eligible for the Honour Roll must also demonstrate the highest degree of academic honesty toward their studies. Honour Roll Status for Graduation—Semester one and two final grades will be calculated (as determined above) for Convocation.

Report Cards/Parent-Teacher Conferences/Parent Communication

Once per semester, parents will have the opportunity for formal meetings with teachers. An appointment procedure will be explained at the time of the November Progress Report.

Parents are invited to contact a teacher or the school at any time if they require more information or have questions.

Due to Privacy Legislation, students who turn 18 during the school year have certain privacy rights which the school is required by law to respect. One month before a student's 18th birthday the school will notify the student and parent by letter of the specifics of how this legislation will impact school/parent communications.

Examinations

Term Work

The actual exam written by a student will be, according to the policy of the subject department, constitute 40% – 70% of the mark reported. Therefore, term work is very important. Students are encouraged to keep up with assignments and to be prepared for unit tests.

Examinations

Examinations are written in January and June. All students must write all exams for which they are scheduled. Students who are failing a course must write the final exam in that course. SBDHS does not grant exemptions for exams. This information is provided on the course outline for each course offered at the school.

Missed Examinations

Students are required to be present at the prescribed dates and times for each of their exams. Students are not to schedule vacations or job shifts during the exam period. A student who is absent from an exam due to illness must present a doctor's note for the date on which the exam was scheduled. The missed exam will be rescheduled for the day on which the student returns. **NOTE:** A student, who misses writing an exam for any reason, will be ineligible for the Honour Roll in either semester.

Manitoba Education and Training mandates standards examinations in English and Mathematics at the Grade 12 level. These examinations comprise 30% of the student's grade in the subject concerned.

Unassigned Time/Study Periods

During the regular school day, student schedules have unassigned time/study periods, the number depending upon the grade. These periods occur in order to provide an opportunity to learn how to use out-of-class time effectively and constructively, a vital skill at university. Hence, the school provides guidance, opportunities and facilities, which enable the student's growth as an independent learner. If a grade nine student has an open period, he/she will be supervised in the Library. **Students are allowed to study or work QUIETLY on homework on the benches.**

Grade Ten, Eleven and Twelve

Students have open privileges to use their time appropriately and responsibly; these privileges may be revoked for cause by the Principal. It is our hope that students will use this time to complete homework, assignments and review for upcoming tests.

Academic Requirements

Students who are unsuccessful in achieving their credit in one or more core courses at SBDHS must attend Summer school to upgrade their mark to a passing grade.

RELIGIOUS LIFE

Religion, spiritual exercises and celebrations are integral to our identity as a Catholic, Diocesan school. We celebrate and educate in communion with the universal Catholic Church. SBDHS seeks to educate the whole person (soul, body, and mind). The spiritual life of each student is a very important aspect of SBDHS. When parents and students agree to attend SBDHS, it is understood that they also agree to participate in the spiritual life of our school. But as well, the school encourages non-Catholic students to the faithful practice of their own religious duties. We believe that all students, regardless of their faith background, can benefit in that faith from these practices and so the various religious activities of the school program are an important and integral part of the students' education.

Students are required to participate in school activities which include the attendance of annual compulsory grade level retreats, all compulsory school masses, and passing the compulsory Religion classes at each grade level. Students who miss a Mass or retreat will put their Religion credit in jeopardy and will be required, with their parent(s), to meet with Administration to discuss each absence. External appointments are not to be scheduled on Mass days (please see more specific information under Attendance). **Students who do not pass Religion will not be allowed to re-register at SBDHS, and will not receive a SBDHS diploma at graduation.**

Daily Prayer

Each day will include prayer as part of our regular practice at SBDHS. On some days these prayers will be offered by students over the PA system and on other days the daily prayer may take place during Teacher Advisory Period.

Christian Service

Christian Service is required for all Grades. It is designed to educate SBDHS students to look beyond their own material happiness to the needs of others. The program involves working with people in need, small group reflections, and written assignments.

Grade 9 students are required to do 10 hours independently.

Grade 10 students are required to do 15 hours independently.

Grade 11 students are required to do 1 group visit to a designated site pre-arranged by Campus Ministry.

Grade 12 students are required to do 2 group visits to designated sites pre-arranged by Campus Ministry.

Campus Ministry

Each year, SBDHS encourages their students to join the Campus Ministry Team. This team will spend the year growing together in community and bringing witness to our Catholic Faith within the school and our local and global community. This team takes part in weekly formation and planning meetings in order to engage in peer-to-peer ministry and organizes events that give the student body an opportunity to encounter Christ. They look forward to being in service to others, whether it's putting up Christmas trees at our neighbouring parish, unloading the Winnipeg Harvest truck or cooking a hot meal at The Welcome Home. They also look forward to our annual overnight retreat! Not only is it a time to recharge spiritually, but to have fun and grow in our relationships with each other. In addition to ministry, these students also commit to a year of personal spiritual growth.

Retreats and Awareness Days

All students participate in grade level retreats early in the school year. This is an opportunity to pull back from their daily school routine. Through various themes, guest speakers and activities, students are given the chance to encounter Christ while setting the stage for their spiritual growth for the coming year. They are given the opportunity to see the witness of other young people who are living out their faith, to spend time in prayer, and to build friendships with their fellow classmates.

At the conclusion of the year, our graduating class participates in a retreat facilitated by alumni as both a wrap up to their time at SBDHS and a spiritual send off as they embark upon a new season of their lives.

Liturgy

Three times each semester, SBDHS students celebrate mass together. Mass ministries are student-led, giving them the opportunity to be actively involved in the liturgy. The entire school community gathers to mark the changes in liturgical season and to join in worship together.

Sacrament of Reconciliation

The Sacrament of Reconciliation is offered to our students twice a year during the seasons of Advent and Lent. Over the years, we have invited a variety of priests from the Archdiocese of St. Boniface, the Archdiocese of Winnipeg and the Archeparchy of Winnipeg to be present in our school to offer this sacrament, or to simply engage in spiritual conversation with students. Also during these seasons, students gather in their Teacher Advisory daily to pray together special Advent and Lenten prayers.

STUDENT SERVICES

St. Boniface Diocesan High School (SBDHS) assists students with growth and support in the areas of academic achievement, self-development, decision-making and school transitioning through a range of services that are listed below. These services are integrated into a series of specific goals and objectives tailored to meet the needs of students, parents and staff at SBDHS.

Counselling

Personal problems and concerns are discussed in a caring and confidential atmosphere. Student Services meets with students upon self-referral, a referral from parents, staff or administration.

With parental permission, students may be referred to specialists in the areas of Social Work and Psychology as assigned through a Shared Services Agreement with Louis Riel School Division (LRSD). In situations when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, and potential suicide or students appearing to be under the influence of alcohol or controlled substances, Student Services notifies the Principal, along with appropriate personnel and agencies, using discretion in sharing such information within legal confines.

Educational and Career Planning

Student Services assists SBDHS students with course selections and registrations, course changes, graduation requirements, secondary school alternatives (Distance Education and Summer School options), and post-secondary planning, and program requirements. SBDHS students receive assistance with registration choices for their upcoming year, as well as credit checks and program prerequisites for making appropriate career choices.

Alumni Hall

The Alumni Hall includes the Library and two Computer Labs. It also encompasses the online databases and resources available via our online database.

The Library and Labs are intended for reading and individual work. Please respect the rights of others to work, read, and study in quiet. Other areas of the school are available for socializing. Library hours are from 8:00 am until 4:00 pm daily. Students must comply with ALL school policies while in the Library. No materials may leave the Library without being checked out by the Library Technician. Books can be signed out for a two (2) week period. No food or drink is permitted in the library. Cellphone and electronic device use is permitted in the Library but is subject to the same rules as those for computer usage. Please review the Student Acceptable Use policy for guidelines regarding use of technology and the school's computer network.

Dress code is in effect during school hours.

All library materials, including books, magazines, and equipment, must be signed out and returned by the due date. To encourage accountability and responsibility, fines will be assessed on overdue materials. A replacement cost may also be assessed on lost or damaged materials. A photocopier/printer is available in the library for school related printing for a nominal fee. Material to be photocopied should be left with the Library Supervisor. Copying/printing fees are \$.10 per page of black and white and \$0.25 per page of colour printing. All photocopying must be emailed to library@sbdhs.net and will be completed within 24 hours.

Fitness Centre Access

Students have access to the Fitness Centre in the Cage on a daily basis; please see Athletic Director for more information.

Student Access to Wi-Fi Network

Students will have access to the school's Wi-Fi network, before school, at lunch, and after school subject to the school's Acceptable Use Policy. See the Discipline section for more information.

DISCIPLINE PROCEDURES

At SBDHS, discipline is meant to reflect our Mission and Vision "Providing a discipline system in which students learn to take responsibility for their actions." This system was created in cooperation with students, staff, parents and community members. In order for this system to be effective, we need to work in cooperation.

The goal of SBDHS is to create a "Safe & Caring School Community". To achieve this goal, all individuals need to adhere to the subsections of this policy.

Developing a positive school climate involves a simple structure, reasonable rules, and the labeling and acceptance of feelings. The SBDHS Code of Conduct, which applies to students, staff and parents, also summarizes many of the disciplinary policies that can be found herein. Our goal is to make SBDHS a safe, respectful, happy environment, in which the values of the Christian community are fostered. The students themselves play an important role in their own education. All people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity and respect. A Catholic school is a place that promotes responsibility respect,

civility, and academic excellence in a safe, faith-based, learning and teaching environment. Violent or disrespectful behaviour is contrary to our Gospel and Catholic values.

We believe that everyone—students, parents/guardians, teachers, staff and volunteers—has the right to be safe and feel safe in our schools. With this right comes a very large responsibility: to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Manitoba's Safe Schools Charter—Bill 30—is now in place to make all of Manitoba's schools even safer and more secure. It was introduced on June 10, 2004 to promote respect, responsibility, civility and, to provide a descriptive framework for province-wide standards of behaviour.

We believe that everyone—students, parents/guardians, teachers, staff and volunteers—has the right to be safe and feel safe in our school. With this right comes a very large responsibility: to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. Violent or disrespectful behaviour is contrary to our Gospel and Catholic values.

Important Rules

In keeping with the above desire to protect the rights of individuals in the community, the best advice to students is always to treat individuals and property with reverence and respect. This translates into the three basic rules listed below. Any student who violates any of these basic rules should expect to face the consequences of that behaviour. Students who witness behaviours that violate these basic rules should report the violations to a staff member. Serious violations of these basic rules will remain on a student's record and enter into disciplinary considerations throughout a student's time at SBDHS.

Respect

It is hoped that every student respects and cares for themselves and others. This respect should be evident in and out of school. Any student who teases, hazes or disrespects another person is in violation of this rule. This type of behaviour is sometimes seen in physical or verbal confrontation, but more often it is seen in a subtle and silent form of snobbery or unfriendliness. In either case, the result is the same—people are bound to feel alienated, angry and hurt.

The challenge, and the expectation, is that a student is one who respects and cares for those who are different, including differences in age, interest, race, religion, country of origin, school, gender, or background.

Any action of disrespect towards a student or staff member will be treated most seriously. Bullying, or abusing physically, sexually, or psychologically—orally, in writing, via the Internet or otherwise will not be tolerated.

Students who talk back to staff members, ignore directives, exhibit defiance, or threaten staff members, including substitute teachers, will be disciplined in a manner consonant with the degree of the offense—ranging from a minor infraction, warning, to suspension or expulsion. Harassment, teasing or other forms of disrespect directed toward peers will be dealt with in a similar way. Repeated violations will make a student liable for expulsion.

Note: Substitute teachers are considered to be guests in our school and should be treated with a particularly high level of respect and manners.

Honesty, Plagiarism and Cheating

The school is very concerned that every student understands the tremendous importance of honesty and integrity in all aspects of living. Dishonesty and cheating in any form, including plagiarism (the representation of another's work as one's own) or allowing one's work to be used, will be considered serious offenses. Students must clarify with their teachers the distinction between group work and individual work: this applies to lab work as well. For the purposes of science, labs even though students may be working in groups, the lab reports must be individually prepared and is considered equivalent to a take-home test. No academic advantage is worth one's personal integrity. Students should be aware that the school uses plagiarism prevention websites to check papers for originality.

The consequences of dishonesty and cheating will be graded according to the seriousness of the offense as described above in "Respect of Others." Academic penalties for plagiarism will be incurred in addition to disciplinary measures. Repeated violations will be treated more harshly.

Note: Subject to the discretion of the Teacher and Principal and the seriousness of the offense, over the entire time of a student's enrollment at SBDHS, cheating and plagiarism (the sharing of individual work that will be graded) is dealt with according to the following process:

- i) For the first offense the student will receive a grade of zero and no option to make-up the assignment.
- ii) For the second offense, the student will receive a grade of zero, and Parents/Guardians must meet with Administration.
- iii) For the third offense, the student receives a three (3) day out-of-school suspension and/or recommendation to SBDHS Board of Directors for expulsion.

The Honesty, Plagiarism and Cheating Policy covers a student's entire time while enrolled at SBDHS.

Respect of Property

Each student is responsible for his own books and personal property. No books or other property should be left outside the lockers at any time. The school will not be responsible for the loss of books, personal computers, clothing, or other articles belonging to the student. Theft of any kind will be dealt with most severely. A student taking another's property or school property is liable to expulsion. Items that are found should be turned in immediately to the Lost and Found; keeping something that you find is considered theft.

All textbooks must have the student's name written clearly inside the front cover. A \$5.00 fee may be charged to the student for all textbooks turned in to the Lost and Found without his name written on the inside. It is a recommended guideline that all clothing, notebooks, calculators, personal computers and equipment should be marked clearly with the student's name. Each and every school year, "Lost and Found" is filled with unidentified items due to students not marking their valuables.

Damage to property, done willfully or even through recklessness or carelessness, will require compensation sufficient to cover the replacement cost, including labour. The student will be held liable for willful vandalism, with disciplinary action up to and including expulsion.

It should be clear that disrespect of property includes the defacing of desktops, bulletin boards, the change room area and lockers. Possessing, displaying, or drawing images or a symbol contrary to Christian moral ideals is forbidden.

Discipline System

The Discipline System: It is inevitable that students will sometimes behave in a manner inconsistent with the values of the SBDHS Christian community and against our goal of making SBDHS a safe, humane and joy-filled educational environment. The SBDHS' Discipline System is meant to provide immediate and consistent logical consequences for irresponsible behaviour. The SBDHS community should reflect a safe and supportive working and learning environment characterized by mutual respect and civility between its members. This is in keeping with Pope John Paul II's resolution; "Community is at the heart of all Catholic education, not simply as a concept to be taught, but as a reality to be lived".

The School's Code of Conduct outlines common understandings of the standards of behaviour within our school communities for all members. It also provides mandatory consequences in cases of misbehaviour by a student. Mandatory suspension with the possibility of expulsion could apply in the most serious instances of a standard being contravened. The underlying purposes of the Discipline System are four-fold:

- i) so that the values and goals of the community are upheld;
- ii) so that, over time, students personally appropriate those same values and goals;
- iii) so that in experiencing logical, consistent and realistic consequences for their choices that determine their behaviour, students will gradually learn self-discipline, accountability, or a sense of empowerment and positive control over their lives; and
- iv) so that each student is aware of what it takes to be expelled from SBDHS, so that they can make a choice to stay in our school.

The School's Discipline System uses a variety of methods, detention, fine, ISS (In School Suspension) and OSS (Out of School Suspension). While teachers and administrators may issue the first two, only administrators may issue the last four in consultation with the faculty member. In general, the student would move through the system in a stepwise fashion so that, along the way, they will responsibly choose the path that will allow for their own growth while recognizing the needs of the community. However, depending on the seriousness of the offense, a student may move immediately to any point within the Discipline System, including expulsion. Notwithstanding the above, the Principal has the discretion to alter the application of the Discipline System to a particular individual according to the situation. The Principal should at all stages preserve good judgement and be constantly mindful of the safety and security of the parties involved, other members of the schools; and of fair process.

Step 1: Parental notification: parents will be notified by a staff member in regards to an incident or concern with behaviour.

Step 2: After (3) three behavioural concerns or incidents of similar nature, an incident referral form will be submitted to Administration and parents will be notified in writing. Student and Administration will undergo various attempts to correct the behaviour but not limited to, loss of privilege, problem solving strategies, restitution, reteach behaviour and Guidance Counsellor support.

Step 3: ISS (In School Suspension): Repeated or continuous behavioural concerns will result in the student serving an ISS pursuant to the instructions and discretion of the Principal. Parents will be notified in writing as well as a follow up phone call. During the time spent in ISS, the student's academic program can be reviewed and adapted if necessary and support services initiated. The student returns to the regular classroom with a productive plan of action, realistic goals from problem

solving activity, and a support system in place. The essence of discipline is to find effective alternatives which leave the student's dignity intact, teach them how they have violated another's rights and motivate them to do and be better. During the time spent, the student is given credit for being in school and is given the opportunity to keep up or catch up with class assignments. One the day of an ISS the student may not participate in any school function or extracurricular activity.

Step 4: OSS (Out of School Suspension): Ongoing behavioural concerns or severity of incident pursuant to the instructions of the Principal will enact an OSS. The OSS will vary from 1-5 days and at the discretion of the Principal. Parents will be notified in writing as well as a follow up phone call. A student may not attend nor be present at any school function or extracurricular activity. Following the OSS both parents and student will be asked to meet with the Principal to discuss the disciplinary record. This step in the Discipline Process is intended to serve as a formal warning to the student and parents that, unless there is significant improvement in the student's attitude and behaviour, the student may be expelled.

Step 5: Expulsion:

In addition, some breaches of discipline are grave enough to merit expulsion for a single occurrence. The Principal may initiate disciplinary expulsion if there is reason to believe the student has engaged in "serious misconduct" including, but not limited to, the following examples:

- An extreme instance of disrespect to others.
- A second instance of cheating during a test or exam during his tenure at the school.
- Theft, severe vandalism or destruction of property of the school, its staff, or its students.
- Possession or use of any weapon, or the use of any object with the intent to injure another person. Laser pointers are not permitted for student use.
- Fighting with, harassment, or bullying of another student. Bullying can take many forms including cyber-bullying where someone may use information and communication technologies such as email, cell phone, text messages, defamatory personal web sites or use of social networking media with the intent to harm, harass or defame others.
- Violation of the School's Drug and Alcohol/Cannabis policy.
- Serious misconduct during any school-related activity (e.g., retreat, assembly, Christian Service placement, athletics.)
- Creating an unsafe condition at school or at school-related activities (e.g., uttering threats, relationships to gangs, toxic fumes, fireworks or other explosives, slippery substance or items on steps or floors, etc.)
- Tampering with any equipment, warning devices, or procedures intended to protect the safety of others.
- Possession or distribution of pornography or hate literature, whether in print or electronic form, at school, or at any school-related activities.
- In general, any time a student of SBDHS engages in conduct detrimental to the reputation or mission of the school or to the good of the other students who attend SBDHS, they risk expulsion. This includes students who are judged to be a destructive influence on their peers or who are manifestly unwilling to cooperate with the school's formation.

The Expulsion Procedure

- i) The Principal will initiate the procedure, at which time will notify the student and parents of the reasons for initiating expulsion.
- ii) During a period when expulsion is being considered, a student is suspended until the final decision has been made with regard to expulsion or reinstatement.
- iii) Parents may appeal a recommendation to expel the student by presenting to the

- Principal a written request containing their reasons for reconsideration.
- iv) The Principal will then review the entire matter, meet with the student and the parents and then notify the parents of the recommendation.
- v) The parents may appeal the Principal's recommendation to the Board of Directors.
- vi) Parents must submit a written explanation of their reasons for making an appeal to the Board of Directors who will then decide if they will hear the appeal. The decision of the Board of Directors is a final decision.

Parents should note that ONLY in cases of expulsion may they appeal to the Board of Directors and only after first appealing to the Principal. A student is permitted only one appeal (as described above) for expulsion during their time at SBDHS.

Forced Withdrawal

The school reserves the right to require that a student be withdrawn from the school. In such a case, the student ceases to be a SBDHS student on July 1 of a given year and will have no place offered to them in the coming school year. The school's decision to not offer a place the following school year is based on a student's disciplinary and behavioural record, Christian Service performance and academic record.

Policy on the Use of Alcohol, Tobacco, Cannabis and other Controlled Substances

Within our Christian educational context of responsible care for the gift from God of the spiritual, emotional, mental, and physical potential of our bodies as instruments of service to others, SBDHS has established a policy to help provide a drug free educational environment for students. To this end, SBDHS accepts its responsibilities to:

- Educate students about the risks and consequences of the use of illicit drugs (alcohol and tobacco dealt with below).
- Encourage students to live in accordance with the laws of our city, province and nation concerning the use of these substances. This includes the establishment and enforcement of related school rules for all students.
- Help students develop the life skills that will better prepare them to handle the prevailing social and cultural pressures.
- Guide students towards help as needed for chemical dependency. Information received from students and/or parents who voluntarily seek help from school authorities concerning the student's use of controlled substances before being found to be using or possessing such substances by school or law enforcement officials will be maintained in confidence and will not serve as a basis for disciplinary action.

However, this does not provide immunity from disciplinary action should students continue to use, possess, or distribute controlled substances.

Alcohol, Tobacco, Cannabis & Drug Policy

Possession of any illegal narcotic substance by a student with the intent of sale, distribution or use at any time may result in the initiation of his expulsion by the Principal. Illegal possession of and/or use of drugs or alcohol, or attendance at school or any school function while under the influence will, in general, be dealt with in the following manner:

- i) First Offense: Suspension and mandatory rehabilitation counselling provided by the Addictions Foundation of Manitoba.
- ii) Second Offense: Initiation of expulsion by the Principal.

However, if the offense is considered serious enough, the school reserves the right to initiate the expulsion process for a single occurrence.

Tobacco: Possession or use of tobacco in any form, including vaping devices/liquids, will result in a disciplinary response at the discretion of the Principal. If the problem becomes persistent, more serious consequences will result.

Policy on Legal Performance-Enhancing Supplements

SBDHS recognizes that we cannot prohibit our student-athletes from purchasing legal, over-the-counter, performance-enhancing supplements (ex. creatine, andro, etc.) and diuretics, but we do discourage use of these products. SBDHS prohibits the sale of performance-enhancing supplements on school property or during school sanctioned events that may not be on SBDHS' property. Anyone who violates this policy will be disciplined at the discretion of the Principal.

Discipline Tools and Standard Consequences

SBDHS uses a Discipline System in which the standard consequence for rule violations is a detention. Detention is an after school detention that lasts from 3:20 pm–4:15 pm; it is held every school day in the Library. For serious or flagrant rule violations, more serious consequences than a detention may be necessary, as discussed in the Discipline System. Conversely, there are some rule infractions that are not serious enough to merit a detention in the first instance. Rather, for these lesser infractions, a second opportunity to behave responsibly is given to the student before a detention may be warranted.

All minor rule violations are handled on the spot in class, halls, lunchroom, etc. by the teacher. Depending upon the situation, the teacher may choose simply to verbally correct the student, to administer discipline using an informal consequence, or to formally cite the student with a minor infraction or a detention. When a minor infraction detention is recorded, the Principal will inform the student on the same day or the next school day if he is to serve a detention. Minor infractions are given to a student who violates dress code rules, eating/drinking rules, is disrespectful to others, or is not prepared for class. It is hoped that students realize that small repeated violations should be followed by a conscious effort to change behaviour. Minor Infraction detentions are initially recorded separately up to 4 minor infraction detentions. At this point, the student and the parents will be notified that minor infraction detention will be recorded on the main referred for a suspension. It is hoped the student will make better choices and be more conscientious as a result.

In general, in choosing to break a rule with full knowledge of the possible consequences, it is understood that students are, in fact, choosing the consequences as listed below:

Discipline Tools

1. Minor Infractions

The first infraction is recorded, students are notified by a staff member at the time of the infraction, and they are given the opportunity not to repeat the behaviour.

- Eating/Drinking in non-designated areas
- Running in the hallway
- Chewing gum
- Off task in class

- Loitering in the change rooms
- Talking in the library
- Minor disrespect for others
- First cell phone violation
- Improper disposal of refuse after eating
- Unprepared for class

2. Detention

Types of infractions meriting a detention include, but are not limited to the following:

- Un-excused absence from class or assembly
- Late during first period.
- Late first period after lunch
- The third time a student is late between periods per month and each additional late in the month
- Skipped detention (detention time doubles)
- Disruptive hallway behaviour
- Dress Code Violation (Wearing non-dress code clothing)
- Loitering in hallway during classes
- Being in an out of bounds area
- Use of an entrance other than a student entrance (eg. Front entrance)
- Off campus without permission
- Roughhousing/Horseplay in the school
- Throwing food
- Classroom misbehaviour (detention at discretion of teacher)
- Defacing bulletin board notices
- Disrespect for others
- Disrespect for another's property (e.g., hiding books, defacing desk tops)
- Eating in the change room, gymnasium, or cafeteria
- Inappropriate language
- Any cell phone violation after the first violation
- Computer Lab violation

Attendance Policy

Parents as the primary caregivers and educators of their children, have a right to remove their child from school, however, SBDHS, through the Principal, reserves the right to determine whether an absence is recorded as "excused" or "unexcused."

SBDHS holds that a student who accumulates more than 10 absences from any full credit course (5 absences for a half course) is putting themselves at risk of losing their credit. The Principal will examine the nature of the absences. In general, medical absences supported by a physician's note are not included in this total. What the student learns when under instruction, through the teacher's instruction and through his interaction with other students, is what the school certifies when it issues him a credit towards his matriculation.

At SBDHS, students are assessed daily on their ongoing classroom involvement, group work, and completion of classroom assignments. Students are expected to attend all classes for which they have registered. The only time students are not to be in class is when they are involved in school related activities or they are too ill to be in their classes. It is important that illness and/or necessary absences be reported to the General Office promptly by a parent or guardian before 9:00 am. All external appointments with doctors,

dentists, counsellors/social workers, and other professionals should be made before or after school hours, if at all possible. Appointments during school time are discouraged. Please consult the school calendar when scheduling appointments. Students are responsible for all missed work due to illness, appointments, etc. and are expected to get caught up on their own time. Missed tests and assignments will be made up at the discretion of the teacher.

NOTE: A student can be withdrawn from a class, even with parental consent for excused absences/lates. Administration may grant an extension to students who have accumulated more than the accepted number of excused absences, so long as there is consistent communication between parents/guardians and Administration.

Appeals

Appeals regarding attendance may be made to the SBDHS Board of Directors. At the time of the appeal, the following will be considered:

- Reasons for the excessive absences.
- Documentation relating to excessive absences.
- The amount and quality of work the student has completed in the course(s).

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, staff has no obligation to allow the student to make up missed work and the student may receive a zero for any missed assignments or tests. Administration will make final decisions in these matters.

When a student has accumulated five (5) or more absences (excused or unexcused) in a full credit course, and three (3) or more absences in a half credit course, the student and parents/guardians will be notified.

If a student has accumulated ten (10) or more absences (excused or unexcused) in a full credit course, and five (5) or more absences in a half credit course, she/he may be withdrawn from that course by Administration (Administrative Withdrawal). Parents will be contacted by Administration to explain the reason for the Administrative Withdrawal. When a student is removed from a course, a letter will be sent home asking that all books and materials from that course be returned to the subject teacher.

Where exceptional circumstances warrant, such as a documented chronic illness (medical notes from a doctor, psychiatrist, psychologist, etc.), or a family trip, where Administration has been consulted before a student leaves for a trip and completes and submits a Request to be Absent Form, Administration may grant an extension to students who have accumulated more than the accepted number of explained absences (ten (10) absences in a full credit course, and five (5) absences in a half credit course).

Family Trips, Tournaments, and other Planned Absences: These include family trips when the school is in session, non-school sports tournaments, cultural events and drivers' license testing. Note: The permission of the Principal is required for any family related absence longer than 3 days to be supported.

The School strongly discourages the scheduling of these sorts of events when school is in session. However, if parents decide to remove their son(s)/daughter(s) from class for such events, then the "Student Request to be Absent Form," must be completed and submitted to the Office. The student must contact their teachers before the absence to make arrangements for any tests they will miss. They are also responsible for making arrangements with their teachers for any assignments which may be due during the absence. If a student does not make alternate arrangements agreeable to the teachers before the absence, they may suffer an academic penalty for all tests missed or late projects.

Student Request to be Absent

All requests for planned absences of scheduled during school time (absences over 3 days), the student must first contact the General Office for a Request to be Absent Form which must be signed by each subject teacher, parents/guardians and the Principal. The form is then submitted to the General Office before travel arrangements are made. Request to be Absent Forms must be completed and submitted at least 2 weeks prior to departure. Planned absences may be considered excused by the school when the procedures stated below are followed:

- The student is responsible for completing the form, gathering the proper information and signatures, and returning the form to the Principal three days prior to first date of the planned absence. Furthermore, a student is responsible for completing any work assigned by his teacher in the timeframe agreed upon by the teacher and student.
- Teachers are responsible for filling out their portion of the form including giving some indication as to how the absence will affect the student's grade, whether make-up work is allowed and, if so, what the expectations are for completing the stated work.
- Parents must review teachers' comments and qualifications, and recognizing that they bear the chief responsibility for the education of their son(s)/daughter(s), make a reasonable decision based on the consequence associated with the absence. Parents must then sign the form. They are equally responsible with their son(s)/daughter(s) for its completion and delivery to the Principal.
- The Principal will give final approval, make any additional comments and place the form in the student's file.

The earlier the school is notified, the sooner parents will be in possession of the information needed to base their decision regarding the absence. A completed "Request to be Absent Form" is considered written notification of the absence.

Failure to properly complete the form may result in unexcused absences for that period that the student is not in class. In that case, make-up work may not be allowed and discipline consequences may be issued.

Lates

Lates cause serious interruptions in student learning and can affect student marks. Students are expected to be punctual for all of their classes. When students arrive late, they must sign in at the General Office stating the time and reason for being late. It is expected that students will enter the classroom in a quiet and positive manner and not be disruptive when arriving late. Students will not be turned away from entering a class late.

Lates are reviewed weekly and students will serve a supervised detention for the amount of accumulated time missed.

1. Students must serve their detention after school on the scheduled detention dates, or at the discretion of Administration.
2. Students who do not serve their supervised detention will have their detention time doubled and will be scheduled to serve their detention on the next scheduled detention date.
3. Part-time jobs, extra-curricular activities, etc. do not excuse students from scheduled detentions.
4. If a student is consistently late (5 or more times in one month), parents will be notified.
5. If a student is late twelve (12) or more times, appropriate action will be taken by the school.

This may include but is not limited to removal of a privilege (i.e. spare), suspension or academic probation.

6. Students who are more than thirty (30) minutes late for a class will be marked absent and serve a detention for the time they were absent.

(Exceptions to detentions are made on days when everyone is affected by inclement weather/traffic conditions and for occasional “lates”.)

Definitions

Probation Status: Students with chronic attendance issues may be placed on credit withheld status or on an attendance contract developed by the school. Students who are chronically late, may be placed on “credit withheld” status.

Truancy: Students whose absences have no recorded explanation will be considered truant. Students with chronic trancies will be subject to accelerated interventions by Administration.

The Administration of SBDHS reserves the right to withdraw a student from participating in extra-curricular activities (i.e. Thinkfast, Recruitment, Debate, Campus Ministry, the Sustainability Group sports teams, field trips, school trips, etc.) if attendance, behaviour, or academic achievement are in question. In the event that an extra-curricular activity interferes with a student’s attendance and academic achievement, the parents/guardians will be contacted by Administration to work out an equitable solution for the betterment of the student.

Snow Day Policy: If Louis Riel School Division closes because of inclement weather; SBDHS will be closed. Because the school serves students from so wide an area, there might be rare occasions when SBDHS closes independently of Winnipeg School Division.

Cancellation of classes or a delayed opening will be announced on the following radio stations: CJOB 680 AM and CBC 990 AM. Every effort will be made to provide such announcements by 7:00 a.m. Please do not call the Radio Stations. A news bulletin will be added to the SBDHS Website and social media.

Dress Code

St. Boniface Diocesan High School, as an independent educational institution, reserves the right to determine and insist upon norms for the dress and appearance of its students. Neatness, cleanliness, and good grooming with regard to the legitimate sensibilities of others in the community constitute the norms for the school rules in this regard. School, like the workplace, Church, gym or even attending a job interview, requires appropriate choice of clothing, suitable for the time and place. At SBDHS, we require students’ choice of dress to be respectful and modest, in keeping with Catholic teaching and tradition. Students can demonstrate their desire to be a CENTURION by dressing within the guidelines of the school. The primary norm is that a student’s

appearance must be appropriate to the serious academic purpose of the school. Parents and students are both responsible for appropriate student attire. In keeping with the Catholic Schools' objective to make all students and staff feel safe, welcome and comfortable, the following dress code. Therefore, dress or grooming which is too casual or which draws too much attention is not acceptable. The Principal is charged with the implementation of this dress code.

The following dress codes are to be observed:

Dress Code: Regular Dress Code (worn any day)

- Clothing must not have images or lettering that would be offensive to students, staff or the public.
- Clothing must cover the chest, back, shoulders (cut-out shoulder tops are not allowed) and midriff.
- Clothing needs to cover the undergarments at all times (including when bending down).
- Clothing must be intact, shorts and skirts must be of appropriate and respectable length as outlined below.
- Students must wear authorized SBDHS attire during Physical Education classes.
- Pants/Shorts—Pants must be worn at the waistline, and shorts must be no shorter than mid-thigh. Additionally, drawstring sweats, joggers, track pants or jeggings/leggings/tights are not permitted. There will be opportunity to wear CENTURION sweatpants on designated days throughout the year.
- Skirts—Not excessively tight or form fitting and can be no shorter than the top of the kneecap while standing upright. Students may wear solid leggings underneath a mid-thigh length skirt, tunic top or dress.
- Footwear—Must be appropriate indoor footwear, slippers/crocs are not allowed.
- All headwear including hats, caps, toques, hoods or bandannas are to be removed while in the school.
- Hair must be kept clean and well groomed. It will be considered excessive or radical if it is not, or cannot be, kept away from the face, or kept looking presentable in the day's normal activities. Extremes in hair style must be avoided (e.g. excessively , shaved, outrageously dyed, messy). For example dyed hair or highlighted hair must look natural.
Students should consult the Principal before they see their stylist.
- Facial hair must be well groomed.
- Jewelry—Students may wear single hoop/stud earrings and small nose stud piercings. Nose/lip and eyebrow rings or studs, spike earrings and spacers are not allowed. Some courses, such as Physical Education, will require students to tape or remove piercings.
All visible body tattoos are prohibited. Band-Aids are not permitted to cover new piercings.
- Any mode of dress or excessive ornamentation that is deemed inappropriate in the judgment of a faculty member is prohibited. Students thinking about changing their appearance should check with the Principal. The Principal will also take into account the spirit of the dress code when reaching a decision. A student may be sent home until extremes in hair, piercing or dress can be rectified.
- Any gang related clothing or symbols, even if they conform to the dress code will not be

tolerated.

- The dress code is in effect from 8:10 a.m. until 3:13 p.m. Dress code must be worn in the school during spares and lunch periods.

Dress Code Enforcement Policy

Any student in violation of the dress code is subject to one of the following:

1. The student will be addressed and required to change. OR
2. The student will be addressed and required to contact parents/guardians from the office to arrange for a ride home or have appropriate clothing brought to the school.

In addition to the above, the following will be issued:

- a. 1st and 2nd Offense: 45 minute after school detention.
- b. 3rd Offense: Meet with Administration and additional consequences may be given which may include a Dress Code Contract.
- c. 4th Offense: Suspension and parental meeting.

NOTE: All school staff has the authority to address and enforce this policy. Administration reserves the right to hold students out of class for flagrant violation of the dress code.

Special Occasion Dress Code

On special occasions such as Eucharistic celebrations, students are encouraged to wear formal or semi-formal attire. Semi-formal attire consists of neat, clean attire other than blue jeans or t-shirts. Formal attire for boys consists of dress pants and a dress shirt with sleeves (tie optional) and for girls is dress pants or a skirt with a blouse, or a dress. Please align all dress attire to our student dress code as outlined above.

DAILY PROCEDURES

Motor Vehicles, Bicycles and Parking Guidelines

- Students who bring vehicles to school may park in the Holy Cross Church parking lot for the day or on the street around the school where they will be subject to a two hour parking limit. Students are not allowed to park in front of Holy Cross Church or the Parish office. SBDHS students are not allowed to park at the back of the school or anywhere on the asphalted surface at the back of the school. (Students must not enter the area behind the school with their vehicles). Students who do not comply with these regulations will pay a \$30.00 fine and/or be subject to having their vehicles towed at their expense. SBDHS is not responsible for damages to vehicles parked on the street or in the Holy Cross Church parking lot.
- Reckless driving is unacceptable. The speed limit in front of our school is 30 km/hr.
- Bicycle racks are provided behind the school for staff and student use. Bicycles should be securely locked to prevent theft.

SBDHS is not responsible for damages or theft of bicycles parked outside the building. Students are not allowed to store their bikes inside the school. Skateboards must be stored inside a locker. Under no circumstances are bicycles allowed into the school.

Facilities

Student Entrances

- For security reasons, the front, back and side doors of the school will be locked at all

times. Parents, students and visitors who wish to enter the school during school hours must use the front entrance of the school. For everyone's safety, students must not open doors to allow others entry. Students must not leave or enter the cafeteria at any time during the day through the gymnasium foyer. The east and west entrance doors to the gymnasium are to remain closed and locked at all times for security purposes.

Signing In/Out During School Hours

All students must sign in or out at the General Office when they arrive after 8:30 am or leave before 3:13 pm. If they are late for a class, they must provide a reason. Parents must call the school to excuse a student from leaving the school early for appointments, etc.

Change Rooms and Lockers

- Items left unattended will be placed in the Lost and Found box.
- Only school-purchased locks may be used. All other locks will be removed. Students may not trade lockers but must retain the locker allocated to them by their T.A.
- The lockers are the property of SBDHS, are assigned on a yearly basis, and will be inspected by school authorities.
- The maintenance and appearance of the lockers is the students' responsibility. A student will have to account for any damage done to their locker.
- A student may be asked to clean or wash the locker, both inside and outside.
- The change room is not a gathering area. Students are not to congregate there before classes, during study periods, at lunch or after school.
- Food and drink are not to be consumed in the change room.
- Cell phone use is not permitted and will result in an automatic discipline.

Corridors

- Students moving from one class to another must make their way in an orderly manner. Running is not allowed.
- Students should keep to the right side of the corridor.
- Loitering in hallways during class time may warrant a consequence.
- Students moving in the corridors during class time must maintain silence. Disruptive hallway behaviour will merit a consequence.
- Non dress code items, cell phones and earbuds/earphones shall not be visible in the corridors.

Fitness Facility

- For all Gym activities the Dress Code is in effect.
- Students are not allowed in the Gym or Fitness Facility without supervision.

Cafeteria (shared space)

Students are expected to clean up after themselves. This means they are responsible for their own garbage. Students should put their chairs back in after eating and leave the area clean.

No articles or food should be thrown at any time. Recyclables should be placed into appropriate containers. Students who violate these rules will be asked to clean up the area for a designated period of time. Serious violations will be referred to the Principal for further disciplinary action. Healthy snacks are permitted during TA but must be finished before leaving. Daily hot lunches are available for purchase in the cafeteria (pre-ordering is highly recommended). Students may leave the school during the lunch period but are required to be back at school in time for their period 4

class (12:55 pm).

Food Policy

Food and drink may be consumed only in the Cafeteria. **Only water may be consumed by students in the classroom, except for, lunchtime activities, class parties and group meetings.**

Student Gatherings

Assemblies: Student assemblies are an integral part of the school program. Attendance, unless otherwise noted, is compulsory. Students are expected to enter and leave the assembly location in a quiet and orderly manner. They should remain silent while the faculty or guests enter and take their places. Students should conduct themselves during the assembly in a courteous and respectful manner. At the end of an assembly students should rise and remain silent until the speakers have exited. Students should then be seated until dismissal.

Liturgies

Liturgies are a celebration of our spiritual life and community experience. Students should exhibit an attitude of reverence for the presence of God in our midst and respect for the religious beliefs of others.

Rallies

Rallies are an opportunity for students to demonstrate school spirit and show support for a variety of student activities. Students are encouraged to participate fully, while demonstrating good judgment in how they choose to show support for others. At all times, students should behave respectfully, particularly towards the speakers.

Alumni Hall

The Alumni Hall encompasses the computer labs and the library. Students who disregard the rules may be asked to leave the library or computer lab. Students who are repeatedly disruptive may have their privileges revoked for a specified time.

- Students are expected to behave in accordance with the Student Conduct Guidelines.
- To respect the needs of other students, quiet should be maintained.
- Disruptive behaviour and horseplay are not allowed.
- Water (with no additives) is allowed in the library, but not in the computer lab or by the computers in the library.
- Food is not allowed.
- Students' use of the Internet and email must conform to school rules and the Acceptable Use Policy; particularly, materials related to pornography, hate literature, violence, and dangerous possessions are forbidden.
- Computers are provided for school work. Games are not allowed at any time.
- Clean up after yourself.

Library

- As the library is intended as an independent study space, therefore a respectful tone and volume level should be adhered to.
- All library materials may be borrowed, but must be signed out at the circulation desk.

- Fines are charged for overdue materials.

Disruptive behaviour and horseplay are not allowed. Students who are repeatedly disruptive will be barred from the Library for 1 week. Any further disruptive behaviour will result in the student's being barred for 1 month and referred to the Principal.

Computer Lab

- Students must work within the boundaries defined by the Student Acceptable Use Policy. Please refer to this document for further details. This lab is intended for individual use of computers; one person per computer.
- The lab is an extension of the library and should be treated as such. This is a quiet area for research and study.
- Absolutely no food or drink in this or any computer lab at any time.
- Computer hacking is vandalism and may result in the student being excluded from the lab or computers and other disciplinary measures taken, up to and including expulsion in serious cases.
- Defacing/removal of stickers from school computers is also vandalism and will be dealt with accordingly.

Students may only use the labs under the direct supervision of a staff member. Students are not allowed in the area, without permission from a faculty member, before the warning bell in the morning and at lunch hour, or after school hours.

Staff Room: Students are not allowed in the staff room for whatever reason.

Chapel:

A Eucharistic liturgy is held daily at 8:00 a.m. in the morning before classes. Students are encouraged to attend. At other times during the school day, students are permitted to use the chapel for prayer and reflection. Students who are not attending the service, are expected to remain quiet in the hallway outside the chapel: 7:50 –8:30 a.m.

EMERGENCY/FIRE/LOCKDOWN PROCEDURES

In the event of a fire, or during a fire drill, students must follow the plan posted in each classroom exactly as listed. 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 only after Administrative instruction. In the event of an emergency which requires evacuation of the school, staff and students will proceed to the lower hall of Holy Cross Church. Lockdown drills are performed two times per year, once each semester.

Out of Bounds Areas

Students should not be in the following areas during the school day:

- Parking Lots, except when arriving or leaving
- Staff Parking Lot
- Unsupervised Classrooms
- Hallways during class (except on benches, but must remain quiet)

- Staff room

Academic Considerations

Classroom Conduct:

Each student in the classroom situation should give the teacher and fellow students the respect to which each is entitled. This includes listening to others and participating in class activities. Classroom discipline is maintained by each teacher. Students must carry out directives that the teacher may assign for classroom misconduct. Students are also expected to be on task at all times. Failure in regard to any of these will be treated as a breach of school discipline and appropriate consequences will result. Self-control and self-discipline are keys to creating an environment where all students can focus and learn to the best of their ability. No student should interfere with the ability of a teacher to maintain such a learning environment. Students are not allowed to use any audio or video recording device in the classroom without the permission of the teacher.

Homework

Homework is an important tool in learning. To be effective, homework should be done daily. If students do not complete their homework, their teacher may assign them to stay after school. Even though a teacher may not assign written homework, there is always studying to be done. A regular review of material taught in class should be undertaken. Written homework should be done carefully, completely and on time. **If a student misses work it is their responsibility to inform the teacher and make up the work or any missed evaluations.** Absence from class does not excuse a student from homework or testing; arrangements for make-up work or tests are the responsibility of the student and should be made on the day the student returns to class.

Teacher Advisory (T.A.)

TA is a time for students to build community by engaging in prayer, reading announcements and passing on other important information. Students are required to attend TA even if they have unscheduled time during periods 1, 2 and 3. All rules for lateness apply to students arriving late for their TA. Students are to go directly to their TA from their period 2 class.

Being Prepared for Class

Students are expected to come to class prepared which includes having with them all necessary texts and supplies such as pens, pencils, notebooks, paper, calculators, and lab equipment as required by their teacher. Teachers can issue a consequence for being ill-prepared. If a student repeated failure to adequately prepare for class interferes with a teacher's ability to begin class in a timely manner, such disorganization may result in further discipline.

Test Policy

During the school year teachers regularly set written tests and quizzes which will count toward the student's term mark. In all grades, more than two tests will not be scheduled on a given day, except in order to accommodate the testing of options.

A student should expect 5 calendar days advance notice (inclusive of the test date) of upcoming tests.

For example, a test announced on Monday may be administered as early as Friday of the same week. A quiz means a test 15 minutes or less in length and one which is of relatively low mark

value. A quiz may be administered without prior notice. See the Attendance Policy regarding tests missed due to absence.

Student Communications

Messages

Delivering messages to students during class time disrupts the learning process. Therefore, messages left for students will be delivered at the first appropriate opportunity. In an emergency, parents may ask to speak to the Principal.

Bulletin Boards

There are a number of bulletin boards in the school. The bulletin board near the Office contains information about Campus Ministry programs and announcements from the Guidance Counsellor or Office and Student Council. Students should accustom themselves to watching the bulletin boards for notices that concern school activities and are not to tamper with notices on the boards. Student notices may be posted only with the permission of a Faculty Member.

Digital Displays

Digital displays are located near the student entrance, upstairs, and in the basement. The Written announcements are displayed on these digital displays along with athletic/school event notices, schedule changes and other pertinent information. Student groups wanting to post content on the digital displays should submit requests to the Marketing and Communication Coordinator.

Announcements

Written and oral announcements are made daily during T.A. These announcements, written and those made over the public address system, contain important information about activities taking place that day, or acknowledge the achievements of student groups on the previous day. In order to prepare for the coming day and to show appreciation for the efforts of others, students are expected to give their full attention to these announcements.

Telephone Access

Students are allowed to use the office phone, with permission.

Visitors: All visitors to the school must report to the office. Students should not have friends from outside the school meet them at SBDHS. Any students from other schools visiting SBDHS must have permission from the Principal.

Lost and Found: If materials have been lost or misplaced, students should check in the Lost and Found located in the basement.

Address and Telephone Changes: The Front Office should be notified of any change of address and/or telephone number. This information should be provided immediately, not only for the purposes of routine communication, but for use in the event of an emergency.

Appointments with Teachers: SBDHS' faculty is available for extra help. This may be arranged by making an appointment with the teacher concerned. Students are encouraged to make appointments with teachers during the teacher's stated "office hours."

Appointments with Administrators: Students may see the Principal or Vice-Principal at any time during the day if their office doors are open. If their office doors are closed, they are not available and students should then contact the Front Office.

EXTRA-CURRICULAR PROGRAM & STUDENT ACTIVITIES

Students at SBDHS 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 are achieving a passing average in the reporting period and they exercise good behaviour and attendance prior to the activity. A student failing to meet this minimum requirement will not be allowed to participate until these requirements have been met.

Yearbook

The Yearbook is that publication which recalls the people and events of significance in each school year. Photographs, stories, lay-out, and art work are all prepared by student contributors. The yearbook is published once a year.

Jobs

Many high school students take on jobs outside of school in order to assume more responsibility for their personal expenses or to defray the cost of their education. We discourage students, however, from taking on heavy commitments to jobs. Such commitments usually rob the student of the quality time necessary for homework and of the chance to participate in co-curricular/extra-curricular programs the school offers. Work may not be used as a reason to miss curricular activities.

Lunch Activities

Students will find that they have many choices during the lunch break. If they wish students can use time to leisurely eat and talk to friends. Many students decide to both eat lunch and take part in the many activities available to them. In general, activities will follow the attached schedule:

Appendix I: Daily Bell Schedules

Schedule 1: Regular School Schedule
(68 min periods; AM; 68 min PM)

Period	Start	End
Warning Bell	8:26 AM	8:28 AM
Opening Exercises	8:28 AM	8:30 AM
1	8:30 AM	9:38 AM
2	9:40 AM	10:48 AM
TA	10:50 AM	11:00 AM
3	11:02 AM	12:10 PM
Lunch	12:10 PM	12:55PM
4	12:55 PM	2:03 PM
5	2:05 PM	3:13 PM

Schedule 2: Compressed B Schedule

Period	Start	End
Warning Bell	8:26 AM	8:28 AM
Opening Exercises	8:28 AM	8:30 AM
1	8:30 AM	9:27 AM
2	9:29 AM	10:26 AM
TA	10:28 AM	10:38 AM
3	10:40 AM	11:37 PM
4	11:39 AM	12:34 PM
Lunch	12:34 PM	1:16 PM
5	1:18 PM	2:15 PM

Schedule 3: Compressed C Schedule

Period	Start	End
Warning Bell	8:26 AM	8:28 AM
Opening Exercises	8:28 AM	8:30 AM
1	9:22 AM	10:12 AM
2	9:40 AM	10:48 AM
TA	10:14 AM	10:24 AM
3	10:26 AM	11:16 AM
4	11:18 AM	12:08 PM
Lunch	12:08 PM	12:53 PM
5	12:55 PM	1:43 PM
TA	1:45 PM	

Appendix II: Prayers

The school encourages all students to develop a personal prayer life, since prayer opens the person to the presence of God in his/her life. To this end, this student handbook has a number of formulary prayers appropriate for Christians.

The Lord's Prayer

Our Father, who art in heaven, hallowed be Thy Name. Thy Kingdom come;
Thy will be done on earth as it is in heaven. Give us this day our daily bread,
And forgive us our trespasses as we forgive those who trespass against us,
And lead us not into temptation, But deliver us from evil. Amen.

Hail Mary

Hail, Mary, full of grace, the Lord is with thee!
Blessed art thou amongst women and blessed is the fruit of thy womb, Jesus!
Holy Mary, Mother of God, pray for us sinners now, and at the hour of our death.
Amen.

The Apostles' Creed

I believe in God the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead; on the third day He rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen