

BEAUTIFUL PLAINS SCHOOL DIVISION

# Carberry Collegiate

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Student Handbook



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**- Senior Years -**

*Beautiful Plains School Division*

# **Carberry Collegiate**

## **Student Handbook**

### **Carberry Collegiate**

*Mission Statement*

Carberry Collegiate is a place where each individual's rights are respected. In an environment of safety, trust and fairness, each student can set personal and educational goals and can get involved in and become a part of our school and community.

### **Beautiful Plains School Division**

*Mission Statement*

The Beautiful Plains School Division will:

Strive to provide quality educational opportunities within a safe and caring environment that will enable students:

- to become lifelong learners; and
- to become responsible, productive, contributing citizens in a changing society.

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### **Core Ethical Values:**

**Respect – Empathy - Honesty**

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### **Goals and Objectives**

The main goal of education is the development of human potential.

In order to achieve this goal, the Division will strive to develop philosophy, organizational framework, and policies which will strive to promote a positive growth climate for all the people in the school system and which will stimulate the learner and the learning process to the greatest extent possible.

Specifically, the Division will attempt to:

- provide an education for each student that is appropriate for the individual abilities of that student;
- promote in each student the respect for self and others;
- encourage every employee to constantly, improve his or her skills and abilities; and
- provide effective leadership, capable staff, and appropriate resources in each school in order that the goals and objectives of the school division can be achieved

## Carberry Collegiate Code of Conduct

Along with the right to learn come responsibilities and expectations of students, staff and parents. These include:

### Student responsibilities

- attend school regularly and punctually with the required materials for classes
- show common courtesy and respect to all, regardless of race, religion, gender or age
- interact respectfully at all times; defiance of authority, abusive language and aggressive behavior are unacceptable in all school settings, including on buses and taking part in extra-curricular activities
- resolve interpersonal conflicts through discussion
- respect school property and the property of others
- dress appropriately for the school environment and activities
- make the most of the educational opportunities provided at Carberry Collegiate through active classroom participation and involvement extra-curricular activities
- follow the school Code of Conduct and any code which the school and/or division may have

### Teacher responsibilities

- teach the required Manitoba Education, Citizenship and Youth curriculum
- provide a positive, supportive, and safe learning environment
- show common courtesy and respect to all, regardless of race, religion, gender or age
- treat students and other staff members fairly and consistently
- interact respectfully at all times; defiance of authority, abusive language and aggressive behavior are unacceptable
- assess student progress and explain evaluation procedures to be used in each course
- communicate with students, parents/guardians and administration regarding student academic progress, attendance and behavior
- dress appropriately for the working environment
- assist students in resolving conflicts through discussion
- respect confidential information regarding students and colleagues
- guide students' compliance with the Code of Conduct in all school settings

### Parent responsibilities

- ensure that your child attends school regularly and punctually
- encourage your child to work to the best of his/her ability
- maintain regular communication with your child about school matters
- show common courtesy and respect to all, regardless of race, religion, gender or age
- interact respectfully at all times; abusive language and aggressive behavior are unacceptable
- nurture positive attitudes towards school, staff and school property
- encourage peaceful resolution of conflict
- direct concerns and inquiries to the appropriate personnel, through proper channels
- be familiar with the Code of Conduct and aware that this code is applicable in all school settings

There are times when students choose to act in an inappropriate manner. In such situations, behavior will be treated seriously and have consequences which may be reported to parents and/or guardians. Consequences may range from removal of privileges to suspension from classes and school. All infractions and consequences will be recorded. In the case of alcohol, drugs or matters of a criminal nature, parents will be advised immediately. The offending student will be suspended from classes for a period of time. Letters recording the infraction will be sent to the Superintendent and the parents and/or guardians. The RCMP may be notified. Offending students may be required to meet with the Superintendent before being allowed to return to school. Please refer to BPSD policy JGA thru JGG.

## General Information

### Senior High Program

#### Course Requirements

A variety of courses are offered at the Sr. High level. Students are issued a "*Student Registration Guide*" at the end of their Grade 8 year. This guide helps to track the accumulation of credits throughout the Senior Years and provides parents with valuable information regarding **Compulsory Credits** and **Electives**.

A student must complete a minimum of **30** credits to graduate. These credits are accumulated in grades 9 thru 12. Currently, a student may obtain one of three diplomas:

30 Credits - Provincial Diploma

32 Credits - Beautiful Plains School Division Diploma

34 Credits - Beautiful Plains School Division Diploma of Distinction

\*Courses may change from year to year based on enrollment and staff allocation. Inquiries regarding courses currently offered may be directed to the School Administration or Guidance Counselor.

#### Course Outlines

Senior High teachers distribute course outlines at the beginning of each semester. These course outlines include information regarding course content, weighting of marks, assessment and in some courses, exemptions and exams. Carberry Collegiate offers a combination of semestered and non-semestered courses at the Senior High level.

#### Course Changes

Course changes should take place as soon as possible. The course(s) instructor(s), guidance counselor, parent(s) and principal must grant approval for any changes after the first cycle. \*Grade 11 and 12 only.

#### Withdrawal

Students may withdraw from a course without academic penalty provided they do so before the completion of one cycle after mid-term reports have gone out. Students withdrawing from courses after this time may have a failing grade on their transcript.

#### Exams

All students in grade 9 and 10 will write compulsory final exams as outlined below:

Grade 9:       Math  
                  Social Studies  
Grade 10:      Science  
                  ELA

There will not be exemptions in these courses. \*Note: students in grade 9 and 10 will ONLY write exams in the designated courses.

#### Honour Roll

Students who maintain an average of 85% throughout the school year will have their name placed on the Carberry Collegiate Honour Roll. Students who maintain an average of 90% throughout the school year will be named on the Principal's Honour Roll.

#### Student Led Conferences

Student Led Conferences are mandated as a means of reporting to parents in Beautiful Plains School Division. Parents are encouraged to attend all conferences with their child(ren).

## General Information

### **Senior High Program (con't)**

#### **Reports**

There are two reporting periods per semester, November and January in the first semester, April and June in the second semester.

#### **Extra-Curricular Points**

Grade 9 students can start earning merit points. Sixteen points are needed to attain 1 extra-curricular credit. Extra-curricular credits can be used to determine the type of diploma a student receives.

## Policies and Procedures

### Attendance

Regular attendance is an essential component of success in school. Students are expected to attend all classes. In the event that a student has to miss a class, the school requires **notification from the parent/guardian** to validate the absences. Extended absences due to medical reasons must be validated by medical authorities.

### Senior High Attendance

Absences are categorized as either Excused or Unexcused. An absence will be designated as Excused when the home or school accepts the absence as valid. An Unexcused absence will be designated when neither the home nor the school knows or accepts the reason for being absent. Regardless of the type of absence, students are responsible for all missed work and assignments.

Students in Grade 9-12 who miss more than **20** single period classes may be excused from a course. When absenteeism is an issue, the student and parent may be required to meet with school staff to establish an attendance contract.

**BrightArrow**, an automated messaging system, will be used to inform parents of absences.

### Lates

Lates will be recorded by the teacher. Penalties for lates may include detentions, loss of privileges or removal from that class. Teachers will contact parents/guardians as deemed necessary.

### PowerSchool

Parents can monitor student marks and attendance by logging on to **PowerSchool**, the Student Data System used throughout Beautiful Plains School Division. Contact the office for more information.

### Visiting Our School

Upon arrival at our school, all visitors are to report to the front office. Guests who are staying in the building are to sign in and will be assigned a visitor tag.

### Bus Loop

The bus loop is designated for bus traffic and emergency vehicles ONLY. Guests, staff and students are to refrain from parking or driving through the bus loop at all times.

### Daily Schedule

Morning: Main Entrance (7-12) is open at 8:30. North Entrance (5 & 6) is open at 8:45.

Afternoon: School is dismissed at 3:30. Students are to vacate the building by 3:40, unless participating in after school activities.

Senior High students have personal timetables that they follow.

### Leaving the School

Students in grades 5-10 who must leave the building during the regular school day to attend personal appointments must have parent permission. A note, phone message, or PowerSchool notification to the office is required.

**All students** leaving the school early are to inform the office and must have parental permission.

- **Grade 9 – 12** students may leave the school grounds at noon hour.
- **Grade 11 and 12** students have an open campus, meaning that they may be absent from school when they have **no classes scheduled**. Students who wish to stay during their spares may use the Library, Canteen or empty classrooms (with teacher permission) during this time.

## Policies and Procedures (con't)

### Canteen Services

Canteen Services will be offered to the students daily.

- 9-12 Students have access according to their personal schedules with some restrictions. Access for Senior High students will be limited from 12:05 - 12:25 to accommodate Middle Years students.

A menu will be posted in each hallway for student convenience. Foods offered will be in compliance with the Healthy Food in Schools.

Students are expected to clean up after themselves. Non compliance with behavior expectations may result in a loss of access to the canteen/lunch room.

### Allergy Alert

Parents are asked to be considerate of the health needs of all students in our school when packing lunches and snacks. Currently, **peanuts, peanut products, tree nuts and seafood** are items that we ask not be sent to school.

### Dress Code

#### *Philosophy:*

Carberry Collegiate strives to provide quality educational opportunities within a safe and caring environment that will enable students to become lifelong learners, and to become responsible, productive, contributing citizens in a changing society. We believe that the dress code is such that it does not interfere with the learning environment of oneself or others. It will be applied fairly to all students including allowing students to wear recognized religious attire without fear of discipline or discrimination.

#### *Expected Behaviour:*

Clothing must be worn in such a way that buttocks, abdomen, breasts, and chest are fully covered with opaque fabric. Students will not wear clothing with offensive images or language, including profanity, violence, hate speech, gang affiliations, alcohol/drugs, sexualisation, or pornography.

#### *Students cannot wear:*

Hats, bandanas, or hoods pulled over the head  
Pajama pants (unless it is a school approved activity)

#### *Alternative Venue/Activities/Athletics:*

Alternate clothing may be allowed for alternate venues, activities or athletics.

### Lockers

Every student in grade 5-12 will be assigned a locker. School locks are available as an option to students in grade 8-12.

The locker is the student's responsibility. Students should not share combinations with fellow students.

Students may provide their own locks. If they choose this option, key or combination must be submitted to the office for safe keeping.

*\*Lockers are the property of the school and may be inspected at any time.*

## **Policies and Procedures (con't)**

### **Lost and Found**

The school will not assume responsibility for the loss of personal belongings. However, staff will make every effort to assist students in the recovery of lost belongings.

Found articles should be turned into the office. Clothing is to be placed on the lost and found table.

### **School Phone**

There is a phone in the main office for students to use for **emergency/urgent** calls. Incoming emergency messages will be passed along. **Students will not be called out of class** for personal phone calls.

### **Cell Phones**

Cell phone use is prohibited in classrooms, unless used for a teacher directed activity. Students may use cell phones outside of the school building.

### **Smoking/Vaping**

Carberry Collegiate is a Smoke/Vape Free School. No smoking/vaping is allowed in the building or on the grounds. Offenders of the CC smoking/vaping policy may be suspended for up to a period of two days.

### **Parking**

Student and visitor parking is permitted on Main Street as posted. \*Please observe the 15 minute restricted parking zone.

### **Textbooks**

Carberry Collegiate supplies textbooks for use during the school year. Students will be assessed a fine for any textbooks lost or unduly damaged.

### **Safety Drills**

Students and staff practices a variety of safety drills throughout the school year as a means of keeping students safe. These include:

- Fire drills
- Bus Evacuation
- School Lockdown
- Tornado drills

Procedures for each of these drills are reviewed with staff at regular intervals.

### **Transportation**

Beautiful Plains School Division budgets some finances to subsidize transportation of students for extra-curricular activities. Fees are assessed to participants to cover the cost of trips. The fee depends on the distance traveled and the type of transportation.

*Private Vehicle:* Drivers providing transportation must hold a valid drivers' license. They must be a teacher, coach or parent. Students are not eligible to provide transportation for their peers. Drivers are compensated for their expenses.

*Bus:* Students traveling on school buses are under the jurisdiction of the bus driver and school personnel. Beautiful Plains School Bus Ridership Policy applies. Students traveling to an event on a bus must return on the bus. \*Special arrangements may be made prior to an event for parents to transport their own children. See BPSD Policy EGF.



## **Policies and Procedures (con't)**

### **Bus Pass**

Bus passes are required for any student who rides a bus other than their regular bus. Bus passes are also required for students who request to be picked up or dropped off at an alternate stop. "Guest" riders require bus passes.

*Requests for bus passes are to be submitted to the office prior to 2:30 pm. \*Grade 5 & 6 students must have parental permission to request a bus pass.*

### **Storm Days**

When weather conditions are questionable, CKLQ, Beautiful Plains School Division website and twitter will broadcast morning notices regarding bus cancellations and/or school closures.

### **Communication with the School**

Communication takes many forms at Carberry Collegiate. Announcements are read over the intercom each morning. Important dates are posted on the school web page and on classroom media (Google, blogs, etc.). Information and important dates are also posted on our Community Information Sign located outside of the school.

### **Extracurricular Activities**

Depending on the interests of students and staff, several extra-curricular activities are organized. All activities are organized under the supervision of a staff member(s).

### **Senior High Student Council**

The Student Council represents the Senior High student body. The Student Council is responsible for organizing and coordinating various educational, social and athletic activities throughout the year. Elections are held to fill the executive positions of President, Vice President, Treasurer, Secretary, Social Director and Sports Rep. Designated "Members at Large" are also part of the Student Council.

Functions of the Student Council are:

- maintain school spirit
- provide practical experience in democratic government
- arrange and encourage participation in extra-curricular events
- raise and distribute funds for the welfare of the students and benefit of the school

### **Athletics**

Carberry Collegiate promotes the benefits of participation in sports by providing athletic and educational opportunities that will allow athletes to reach their full potential.

Our Athletics aim to:

- encourage participation and excellence in school sports
- teach educational values to student athletes
- promote the value of school sports
- encourage and promote involvement in school sports