

Beautiful Plains School Division

Carberry Collegiate



HANDBOOK

Revised 2011

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.

Core Ethical Values:

Respect – Empathy - Honesty

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 must take place within the first six day cycle of the semester. The course(s) instructor(s), guidance counselor, parent(s) and principal must grant approval for any changes after initial registration.

*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.

Reports

There are two reporting periods per semester. November and January in the first semester; April and June in the second semester. Portfolios are prepared for students to share at Student Led Conferences in November and April.

Extra-Curricular Points

Grade 9 students can start earning EC 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.

Middle Years Program

French

French is part of the grade 5-8 program in Beautiful Plains School Division. The AIM (Accelerative-Integrated Method) is being implemented at all levels at Carberry Collegiate.

Music/Band

Music is offered to all K-5 students. Band is introduced in grade 6. *Split 5/6 classes take part in introductory Band as well.

In grade 7 & 8 Band and Core Enrichment are offered. Registration for Gr. 7 Band is limited to 28 students.

IA and Home Ec

IA and Home Ec are offered to students in grade 7 & 8. Students take each course for ½ of the year. Class size in each of these subjects is reduced to enhance the opportunity for hands on learning and maximize safety.

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

All absences are recorded in the Maplewood data base used by Beautiful Plains School Division. Some absences are related to special events and athletics while others are due to illness. Students are responsible for all missed work and assignments. They should be reminded that frequent absences from class are detrimental to overall academic performance.

Students in Grade 9-12 who miss more than **20** single period classes may be excused from a course. The teacher will notify the parent/guardian after **6** single period absences. After 14 single absences, a letter will be sent from the school administration. If absenteeism continues to be an issue, the student and parent will be required to meet with school staff. Options at this time may include the establishment an attendance contract or removal from the course. Non compliance with an attendance contract will result in removal from the course.

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

*A student who is allowed to gain a credit after missing more than 20 periods of classes will be required to write a final exam (where applicable).

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.

Maplewood

Parents with internet access can monitor student attendance by logging on to **Maplewood**, the Student Data System used throughout Beautiful Plains School Division. Contact the office for more information.

Middle Years Attendance

Parents are asked to contact the office prior to 8:50 to inform us that your child(ren) will be absent.

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.

Parents who are picking up their children are asked to report to the office. School staff will notify your child and his/her teacher of your arrival. Your child will meet you in the office.

Daily Schedule

Morning: Main Entrance (9-12) is open at 8:30. North Entrance (5-8) 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.

Middle Years students will have classroom schedules that they follow.

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 or phone message to the office is required.

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

Bus students in grade 5-7 are not to leave the school grounds at any time, unless picked up by a parent.

Bus students in grade 8 may leave the school grounds at noon hour, with parental permission. A consent form will be sent home in September for parents to sign and return to the school.

Grade 9 – 12 students may leave the school grounds at noon hour.

Grade 11 and 12 students who have received parental permission may be absent from school when they have **no classes scheduled**. Students may use the Library, Canteen or empty classrooms (with teacher permission) during this time. Parental signatures are required.

Canteen Services

The Canteen will be open between 8:30 and 9:00 am. Students may order the "special" at that time. Canteen will re-open for the lunch break.

*5-8 Students have access to the lunch room from 12:05 - 12:25.

*9-12 Students have access according to their personal schedules with some restrictions. Access for Senior High students will be limited from 12:05 - 12:30 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 and fresh water fish** are items that we ask not be sent to school.

Dress Code

All students attending school at Carberry Collegiate are expected to be neatly dressed and appropriately groomed. Appropriate footwear should be worn at all times. Dress is expected to be appropriate in regards to personal health, hygiene, respectfulness and within appropriate guidelines of the local community culture.

Students wearing inappropriate attire will be asked to change or cover up. It is also expected that students will not wear the article of clothing to school again. Non compliance will result in a referral to the office.

The following list offers guidelines of clothing which will not be allowed.

- clothing which promotes illegal substances (alcohol, drugs, tobacco products)
- clothing which displays derogatory or defamatory comments
- headgear (hats, bandanas, hoods)
- revealing clothing, such as, but not restricted to:
 - strapless or halter type shirts
 - low cut shirts
 - skirts/shorts/skorts that are above mid thigh
 - shirts which expose midriff
 - clothing that exposes under garments

The dress code will be in place for all school activities. Exceptions will be allowed under special circumstances at the discretion of administration.

Lockers

Every student in grade 5-12 will be assigned a locker. School locks are distributed to students in grade 8-12. A \$5.00 deposit is collected and will be returned if and when the lock is returned in good working order.

The locker is the student's responsibility. Lockers must be kept secure at all times. Students leaving lockers unlocked will lose locker privileges. Students are not to share combinations with fellow students. Any student found entering another student's locker will be charged a lock replacement fee.

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.*

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

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

Senior High students who choose to smoke during school breaks are to do so in designated smoking areas.

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 practice 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.

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 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. *Middle Years students must have parental permission to request a bus pass.

Storm Days

When weather conditions are questionable, CKLQ and CKX will broadcast morning notices regarding bus cancellations and/or school closures.

Head Lice

Carberry Collegiate has a nit free policy. A student who has been determined to have nits or head lice will be sent home until appropriate treatment has been administered. Public Health is a valuable resource for parents and staff.

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 Middle Years students' agendas/planners are a useful tool for communicating between home and school.

Each teacher in the school has their own web page for parents to access. Staff email addresses are available on the web page for parents who wish to contact teachers this way.

School newsletters are linked to the web page throughout the school year for parents' convenience.

Extracurricular Activities

Depending on the interests of students and staff, several extra-curricular activities are organized. All activities must be organized under the supervision of a staff member and should follow the general guidelines listed below:

- Observe all rules set down by supervisor or coach
- Maintain a record of meetings and activities
- Maintain accurate financial records
- Clubs/groups/teams who travel must comply with transportation regulations
- Poor attendance, conduct or academic performance may result in removal from an activity or organization.

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 Boys and Girls 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

Middle Years Cougar Paws

Middle Years students sign up to participate in the Cougar Paws program. These students are assigned a variety of duties around the school. These include: patrolling, recycling, desk cleaning, setting up and taking down tables in the canteen, as well as photographing and reporting on special events.

This program promotes individual responsibility and at the same time contributes to a safe and positive learning environment for all.

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

Intramural Program

Gr. 5-8 Intramurals run throughout the winter months. Teacher volunteers support this program.

Gr. 9-12 Intramurals are currently under review.