



TEULON COLLEGIATE STUDENT / PARENT HANDBOOK

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2023-2024

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SCHOOL BELIEFS

At Teulon Collegiate we believe in the following social emotional values.

TCI is a PLACE of:

Learning

Respect

Responsibility

Healthy Lifestyle

Good Citizenship



BOTTOM LINES

At Teulon Collegiate our bottom lines promote our school beliefs.

There will be no tolerance for the following:

Defiance

Bullying/Harassment/Racism

Verbal Abuse

Drugs/Alcohol

Physical Violence

Theft/Vandalism

Weapons



Principal's Message

Welcome to Teulon Collegiate Institute (TCI). Whether this your first year or your last this handbook will help answer any questions that you may have about our school. We offer a wide range of academic courses and extra-curricular programming. To get the best out of your experience at TCI, remember the following four pieces of advice:

- **SHOW UP**—regular attendance goes a long way to ensuring your success
- **PARTICIPATE**— Either in class or in our extra-curricular programs, being active makes for a positive experience
- **BE POSITIVE**— whatever you are engaged in, keep a positive attitude and this will make every situation better
- **HAVE FUN!**

If you cannot find the answers to your questions in this handbook, don't hesitate to ask someone – a fellow student, a teacher, a counsellor, or an administrator – we are all here to help! Please check our website: (<http://www.isd21.mb.ca/tci>)

All the best for a great year at TCI. GO SAINTS Go!

Mrs. Smith
Principal

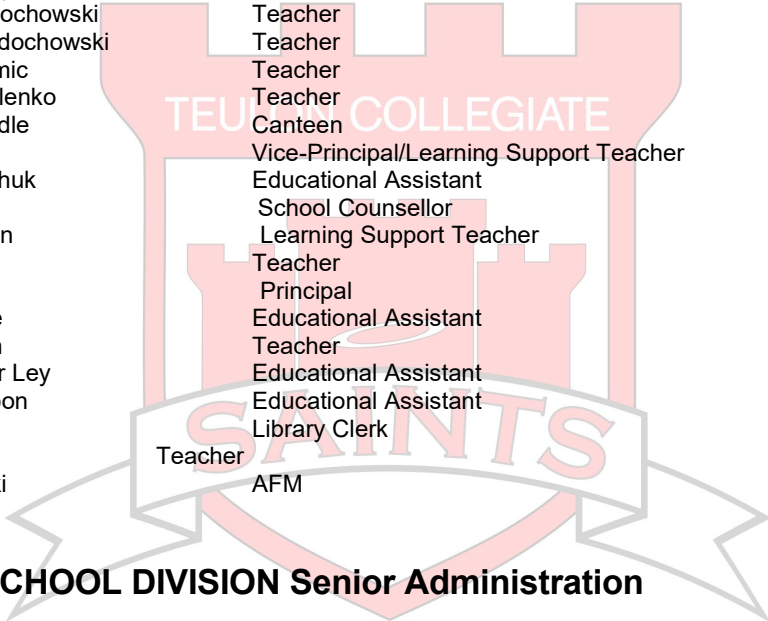
ONLINE REGISTRATION FORM

If you are new to the Interlake School Division and plan on attending TCI, please go to our website and complete the online registration form. Parents and guardians, if your child is returning to TCI and any of your personal data (address, phone numbers, email, emergency contacts) has changed please visit the “Logical Demographics” section in PowerSchool and verify all information is current, there are 10 tabs to update. Paper forms are given on request only. Should you have any further changes throughout the year, please update as they happen.

Students and Parents/Guardians can check marks and assignments in PowerSchool, our student data management system. If you need assistance logging on call the office.

WHO'S WHO AT TEULON COLLEGIATE for 2023-2024

Mrs. Anslow	Educational Assistant
Ms. Bilenki Gervais	Teacher
Mr. Bird	Head Custodian
Ms. Budd	Teacher
Mrs. Brzuskiwicz	Social Worker
Mrs. Campbell	Educational Assistant
Mr. Campbell	Teacher
Mrs. Chartrand	Educational Assistant
Mrs. Chobotar	Administrative Assistant (am)
Mrs. Cookson	Educational Assistant
Mrs. Enstrom	Administrative Assistant
Mrs. Fenske	Teacher
Mr. Kasper	Teacher
Mr. Kilpatrick	Educational Assistant
Mr. Klein	Teacher
Mrs. Kornelsen	Teacher
Ms. Ledarney	Educational Assistant
Mr. Rod Ledochowski	Teacher
Mr. Ross Ledochowski	Teacher
Mrs. Macsymic	Teacher
Ms. Manchulenko	Teacher
Mrs. McCrindle	Canteen
Mrs. Meier	Vice-Principal/Learning Support Teacher
Mrs. Melnychuk	Educational Assistant
Mrs. Okeke	School Counsellor
Mrs. Oughton	Learning Support Teacher
Mrs. Simcoe	Teacher
Mrs. Smith	Principal
Mrs. Spence	Educational Assistant
Mrs. Tataryn	Teacher
Mrs. Van der Ley	Educational Assistant
Mrs. Van Roon	Educational Assistant
Mrs. Ward	Library Clerk
Mrs. Wutke	Teacher
Mr. Yawarski	AFM



INTERLAKE SCHOOL DIVISION Senior Administration

SUPERINTENDENT:	Mrs. Ward
ASST. SUPERINTENDENT:	Mr. Moran
STUDENT SERVICES SUPERVISOR:	Mrs. Procter
MAINTENANCE SUPERVISOR:	Anthony Cornwell
TRANSPORTATION SUPERVISOR:	Jaret Thiessen

PARENT ADVISORY COMMITTEE

Parents are encouraged to contact the Teulon Collegiate Parent Advisory Council regarding meeting dates. The PAC council usually meets 7-8 times a year.

GENERAL INFORMATION

CLASS SCHEDULES

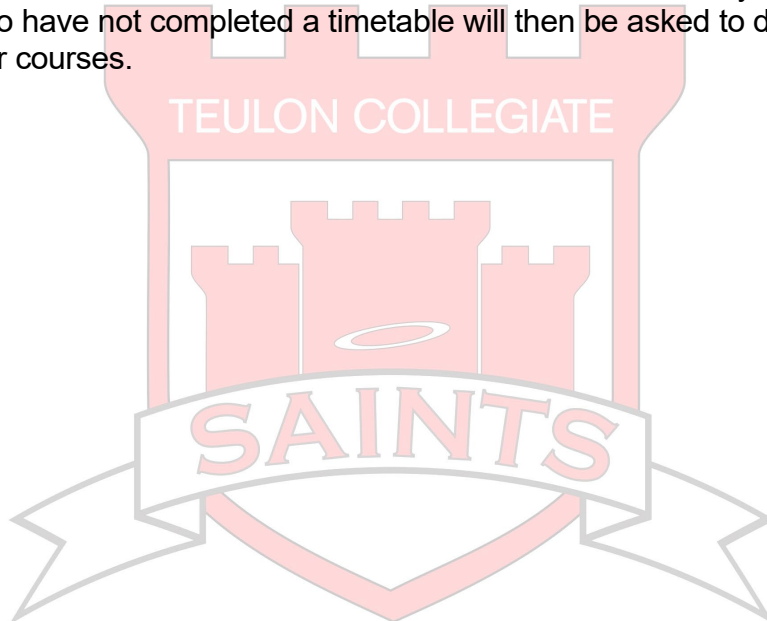
The Junior High timetable consists of five blocks with two nutritional breaks during the day.

The Senior High timetable consists of five blocks with a one hour lunch break.

Both Junior High and Senior High students operate on a six-day cycle.

Grade 7 & 8 students will receive their class timetables on the first day of school.

Grade 9-12 will receive their first semester timetable on the first day of school. Students who have not completed a timetable will then be asked to do one at the time to register for courses.



Middle Years Timetable

- 8:35 a.m. --- Busses Unloaded and School opens (Doors are unlocked at 8:35)**
- 8:50 a.m. --- Student music- students make their way to first class**
- 8:55 a.m. --- Warning Bell Students**
- 9:00 a.m. --- Block 1 begins, O'Canada and announcements**
- 10:05 a.m. --- Block 2**
- 10:45 a.m.--- Nutrition break**
 - **Grade 7s in the Gym from 10:45-11:00, in cafeteria from 11:00-11:15**
 - **Grade 8s in cafeteria from 10:45-11:00, in gym from 11:00-11:15**
- 11:15 a.m. --- Block 3**
- 12:20 p.m.--- Noon Hour Grade 7/8 students head the gym or library**
- 12:50 p.m. --- Grade 7/8 students head to cafeteria for lunch**
(Further information re MY noon hour can be found on page 27)
- 1:20 p.m. --- Block 4**
- 2:20 p.m. --- Block 5**
- 3:25 p.m. --- Dismissal of Bus Students**
- 3:30 p.m. --- Dismissal of Town Students**

Senior High Timetable

- 8:35 a.m. --- Busses Unloaded and School opens (Doors are unlocked at 8:35)**
- 8:50 a.m. --- Student music- students make their way to first class**
- 8:55 a.m. --- Warning Bell Students**
- 9:00 a.m. --- Block 1 begins, O'Canada and announcements**
- 10:10 a.m. --- Block 2**
- 11:15 a.m. --- Block 3**
- 12:20 p.m.--- Noon Hour (Gym available at 12:50 for SY Students)**
- 1:15 p.m. --- Warning Bell**
- 1:20 p.m. --- Block 4**
- 2:25 p.m. --- Block 5**
- 3:25 p.m. --- Dismissal of Bus Students**
- 3:30 p.m. --- Dismissal of Town Students**

Attendance Policy & Guidelines

Attendance is closely tied to academic achievement and success in school. Students who regularly attend class are able to reach their potential, stay up to date on class assignments, and contribute to the classroom learning environment in a positive manner. Students who miss a large number of classes do not reach their learning potential and often fall behind.

Excused Absences

We understand that students will miss class for valid reasons. These are known as excused absences. Some valid reasons for a student missing a class are:

- Participation in a school-sponsored activity (sports event, band event, field trip, etc.)
- Illness or medical appointments
- Compassionate reasons (death in the family, family illness, etc.)
- Parent-excused / Other (non-school activity participation, vacation, religious event, etc.)

Unexcused Absences

When a student misses a class, and the parents do not notify the school of a valid reason then the absence will be recorded as an unexcused absence. General student truancy (*skipping class*) will not be ignored at TCI. When it is identified that a student misses a class without a reason (*skips*) this will be recorded as an unexcused absence. Parents/guardians will be notified if their child has an unexcused absence. Students who have unexcused absences (skipping) will be assigned to the ACC to make up any work missed due to their skipping.

Students Responsibilities:

- Maintain regular and punctual attendance
- Participate fully in the learning activities of the classroom
- Obtain and complete the work and/or assignments for any mixed class(es); expectation that all assignment due dates are followed even if a student's absence is due to a school-related extra-curricular activity, unless arrangements are made in advance with the teacher
- If a pattern of poor attendance develops, students are expected to develop and implement a plan to improve attendance and/or performance
- Advise their teacher(s) in advance of any planned absence, e.g. field trip, medical appointment, extra-curricular activity, community activity
- If a student is involved in a school team or club and they have an activity after school, they must be in attendance during the day. Failure to be in attendance during the school day may prevent the student's participation

Parents responsibilities:

- Parents are requested to notify the school in the event that their son/daughter will be late/absent from the school. Parents should contact the office directly with information regarding student absences as teachers can't override attendance once it is submitted. The office will then notify the classroom teachers.
- If notification is not received, the school may attempt to contact the parent/guardian by phone.
- Parents can access their child's attendance using the on-line PowerSchool parent portal.

School Responsibilities

Attendance will be taken each class. Any information received regarding student absence (phone calls and/or notes from parents) prior to 3:30, will be entered into the computerized attendance system. With the exception of school sponsored activities such as field trips or extracurricular events, if a student is not in class, and the school has not been notified, the student will be considered absent.

It is imperative that if a student is absent from school for any reason, the **parent contacts the school** (phone, note, email) providing reasons for the absence. It is important for parents to understand limiting the number of excused absences and should try to schedule events around the school day/week, where possible.

1. Parents will be notified of every unexcused absence via our school Synervoice messaging service. A parent may choose to follow-up with the school after receiving a call to explain the reason for their child's absence.
2. The school will report on all absences (excused & unexcused) on report cards. The school will also be able to provide current attendance numbers if a parent/student request it.
3. When a student misses 5 classes due to unexcused absences, the teacher will contact home to notify parents. The teacher will record the time/date, and brief description of the call/email.
4. When a student misses 10 classes due to unexcused absences, the administration will arrange a meeting with the teacher-student-parent. A plan will be created with the student, parent/guardian and school team to address the situation.

Lates

Showing up to class on time is important. Late students disrupt the classroom environment. Teachers will handle “lates” and record them according to their own classroom rules & routines, which will be communicated with students and parents. When a student is continuously late and no improvement is shown, teachers will notify the Administration Team of their concern and parents will be notified. A student who starts a class but then leaves part way through the class unexcused and does not return will have an unexcused absence recorded.

Illness During the Day

If a student becomes ill during the day, they are to report to the office. Parents/guardians will be notified, and arrangements will be made for the student to be picked up if needed. Students who do not check through the office will be considered to be skipping. Similarly, any student who feels unable to attend a class must report to the office – a parent/guardian will be contacted.

This policy has been shared with the Teulon Collegiate Parent Advisory Council, staff and students of Teulon Collegiate.

ASSIGNMENT COMPLETION CENTER (ACC)

The Assessment Completion Centre (ACC) will be run out of the library at noon hours. The ACC will be a place that teachers will use to have students complete missing assessments (assignments, projects, tests, etc.) during the lunch hour. It will be open on Monday-Thursday. If you are asked to attend the ACC, make sure you attend. If not, you run the risk of receiving a zero on that assessment. A final deadline will be given. Students who skip class will be assigned to the ACC to make up missed work.

MIDDLE YEARS STUDENTS:

Students are marked absent if missing at the start of the day (Block 1) and after lunch (Block 4). If a note or phone call has been made to the office prior to the absentee, then the parents will not be notified. If no note or call has been received, a Synervoice phone call will go out.

This policy has been shared with the Teulon Collegiate Parent Advisory Council, staff, and students of Teulon Collegiate.

POWERSCHOOL/SYNERVOICE

Teulon Collegiate uses an automatic electronic message service to advise of absences for students. Information will be entered before the end of each day and if students are shown as ABSENT, a call will automatically go out before the end of that day. Therefore, it is VERY IMPORTANT that information regarding excused absences due to illness, appointments, etc. be received BEFORE the last block of the day at 204-886-2593. The school has an answering machine that will record messages at any time, so be sure to advise of any excused absences (preferably before the day of the absence).

Counselling and Student Learning Supports

Student Services houses both counselling and student support services. Personal, academic and career counselling services are offered. TCI has a social worker on staff one day a week that can support students and families in a variety of ways.

In emergencies, counsellors are available at any time to meet with students – if the counsellors are not in the Student Support Centre, students should go to the office for help. Students have the right to expect that anything they share with a counsellor will be confidential. Counsellors will respect and guard a student's right to privacy and confidentiality. There are, however, certain situations that require counsellors to disclose information to someone else. These situations include:

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

Career planning is also offered through our Students Support team. Students interested in post-secondary opportunities should meet with our counsellor to ensure that the appropriate subjects for entrance requirements are being taken. Entrance requirements change frequently – it is the responsibility of the individual student to ensure that their course selections meet minimum requirements. Career information and university and college handbooks are available in the Counselling Area. Additional counselling personnel such as a Public Health Nurse, and Interlake School Division Psychologist also assist on team when called upon. To access any of these services, students can speak with a guidance counsellor.

Learning support is available to students who are experiencing academic difficulties. To access these services, students should speak to their classroom teachers or Ms. Meier or Mrs. Oughton.

A counsellor from the Addiction Foundation of Manitoba will be in the school one day a week.

ACCIDENTS

Any accident within the school must be reported immediately to the office. First-aid equipment and staff with first aid and/or C.P.R. training are available. If required, a student will be taken to hospital and parents contacted. If a student becomes ill during the school day, arrangements can be made for the student to go home or rest in a designated area, limited spaces available, going home or to an Emergency Contact always best option. If possible, contact will be made with alternate designated on registration form. KEEP Information updated.

Bussing

The Interlake School Division (ISD) shall provide a safe environment when transporting students. Student behaviour on the busses is the shared responsibility of the students, Bus Driver and School Administration. Students are expected to follow all bus ridership rules. In the event this does not occur, the Driver may intervene on their own to deal with or involve the School Administration. Parents will be notified of any concerns. A plan will be created for those students who frequently break the rules. Alternative seating plan, different bus route, in-school consequences or suspension of bus services are all consequences that have been used in the past.

WEATHER POLICY

When weather conditions necessitate the closing of schools, a Synervoice message will be sent out from the School Division. Announcements may also be broadcast on radio and uploaded to division and school web pages. When buses are cancelled, schools will be closed. School Bus Cancellation Policy is available on the ISD Website.

General Guidelines

- Schools closed if temperature (without a windchill factor) is -40 C or colder
- Schools closed if temperature (with a windchill factor) is -45 C or colder
- Adverse driving conditions, independent of actual temperatures may also facilitate school closures.

In the event that the weather turns during the day and busses are cancelled, students will need to be picked up or walk home or to their emergency contact. Students unable to do this will be sheltered at the school as long as need. Staff will supervise and students will be fed if the situation lasts for an extended period. Busses will not be sent to the school early to pick up students on these days.

For further information, the Division's Weather and School Bus Cancellation Policy can be available on their website.

Unified Referral Intake System (URIS)

Students with diverse health care needs are supported by URIS. These plans are reviewed by the local health region's URIS nurse. Plans are distributed through the school for parental approval and edits. Staff receive yearly health training that deals with the common health needs in our school.

Respect for Human Diversity

Teulon Collegiate works with students, staff and the Interlake School Division to provide a safe, accepting and inclusive school environment.

Use of Technology

It is the expectation of Teulon Collegiate that students and staff will use Divisional technology in a responsible, efficient, ethical, and legal manner in accordance with our school Beliefs and Values and our Code of Conduct. Failure to do so will result in disciplinary action.

COURSE LOADS

Grade 9/Grade 10

A full-time Grade 9 and 10 student is required to take a full course load. In unique situations because of timetabling, a Grade 10 student may have a spare.

Grade 11/Grade 12

Students, in consultation with our counsellor and Administration team will design a timetable that meets their needs.

Full Time Students are eligible to take part in all school sponsored and extra-curricular activities.

Part-time Students may be eligible to participate in extracurricular activities and functions at the Principal's discretion. Manitoba High School Athletics Association has some restrictions that must be met.

Part-time students who are interfering with the learning atmosphere of the school will not be allowed in the building except for the classes they are taking. Should a student need the use of the library, computers, etc., special arrangements can be made with the administration.

****Students that are involved with special programs arranged through the school may be exempt of this policy.**

FEES

Fees are collected on an on-need basis for extra-curricular activities. The monies collected go towards, tournament registrations, officials' costs, uniforms and possible accommodations. The staff supervisor will provide a break down of any fees assessed. In rare situations, an extra fee may need to be charged. Likewise, if some of the expected costs don't materialize, a credit may carry forward.

Any outstanding school fees prior to the end of June 30 are to be paid to the office.

NOTE: Participating in extracurricular activities may be withheld for outstanding debts.

CAFETERIA

Cafeteria will be open for the Nutritional/Lunch breaks:

Middle Years - 10:45 to 11:15 a.m. and 12:50 to 1:15 p.m.

Senior High - 12:20 to 12:50 p.m.

The cafeteria will also be available for students who are on a spare.

LIBRARY

The Library is provided to assist students with learning and researching as well as a quiet study area. The library is open 8:30 - 3:25. It may be closed for short intervals throughout the day to allow for our librarian to have lunch. Books are loaned for a two-week period. Students who have overdue books will be notified and fines will be assessed. All outstanding fines must be paid before the end of school term.

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

LOCKERS

Lockers are the property of the school and the contents are subject to school supervision. Lockers and locks will be assigned during the first week of school. To avoid loss of textbooks and personal belongings, students should not tell other students their lock combinations. **The school is not responsible for items lost from a locker.**

The school reserves the right to revoke locker privileges for neglect or abuse of the locker. Students can expect the examination of locker contents at any time.

Students are responsible for replacing a school lock if lost. **MAKE SURE TO LOCK.**

TCI cannot assume responsibility for the loss of items from student lockers or from change rooms in the Gym. Do not leave valuables in the change rooms in the Gym – these rooms are very accessible and items can easily go missing.

DRESS CODE

Teulon Collegiate (TCI) and the Interlake School Division (ISD) expect students to make wise choices and act as responsible citizens of their school community. Certain clothing may be considered as inappropriate for school and school events. This includes, but not restricted to, any article which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, demonic image, a pro-alcohol, tobacco, vape or drug message.

All students attending class must wear clothing that is suitable for daily wear and must dress in a manner that is not unduly distracting or threatening. Bandanas or clothing that suggests a gang affiliation (including gang colours and gang markings) will not be tolerated in our school.

Students are expected to wear appropriate clothing in the school at all times during the school day. While interpretation of these terms is necessary and community standards change though time, current expectations are the following:

- Undergarments should not be visible
- Shorts and skirts must be of a reasonable length
- Concealing clothing (for example, large bulky jackets, trench coats, etc.) are not to be worn inside the school

Students dressed in clothing considered to be inappropriate for school shall be required to change and parents/guardians will be notified. To help maintain a consistent message, determination of *inappropriate* will be made by Administration. If a staff member or a student, has a concern regarding appropriateness they are to direct their concern to Administration.

Consequences may include:

- Consultation with parents/guardians
- In-school suspension
- Intervention strategies (behavior contract)

For any additional information regarding Dress Codes at TCI and the ISD consult the Division website.

LOST AND FOUND

All "found" articles should be turned in to the Library. There is a lost and found tub in the front foyer Unclaimed items will be displayed at Parent Visitations. Items will be held for 30 days.

Electronic Devices

Teulon Collegiate and the Interlake School Division believe that it may be necessary for students to be in possession of electronic devices for personal use for communication with family. However, the educational integrity of the school and privacy of others must be protected at all times. Our goal as a school is to teach our students about the responsible, appropriate use of portable media devices.

Students may use cell phones and other electronic devices during breaks, lunch hour, and on spares at TCI. Cell phones and electronic devices disturb the learning environment during class time. Their use is prohibited in classrooms except when teachers allow students to utilize them for an educational purpose. They must be turned off when class begins and will be taken from students if they are in use in classrooms. Teachers may choose to return to the device at the end of the period or if a repeat offence, will send the device to the office. The device will:

- remain for the rest of that day and returned to the student at 3:30
- Repeat infractions may require parents to come to school to collect the device.

If a student refuses to turn over the device to school staff, the student will be sent to the office and will be seen by the School Administration. In school or out of school consequences will be handed down.

If parents/guardians need to reach their child immediately, they can call the office and the student will be called out of class. Inappropriate use of cell phones in common areas (hallways, MPR, Library, etc.) will see the device being taken to the office for the remainder of the day.

Students should note that NO photographs or digital capturing of images of ANY person may be taken without the permission of the person(s) involved. Bringing any form of electronic device to Teulon Collegiate is at your own risk. Teulon Collegiate is not responsible for any lost or stolen items.

HIGH SCHOOL PROGRAMMING

GRADUATION REQUIREMENTS

Provincial Guidelines require 30 credits for a Manitoba Graduation Certificate. Students must attain a minimum five Grade 12 credits, including one Math, one English credit and one Physical Education credit to graduate. Your compulsory courses are:

- 4 English Credits
- 4 Mathematics
- 2 Science
- 4 Physical Education
- 3 Social Studies (Social Studies 10G, Geography 20G, History 30S or 30G)

When a student fails to obtain a compulsory credit, the course must be repeated and is the first priority in terms of building a student's timetable the following year.

Besides the compulsory courses, a student must take 13 options as well. Further information on MB High School graduation and curriculum can be found at:

<http://www.edu.gov.mb.ca/k12/>

Students are encouraged to consult with the Guidance Counsellor regarding progress of their high school credits, Post-Secondary studies, and information regarding awards/bursaries/scholarships.

Alternate Options for Obtaining High School Credits

Distance Learning

INDEPENDENT STUDY (Formerly Referred to as Correspondence)

Students have the option of taking some senior high courses through InformNet (www.informnet.mb.ca) or the Teacher Mediated Option courses. These courses may be taken by students who wish to obtain extra credits (beyond those offered at TCI) or who are missing credits required for graduation. Students taking Independent Study courses must be able to work independently and be motivated and self-disciplined as each course takes approximately 110 hours to complete. Students **must** inquire at the Student Services office with the Guidance Counsellor regarding guidelines and regulations and have the appropriate paperwork filled in. The final decision regarding a student taking any courses through this option rests with the Principal. Fees associated with these courses may be the student's responsibility.

High School Apprenticeship Program (up to 8 credits)

This option is available to Grade 11 and Grade 12 students who are at least 16 years of age. It combines regular Senior Years academic credits and on-the-job training. Students can earn up to 8 academic credits towards graduation while accumulating training hours in a trade of their choice. Students are granted one credit for every 110 hours of training they successfully complete. Students must find a qualified tradesperson who will train them. An agreement between the student and employer is then forwarded through the school to the Apprenticeship Branch. Students will be enrolled in courses at school to satisfy the compulsory academic requirements for graduation, and when not in school, these students work for their employer and are paid a trade-regulated wage. There is a fee of \$50.00 to register with the Apprenticeship Branch. This fee covers all credits earned in their chosen trade. Registration in the Apprenticeship program before earning hours at an employer is important to do. Hours earned before registration may not be allowed to go towards a credit. Please see Mr. Darragh for more information.

Other Methods of Obtaining Credits

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

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

Credit for Employment – Students can earn up to two credits in grade 11 and 12. See Ms. Meier for more details. Students must have a credit in Lifeworks to access these credits.

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

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

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

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

Students interested in any of the above-mentioned alternate options for gaining high school credits are encouraged to contact Mr. Darragh for more information.

WITHDRAWAL FROM COURSE/SCHOOL

Students must speak with our Counsellor or Administration about withdrawing from a course, please see the Guidance Counsellor to obtain the necessary form. Parental Permission is needed before a student is allowed to withdraw from a course.

Students who complete a course and have received a mark for it, can not look to have the

course dropped from their transcript. Before leaving a class, please clean out your locker, pay any outstanding debts and return all library materials, textbooks and equipment.

REPORTS AND STUDENT PROGRESS

Report cards will be distributed 4 times per year for High School and 3 times per year for Middle Years. Reports are generally distributed:

- For Senior Years---November, February, April and June
- Middle Years---late November/early December, March, June

Attendance information will be included in report cards. Opportunities to engage in Progress Conversations will take place twice per year, please watch for this information to be distributed closer to the date. These opportunities have been purposefully placed between report cards to allow the conversations to be focused on a student's progress. Students will be encouraged to attend these meetings with parents and teachers.

ASSESSMENT

High School

The school year will be made up of two semesters. As the majority of a student's grade will come from daily course work, it is critically important that students stay on top of their daily work. Teachers will use a variety of ongoing assessment techniques to evaluate students. As evaluation methods will vary from subject to subject, it is crucial that students are aware of what is required in each course and accept responsibility for completing assignments and meeting deadlines. Students are expected to be aware of scheduled assignments. If a student is absent for a scheduled assignment, an explanation must be provided. Teachers will establish and clearly communicate expectations regarding assignments, including timelines for completion. Teachers will also establish, communicate, and apply consequences for late and missing work and have students attend the Assessment Completion Centre to complete incomplete assignments.

Middle Years

Middle Years' course generally run for the entire year with the exception of their options. As the majority of a student's grade will come from daily course work, it is critically important that students stay on top of their daily work. Teachers will use a variety of ongoing assessment techniques to evaluate students. As evaluation methods will vary from subject to subject, it is crucial that students are aware of what is required in each course and accept responsibility for completing assignments and meeting deadlines. Students are expected to be aware of scheduled assignments. If a student is absent for a scheduled assignment, an explanation must be provided. Teachers will establish and clearly communicate expectations regarding assignments, including timelines for completion. Teachers will also establish, communicate, and

apply consequences for late and missing work and have students attend the Assessment Completion Centre to complete incomplete assignments

FINAL ASSESSMENTS (where written)

Final assessments will be designed to synthesize learning in a course. The type of final assessment will be decided upon at the school level. All final assessments will take place in regular classes (there will be no formal exam week). In **Grades 7-8**, final assessments will not exceed **15%** of the final grade. For **Grades 9-12**, final assessments will not exceed **25%** of the final grade. Courses with provincial achievement tests will be weighted in accordance with the provincial mandate. In **Grades 9-12** elective courses, implementation of final assessments are a school-based decision and will not exceed **25%** of the final grade. Adaptations on final assessments will parallel what typically occurs in the classroom on an ongoing basis (for more information go the ISD website and look up Administrative procedure 6030 on Assessment, Evaluation and Reporting).

REPORTING

Interim and final reports are issued each semester. Throughout the year parent-teacher visitations are held. Parents may request special progress reports from the school and may arrange parent/student/teacher interviews. There is also the Parental Portal located on the Interlake School Division website to access your child's academic progress and attendance. Please contact the school for access password. Final June reports will be mailed out.

Students Who Are 18

Once a student turns 18, they have the option of asking the school to no longer share any information with parents by filling out a form. Please request one from the office if interested.

When referring to information, this includes academic progress, attendance, and school concerns. It also includes information related to any community health information and Graduation in June.

Please discuss this with your student and encourage them to not complete the form to so that we can continue to keep you informed on important updates.

SMOKING / VAPING

Teulon Collegiate recognizes the harmful effects of some and vapour on the health of both users and non-users and further recognizes its responsibility to provide healthy environments to all students, employees and visitors to our school.

Our school and school grounds are designated a smoke/vape free area. Use of tobacco products, vapour products and cannabis on school property and areas abutting school property is prohibited at all times for all employees, students, volunteers and visitors. School property is defined as all school buildings and grounds.

The use of tobacco products, vapour products and cannabis will not be permitted in private vehicles on school property or in any vehicles used to transport students as well as any offsite ISD activities.

Anyone who violates these rules will be receive a consequence upon consultation with administration. Suspensions and involvement with out AFM worker may be a part of the consequence.

Permission/Information Slips

From time to time, our teachers will take students to community locations (Green Acres Park, the arena/curling club, etc. Teachers may require a signed permission slip or may just provide a short note explaining the activity.

PARKING

Student's parking on school property during the school day is a privilege – respect the rules that are in place.

The bus loop will be closed to all unauthorized vehicles between the time of 8:15 a.m. and 3:30 p.m. This is for the safety of our students and staff.

The school parking lot is the property of the Interlake School Division and is under the direct control of the Administration of Teulon Collegiate. Parking is on a DAILY “first come, first serve” basis.

Students are required to park their registered vehicles in the Student Parking area only. The Highways Traffic Act will be enforced with respect to the rights of the pedestrians, school busses and other drivers. Anyone who abuses the RECKLESS DRIVING privilege by speeding, spinning tires, or driving in a careless manner will be notified that his/her parking privileges MAY be suspended for the remainder of the school year or have their behaviour brought to the attention of the RCMP.

Smoking/Vaping is NOT permitted on Interlake School Division property. Vehicles on school division property are to remain tobacco/vape/cannabis free.

Off road vehicles such as: dirt bikes, ATV's and snowmobiles are not allowed on school property as per Interlake School Division Policy.

Reserved parking areas are as follows:

- Staff - assigned parking on the south side of the school. Along fence facing TES
- Students - in designated parking area along the fence separating our parking lot from the TES playground.

DAMAGE AND LOSS

You should report all damage to school property to the front office as soon as possible. Students responsible for damage to or loss of school property will be asked to pay for repair or replacement e.g. books, equipment, etc... TCI is not responsible for the damage or loss to private property.

SCHOOL PATROLS

Teulon Collegiate students must respect Teulon Elementary School patrols at all times.

GRAD

Each year, staff advisors take on the role of assisting our graduation class with their graduation plans. TCI is responsible for the formal in-school part of graduation. The students and parents are in charge, under the guidance of a staff supervisor, for the after-ceremony festivities, Dinner and Safe-Grad. The staff advisor will begin the planning process early in September.

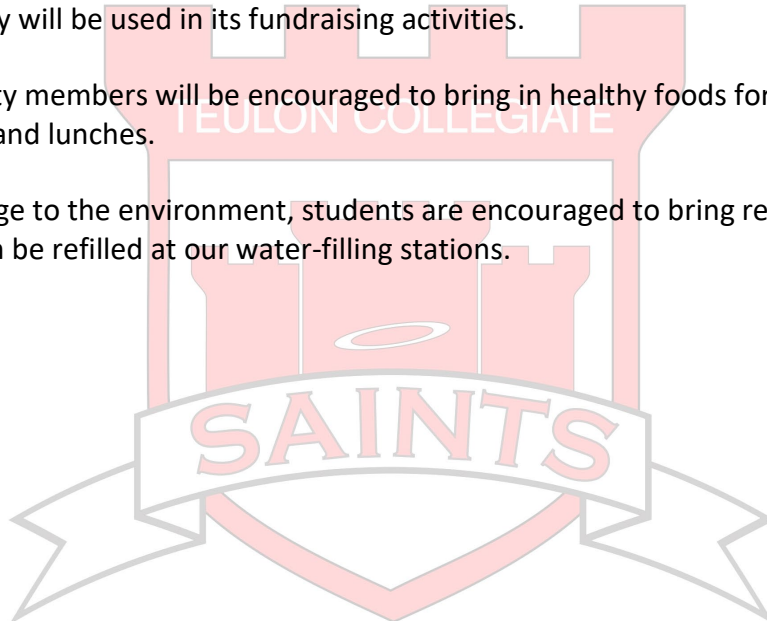
Nutrition Policy

Nutrition plays a major role in growth, development and learning. Teulon Collegiate will continue to promote healthy eating and active living through physical education, nutrition education and our canteen program. We believe that our school has the responsibility to foster and support healthy eating practices by providing nutrition education to all students. We will ensure that all decisions involving food and drink at Teulon Collegiate follow the guidelines set out by the Provinces' Moving Forward with Schools Nutrition Guidelines (2104).

Any food-related school fundraisers should be nutritious. No chocolate bars, chocolate-covered products or candy will be used in its fundraising activities.

School community members will be encouraged to bring in healthy foods for class parties, nutrition breaks and lunches.

Due to the damage to the environment, students are encouraged to bring re-usable water bottles which can be refilled at our water-filling stations.



Middle Years Noon Hour (12:20-1:20)

- 12:20-12:50 Students head to the gym or library. Students will remain in gym/library until 12:50
12:50 Students will not be allowed to leave the building at 12:50 to pick up lunch uptown (time constraint).
12:50-1:20 Student eat lunch in the cafeteria. Students will remain in the cafeteria until the 1:15
1:15 Warning bell.

Leaving The School Grounds

All students will need to check out of the school at noon hour so we are aware who is in the building. Students are to check out with Mrs. Ward who will be standing out in front of the library in front of the Junior High doors. Students who are using a one-time note are to present it to Mrs. Ward at this time. Students who leave the building at 12:20 will not be allowed back into the building until 12:50, at which time they will remain in the cafeteria.

Town Students

Students who reside in town and who will be heading home for lunch can provide the office with a note that gives them permission for the year to leave the school grounds at 12:20 for lunch. Town students will still need to check out of the building when they are leaving.

Bus Students

Grade 8

Grade 8 bus students can provide the office with a note that gives them yearly permission to leave the grounds at noon hours. Students must still check out when they are leaving the building.

Students may provide a note on an individual date basis if they have not been granted yearly permission.

Grade 7

Grade 7 Bus students will be required to provide a note for each time that they are looking to leave the school grounds at noon hour. This note will be given to Mrs. Ward when checking out.

Cafeteria

Once in the cafeteria students will remain in the cafeteria until the warning bell at 1:15. Students are expected to clean up their spots. Alternative arrangements will be made for students who have difficulty following the noon hour rules (eating in a different location at school, being asked to eat lunch at home if they are a town student, to name a few).

CODE OF CONDUCT

At Teulon Collegiate we believe that students, staff and parents/guardians are expected to work together in ways that ensure success for all learners. In order to achieve this goal. It is expected that everyone involved with Teulon Collegiate will respect and abide by the stated standards, expectations values and beliefs set out in this handbook. In order to be respectful, responsible and accountable:

Students will:	Staff will:	Parents/Guardians will:
<ul style="list-style-type: none"> • Comply with the Code of Conduct • Attend school regularly and on time • Be prepared for class with the necessary materials and completed assignments • Display dignity, acceptance and respect to others • Resolve problems/conflicts with out aggression or violence • Respect the physical property of the school and others • Dress appropriately following the schools Dress Code expectations • Refrain form the use of tobacco, vape, cannabis, alcohol or any other controlled substances • Adhere to school and divisional policies with respect to appropriate use of technology 	<ul style="list-style-type: none"> • Treat all members of the school and community fairness, respect and consistency • Communicate information about student progress, attendance and behavior to students, parents and administration • Be punctual • Clearly state course objective and use a variety of teaching strategies in lessons and assignments that academically appropriate and meet each learners' needs • Teach the approved curriculum for their courses • Provide a positive, safe, orderly and supportive learning space • Be fair and consistent in dealings with students and parents/guardians 	<p>---Encourage their child to:</p> <ul style="list-style-type: none"> • Do their best • Respect the rights of their peers and staff • Respect the property of others • Dress appropriately • Attend school regularly <p>--- Maintain regular and open communication with their child and their child's teachers regarding their attendance and academic progress</p> <p>---Attend school events and meetings provide constructive input</p> <p>---Properly equip their child with supplies</p> <p>---Support the school in providing a safe, secure, accepting environment for their student and others</p> <p>---Support the Interlake School Division's policies</p>

Code of Conduct Indiscretions

Depending on the nature of the student misconduct and for a first offence and the type of offence, the teacher may:

- Help the student make restitution for their behaviour.
- Give verbal reprimand
- Work out restitution
- Change seating arrangement
- Remove student privilege(s)
- Assign detention
- Contact student's parents

If student behaviour continues to be unacceptable, the teacher may
Administration may:

- Help the student make restitution for their behaviour
- Reprimand student
- Counsel student
- Refer student to school counsellor
- Contact parents
- Remove privileges
- In consultation with school administration, Assign "in-school" / out of school Suspension. A teacher has the ability to suspend a student from their class for up to 2 days. This consideration only occurs after all other avenues have been exhausted

Academic Dishonesty

Students are expected to turn in work that is entirely their own. Students are responsible for knowing expectations regarding academic dishonesty as set out by their teachers. Teachers will outline their expectations for academic honesty in their course outlines

Students found to be academically dishonest (plagiarizing, using notes/cell phone during a test/final assessment, copying others work) may have to re-submit the assignment, receive a zero, be required to complete a different assessment or assignment, fail the class and/or be suspended from school.

IN- SCHOOL SUSPENSION

A student is removed from all school activities both curricular and extracurricular. The student will work in an alternate location away from their regular class and must remain within the designated area. The student is responsible for bringing schoolwork to complete. The student's lunch period will be determined by administration.

EXAMPLES OF MISBEHAVIOR THAT MAY WARRANT An in-school suspension

- Habitually late to class, Skipping, Leaving School Grounds without Permission
- Inappropriate Language
- Disrespect for property – vandalism (school/personal)
- Refusing to remove inappropriate Clothing/Headgear – references to alcohol, drugs, racism, sexual matters, language.
- Inappropriate Behaviour –roughhousing, bullying, disruptive/uncooperative
- Willful Disrespect, Insolence, Refusal, Rude, or Discourteous

Parents will be notified by phone, text or email whenever their child is given an in-school or an out-of-school suspension. During this conversation, an Intake meeting may be required with the student, parent/guardian, teacher and other appropriate school staff in attendance before the student's return.

Violent or Abusive Behaviours

While the general procedure would be to follow an increasing severity of consequences for continuous unacceptable behaviour, any behaviour deemed to be of a more serious nature could omit the lesser consequences in favour of a more suitable punishment. Certain behaviour, for example, smoking or consuming alcoholic beverages or illicit drugs on school property may result in an automatic suspension from school, even for a first-time offence.

A student that has received a suspension will not be permitted to participate in any school activity during the period of suspension. This will include extracurricular activities such as sports, dances etc.

STUDENT COUNCIL / LEADERSHIP / SOCIAL JUSTICE LEAGUE

Teulon Collegiate provides for the extra-curricular activities for students and the promoting of school spirit in all school functions. All leadership groups fall under the SOCIAL JUSTICE LEAGUE banner to better coordinate school-wide activities.

The SJL groups seek students' active support and enthusiasm for the development of a wide variety of programs and activities.

Please listen for announcements or watch for posters in the hallways early in the year to see what groups will be running for the current year.

Social Justice League Members:

TBA after first meeting early in September.

YEARBOOK

The yearbook committee members design, organize and plan the yearbook from cover to cover. It is a year-long project which takes many hours of dedicated work.

This job allows students to learn about marketing, advertising, photography, special effects, layouts, design and money management. In developing a yearbook, students gain an overall understanding of our school and its numerous clubs. A staff member or members supervises this activity. Listen for information early on in September.

AWARDS

Recognition is awarded for outstanding achievement during the school year in the fields of academics, sports and extra-curricular activities. Awards are presented to students at graduation and at fall assemblies.

ATHLETIC PROGRAM

The athletic program at Teulon Collegiate is considered to be an integral part of the total educational picture. The program intends to offer participants an opportunity to experience the positive physical, social and emotional benefits of interschool athletic competition.

Teulon Collegiate competes at divisional (Interlake), zone (MHSAA ZONE #5) and provincial (AA) levels in several sports.

There may be as many as three teams per sport.

- Junior High - Grades 7 & 8
- Junior Varsity – Grades 9 & 10
- Varsity – Grades 11 & 12

For most sports both male and female teams exist. Participants in the interschool program can expect to pay a participation fee to help off-set the costs of referees, tournament registrations and other costs associated with overnight tournaments. If a team is successful in reaching a Provincial Championship, the Interlake School Division covers the cost of transportation and lodging.

Students are expected to exhibit appropriate conduct while participating in all extracurricular activities. These activities are considered to be an extension of the school program – all school rules apply even though most extracurricular activities take place outside of the regular school day. Remember, you are always representing your school. Students must be in good standing with their attendance and academics otherwise they may face an interruption in their participation. The administration, the teacher and the parent will discuss suspending a student from play if a student is not performing in the classroom to his/her ability.

Artistic Program

Our artistic program is also an integral part of our school community.

Band

TCI runs a band program from Grade 7-12. Students take regularly scheduled band classes throughout the entire year. Performances are held throughout the year on and-off site. A band camp as well as a band trip to attend a music festival have been held in the past. These trips fall under the supervision of the Band teacher and if are to occur, information will be sent out to parent and students. There is an active parental Band Booster group that helps to support the band. If your child becomes a member of the TCI band family, this group will most likely reach out to you.

Other musical programs that have been offered in the past based on interest and staffing:

- Jazz Band
- Honour Band
- Choir
- Vocal Jazz

Drama

Drama is being taught within the timetable. A Spring production will culminate the students' work in this class. Watch for further details.



PHYSICAL EDUCATION/HEALTH CURRICULUM

The Physical Education/Health Curriculum has been developed by teams of educators and medical practitioners, and has been approved by the Minister of Manitoba Education Citizenship and Youth, for use in Manitoba schools.

This mandatory curriculum deals with movement, fitness management, personal safety, personal and social management, and healthy lifestyle practices. Units that may be of particular interest to Middle/Senior Years parents are those dealing with Safety of Self and Others, Substance Use and Abuse Prevention, and Human Sexuality.

Parents can find further information on the Physical Education/Health Curriculum through the Manitoba Education Citizenship and Youth website at www.edu.gov.mb.ca/ks4/cur/physhlth, or by requesting the opportunity to view the curriculum guide from your student's teacher. Parents may, if they wish, provide some alternative delivery of the units: Safety of Self and Others, Substance Use and Abuse Prevention, and Human Sexuality. However, a letter of explanation outlining the alternative programming must be provided to the school, and students will still be expected to undertake assessments similar to all other students. If you wish to provide the delivery of any of the aforementioned units yourself, or have any questions pertaining to the curriculum, please contact the Teulon Collegiate.

Drivers' Ed

If you are interested in signing up for Drivers' Ed it is no longer done through the school. Contact your local MPI center for more information.

