

# Welcome to

## VIRDEN COLLEGIATE INSTITUTE



*Integrity*

*Literacy*

*Equality*

**538 Government Road S.  
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Virден, Manitoba  
R0M 2C0**

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[www.flbsd.mb.ca/vci](http://www.flbsd.mb.ca/vci)

**2021/2022**

**Principal:**

Mr. M. Keown  
email: [mkeown@flbsd.ca](mailto:mkeown@flbsd.ca)

## **Fort La Bosse School Division's Mission Statement**

The Fort La Bosse School Division is committed to working together with our communities to prepare students for the future by providing quality education and fostering lifelong learning in caring environments while making the best possible use of resources.

## **Virден Collegiate's Mission Statement**

"Modeling respect, learning and responsibility to motivate students to become productive, caring citizens."

## **DIPLOMAS OFFERED AT V.C.I.**

- High School:*** Students who successfully complete 30 credits while also fulfilling the requirements of the High School Program graduate with a High School Diploma.
- Technology Education:*** Students who successfully complete 30 credits while also fulfilling the requirements of a Technology Education Program (8 credits in Power Mechanics or Business) graduate with a Technology Education Diploma.
- Special Achievement:*** A Fort La Bosse School Division Special Achievement Diploma will be awarded to students who successfully fulfill the requirements of the High School and/or Technology Education Programs and complete more than the minimum number of credits for graduation.
- Gold - 35 credits or more
- Dual Diploma:*** Students who successfully complete the requirements of BOTH the High School and Technology Education Programs will receive both diplomas.

## **Virден Collegiate Institute is a 'Nut Safe' and 'Fragrance Safe' school.**

*We have students with life-threatening allergies. Please help us look after our students by keeping nut products and fragrances (i.e. perfumes, colognes, spray on deodorants) out of our school.*

## STAFF

### Teaching Staff

Ms. M. Cabernel	Mrs. J. Mathieson
Mr. J. Chandler	Mr. C. McPhee
Mrs. M. Chyzyk	Mrs. S. Mitchell
Mr. D. Denty	Mrs. D. Peters
Mrs. R. Eslinger	Mr. C. Plett
Ms. D. Friesen	Mr. D. Roach
Mr. T. Froese	Mr. M. Robertson
Mr. J. Goertzen	Ms. C. Stafford
Ms. J. Grieve	Mrs. C. Tapp
Mrs. T. Hayward	Mr. J. Taylor
Mr. N. Holovach	Ms. D. Tripp
Mrs. S. James	Mr. M. Wakely
Mrs. F. Kliever	Mrs. T. Zander
Mr. D. Kristof	

Principal - Mr. M. Keown

Administrative Assistants      Mrs. M. Sawyer  
Mrs. S. Strain

Guidance Counselor      Mrs. D. Peters

Resource:      Ms. M. Cabernel  
Ms. D. Tripp

Librarian      Ms. G. More

### Educational Assistants

Mrs. G. Bradbury      Mrs. N. Roach  
Mrs. D. Haines-Hawtin      Ms. B. Sidoryk

Student Support Worker      Mrs. W. Bancescu

Custodial Staff: Mrs. I. Gompf, Ms. T. Parker,  
Mrs. M. Quintero, Mr. T. Singh

## SCHOOL TIMETABLE

The school year consists of two semesters with four formal reporting periods. V.C.I. operates on a two-day cycle, each day consisting of five periods. Our period and break times are listed below.

## SCHOOL DAY SCHEDULE 2021--2022

<b>8:48</b>	<b>Morning Alert Bell</b>
<b>8:50 - 9:55</b>	<b>Period 1</b>
<b>9:55 - 10:04</b>	<b>Break</b>
<b>10:04 - 11:08</b>	<b>Period 2</b>
<b>11:08 - 11:12</b>	<b>Transition Break</b>
<b>11:12 - 12:16</b>	<b>Period 3</b>
<b>12:16 - 1:15</b>	<b>Noon</b>
<b>1:15- 2:19</b>	<b>Period 4</b>
<b>2:19 - 2:28</b>	<b>Break</b>
<b>2:28 - 3:32</b>	<b>Period 5</b>

Students are expected to be punctual for all classes.

## FEES

### Athletic Fee:

Students participating in varsity sports programs may be expected to pay a participation fee for special equipment, transportation and uniforms.

### Subject Fees:

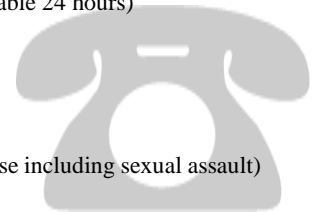
**\$ 80.00** Covers curricular consumables such as paper, glue, bristol board, etc., supplements curricular trips, funds in-school activities **and a VCI Yearbook.**

### Payment Plans:

Families may set up payment plans with the school if they cannot afford the fees in full. **Fees must be paid before students will be permitted to participate in curricular trips or extra-curricular activities.**

## IMPORTANT PHONE NUMBERS:

Kids Help Phone .....	1-800-668-6868 (24 hr. counsellors man the phones)
	Website: <a href="http://Kidshelpphone.ca">Kidshelpphone.ca</a>
Manitoba Counselling Services.....	1-204-786-8686 (24 hr. counsellors will accept collect calls)
Suicide Counselling Services.....	1-877-435-7170
Farm and Rural Stress Line.....	1-204-949-4777
Child & Adolescent Treatment Centre (Brandon) .....	1-204-727-3445 (staff available 24 hours)
Adult Mental Health.....	748-2321
Children & Adolescent Mental Health.....	748-2321
Family Services .....	748-2321
Westman Women's Shelter.....	1-800-862-2727 (24 hrs.)
	(re physical/sexual/emotional abuse including sexual assault)
Mental Health Mobile Crisis Unit.....	1-888-379-7699
	(before 8:30 a.m. after 4:30 p.m. weekdays & 24 hrs. weekends)



## **COURSE CHANGES**

Students may make timetable changes until the end of the third *day* of either first or second semester under the following conditions: 1) they have a valid reason for changing their timetable 2) **ONLY** with the permission of the teachers involved and the administration and parents. Students wishing to drop courses once the semester is under way also require permission from teachers and administration. The deadline for dropping a course is 10 days into the semester or after the first summative assessment, otherwise the student may receive either an incomplete or failing grade on their transcript.

## **STUDENT RESPONSIBILITY FOR REGISTRATION**

The administration and staff of Virden Collegiate make every effort to ensure that students are enrolled in courses appropriate to their needs and abilities. Occasionally, situations arise where students find themselves lacking certain compulsory courses or pre-requisites. The expectation is that students and parents will become familiar with course requirements at V.C.I. The school will **NOT** accept responsibility in cases where students have not enrolled in the proper courses. **IN SOME INSTANCES, STUDENTS MAY JEOPARDIZE THEIR ABILITY TO SATISFY GRADUATION REQUIREMENTS.**

## **FIRE DRILLS**

The law requires ten (10) regularly scheduled fire drills throughout the school year. Correct evacuation procedures must be followed at all times. Students are asked to leave the building in an orderly fashion with their teacher or by themselves if they are in a study period. Once outside students are asked to line up with their homeroom teacher for attendance. If students have open campus privilege, they **MUST** sign out to ensure staff and emergency personnel know that they are not in the building if they are not present for the homeroom attendance in the student parking lot.

## **INDEPENDENT STUDY (InformNet / Teacher Mediated)**

Each year a number of students enroll in correspondence courses for a variety of reasons. To do so, they must have authorization from school administration and pay the required fee. **STUDENTS MUST TAKE RESPONSIBILITY FOR REGISTRATION, FEE PAYMENT, AND ADHERENCE TO VARIOUS DEADLINES IMPOSED BY THE INDEPENDENT STUDY PROGRAM.**

## **EVALUATION PROCEDURES**

- 1. Student evaluation will be based on a combination of term work and examinations/final project as indicated on the course outline.**
- 2. V.C.I. staff feels that communication with the home about student progress is of utmost importance, therefore the school will be sending home regular progress reports. Parents can contact staff via phone, e-mail (ex. [jsmith@flbsd.ca](mailto:jsmith@flbsd.ca)) or access Powerschool on line: <https://flbsd.powerschool.com/public/home.html>**
- 3. Examination Format:**
  - Students will be required to complete formal summative assessments at the end of each semester in each course of studies taken. This summative evaluation or summative project will test the core curriculum in each subject.
  - Each exam/final summative project will have a value of 30% of the student's final grade.
- 4. Reporting Cycle for Student Progress Reports:**
  - *1<sup>st</sup> Semester* Mid-November: Mid-term formal report  
Start of February: Final report
  - *2<sup>nd</sup> Semester* Mid-April: Mid-term formal report  
End of June: Final report

## **5. Determination of Student Marks:**

The grades issued to students in their courses each semester are calculated as follows:

Term mark (70%) + EXAM/Summative project mark (30%) = FINAL Mark (100%)

The passing mark required for ALL courses at V.C.I. is 50%. Course outlines will reflect evaluation practices.

- 6. Attendance & Evaluations**—Absences that result in a student missing a summative evaluation may result in a zero score for that assessment piece unless the student has made prior arrangements with the teacher.

## **Honour Roll**

All high school students in Fort La Bosse will be eligible for the yearly Fort La Bosse Honour Roll if they maintain a minimum of 80% average (mean-79.5 and above) at the completion of each school year and also must include the following courses:

Grade 9---Compulsory courses (Math, ELA, Science, Social Studies and Physical Education)-5 credits

Grade 10—Compulsory courses (Math, ELA, Science, Social Studies and Physical Education)-5 credits

Grade 11—Compulsory courses (Math, ELA and Canadian History) as well as 2 additional courses at the 30 or 40 level-5 credits

Grade 12— Compulsory courses (Math, ELA) as well as 3 additional courses at the 40 level-5 credits

Graduating Honour Roll—A mean of all 20 of the courses used for the student “Honour Roll” from Grade 9 through 12.

NOTE: Although the delivery method may be in a number of formats such as InformNet, Blackboard, Video Conference, Teacher Mediated, Face-to-Face etc., courses must be delivered by an educator recognized by Manitoba Education and Advanced Learning.

Further, in cases where students have taken multiple sections of a subject area, the highest score will be used in the calculation.

For Grades 9-11, this Honour Roll will be recognized at a school awards day, and the Grade 12 Graduating Honour Roll will be done so at the school Graduation ceremony.

## **Academic Responsibility:**

Clear communication will be in place indicating when assignments are due between the teacher and student. Students are encouraged to initiate discussion with the teacher prior to due dates to make alternate arrangements when they foresee difficulty in completing an assignment on time and the said assignment may be assessed without penalty, depending on the reason.

If a student fails to hand in an assessment on the due date, the teacher may give a timeline for the assignment to be handed in and may deduct an appropriate percentage of marks if the timeline and percentage are communicated to the student and parent. (refer to course outlines provided by teachers)

Students that chronically do not hand in assessments on time will be referred to the Student Service Team for additional supports. (Laggard policy may apply)

Additional consequences for late or missing assessments will be detention, suspension and loss of privileges.

## **Virden Collegiate will support students by doing the following:**

- Solicit and consider student input and collaborate with other staff to coordinate the timing of major assignments.
- Share assignment timelines and reminders through many means, including classroom web pages, email, and course outlines.
- Assist students to manage time effectively—monitoring student progress at each stage of a complex assignment can ensure they stay on track.
- Anticipate which students may require additional supports to complete assigned tasks, and monitor those students more closely.
- Choose, when appropriate, to extend time for completing assignments, especially for students who communicate with the teacher in advance of the due date.
- Contact parents to discuss strategies for keeping students on track when they are falling behind, or not taking responsibility for their work.
- Develop an agreement with the student to complete the work.
- Provide additional supports for students who are learning English or French as an additional language.
- Provide alternative assessment tasks that accommodate diverse learning needs.

## **FINAL EXAMINATION DATES**

Final examination dates will be announced well in advance. It is the responsibility of students to be aware of when exams are scheduled in their courses. Given our climate the last day of exams is always the make up day, please do not plan to be away on this day as it may be reassigned as an exam day for your son/daughter. **\*\*NOTE\*\*** Students are expected to take all tests and examinations/final projects seriously and are expected to write these when they are scheduled by the school. Students unable to write tests for valid reasons are expected to inform the school on or before the day of the test. Failure to comply with this regulation could result in a mark of “0” being issued.

V.C.I. does NOT re-schedule examinations. Should a student miss a final examination, a mark of “0” will be issued automatically unless there are extenuating circumstances which prevent the student from writing. Extenuating circumstances acceptable to the school would include serious illness (Doctor’s note required), bereavement, family crisis, or other serious circumstance. V.C.I. would consider any such situations on a case by case basis and could either schedule a supplemental examination or award a credit in the course based solely on term marks if the case warranted it.

When a student is absent from final exams due to reasons other than illness/death etc., they are required to write exams at the same time as students would be in the school setting. The family of the student is responsible for locating a suitable proctor, ( ie: pastor, teacher, lawyer etc.) and making arrangements for the exam to be faxed/emailed to the proctor. A \$25 fee may be attached per exam to cover costs of the service to the school as well as reimbursing the proctor for their time commitment.

## **Grade Appeal Process**

Situations may arise where a student or parent believes an evaluation does not accurately reflect the student’s achievement or growth. All appeals must be in writing and must be received within three (3) school days after the mark/grade or standing is received by the student. The steps in the appeal process are as follows:

1. Appeal to the teacher teaching the course. If not resolved,
2. Appeal to the principal of the school. If not resolved,
3. Appeal to the Superintendent of Fort La Bosse S.D. If not resolved,
4. A final appeal to the Fort La Bosse Board of Trustees.
5. Appeals should be resolved within five (5) days after receipt of the appeal by the teacher.

There should be two separate divisional appeal forms - one for retention/acceleration and a second for mark/grade appeal.

## **Assigning a WIP (Work In Progress)**

The WIP designation allows students at S1 - 4 to continue working toward the expected learning outcomes without failing a course. After consultation with student, parent/guardian, and school administrator, a teacher may assign a WIP when a student is making progress but requires additional time and assistance to complete the course of study.

If a teacher chooses to assign a WIP, he/she will outline a plan of assistance that includes the learning expectations for the student and a time frame for completion. The plan will identify areas that require further attention or development or specific requirements that must be fulfilled to meet expected learning outcomes. When a WIP is assigned at the end of a semester, the student may be permitted to meet the expectations within a specified time period. Senior 4 students may be eligible for a WIP but it could have ramifications as to when they would graduate. The teacher who assigns the WIP is responsible for assessing the student's completion of the course and converting the WIP designation to a grade. Teachers should establish timelines for WIP completion that consider teacher's availability, the school's timetable, course registration requirements and Manitoba Education and Training regulations.

## **Locks & Lockers**

All students are issued a locker and a lock. This is to ensure that students' possessions are safe against theft. The lock and locker are possessions of V.C.I. and Fort La Bosse School Division and may be subject to search under reasonable grounds. Students are not allowed to share lockers, otherwise both students may lose their privilege of having a locker. Only school issued locks are to be used on the locker, any non-school issued lock will be immediately cut off by school personnel.

## **Healthy Foods Policy**

VCI tries to encourage good nutrition. To this end a Healthy Foods Policy has been developed that promotes healthy food choice and portion control. The cafeteria serves nutritious entrees on a daily basis. The drink machines are filled with water, juices and Powerade as well as some diet soda. Healthy snacks are served by the Parent Advisory Council twice per month at no cost to the students.

**Energy Drinks**—In order to ensure students are healthy and mentally able to learn, students are encouraged to not have them in school. Students that we believe are having their health negatively affected may have their parents contacted and a referral will be made to the Public Health Nurse or school counselor.

## **School Closure due to Adverse Weather Conditions:**

School will be closed if temperatures reach -40 degrees Celsius or -45 with the wind chill factor.

There will be an announcement made on local radio and on the divisional website ONLY if the school is closed. The announcement will be made no later than 7:30 a.m.

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**Thank you for taking the time to review our "Bear Book", for more information on our school policies and procedures (eg. attendance / discipline) or to attain a complete copy you may contact the office or visit our Virden Collegiate website:**

**<http://vci.flbsd.mb.ca/>**

**If you require any clarification or you have any questions please feel free to contact the school and speak to the administration.**

**Let's have a great 2021 - 2022 School Year!!**

**GO BEARS GO!!**



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## VIRDEN COLLEGIATE ATTENDANCE POLICY

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### **PREAMBLE**

Schools in Fort La Bosse School Division consider regular school attendance to be of the utmost importance. Regular school attendance enhances student achievement. All students are expected to attend regularly. When absence from a class is NOT absolutely necessary, yet deemed important by the student and parent/guardian, careful consideration should be given prior to parental authorization.

To enable the school to maintain accurate records and as a matter of courtesy, parents are requested to communicate with the school on matters pertaining to student absences. The division attendance policy indicates the process to be followed. When parents remove students from school during the course of the school day or know in advance of an appointment, they are expected to fill out a “*Request for Absence*” form. This conforms with provincial regulations relating to liability and responsibility. Once again, the matter of courtesy and communication comes into play. These forms can be picked up from the office or downloaded from <http://vci.flbsd.mb.ca/>

According to the Public Schools Act of Manitoba, parents are legally responsible for sending their children to school from the age of seven to eighteen. All students, regardless of age, are expected to abide by the policies and regulations of the school or school division.

VCI attendance policy will reflect the following:

- A student will be marked absent, regardless of the reason (such as school events, illness, scheduled appointments).
- Trends in absenteeism will be tracked and followed up by the VCI Student Services Team. Once certain benchmarks have been accumulated - communication with parents and consequences for the students will follow.
- Students demonstrating school refusal may be subject to interventions or program changes, (at the discretion of the Student Services Team and Administration)
- If students are not attending class/school on a regular basis, the natural consequences may be that they fail the course(s).

### **OPEN CAMPUS PRIVILEGE**

The privilege of “*open campus*” is extended to all students in Grades 11 and 12 (who are not missing any Grade 9 or 10 in compulsory subjects). This privilege means that students are not required to be on school premises or property during times when they have unassigned time. To be eligible for “open campus”, students must maintain satisfactory academic progress and demonstrate the ability to adhere to school regulations. School administration may withdraw the privilege of “open campus” if all requirements are not met. Students who leave the school during the regular school day are REQUIRED to sign the “Sign-out Book” located in the office. Failure to sign out may result in a loss of open campus privilege.

*Students may lose their open campus privilege if they fail to meet the following requirements:*

- 1 - Keep all their grades above 50%*
- 2 - Follow the school's code of conduct.*
- 3 - Hand in all the necessary forms and student fees.*





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# VIRDEN COLLEGIATE DISCIPLINE POLICY

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## 1. ATTENDANCE

### *Expected Behaviour*

Compulsory attendance is the law in Manitoba. Your teachers believe that there is much to be gained by interaction in class with your peers and teachers. Regular attendance at school is an important habit to develop and will carry over into responsibilities later in life.

### *Consequences of Misbehaviour*

1. Teacher will contact guardians to let them know the student's attendance is an issue.
2. Administration will send a form letter home informing parents of the student's attendance problem, once benchmark totals have accumulated.
3. Students with more than ten (10) absences in a course may be subject to an attendance contract, which is created in collaboration with school administration, the student and the teacher. This contract will contain conditions for success that need to be met and consequences if the unexcused absences continue.

## 2. ACADEMIC EXPECTATIONS

### *Expected Behaviour*

All students are expected:

- to come to class with required material
- to do the work assigned to them to the best of their ability (i.e. homework and other assignments done on time and handed in).
- to work cooperatively and constructively in class.

### *Consequences of Misbehaviour*

1. Teacher will discuss directly with the student.
2. Teacher will communicate the problem to guardians, so that both advocates for the student can work together to eliminate the problem
3. Students will be referred to school administration. A team meeting including student, teacher, administration and parent will occur to decide on conditions of continuation in the course or possible withdrawal from the course.

## 3. PUNCTUALITY

### *Expected Behaviour*

Students are expected to be on time for all classes.

### *Reasons for Expected Behaviour*

Punctuality is a desired trait which will pay dividends in the work place and in your relationships with friends and associates throughout life. In school, students who are late to class cause unnecessary interruptions.

### *Consequences of Misbehaviour*

Teacher and student will work together to create solutions to resolve the problem.

Teacher will contact the student's guardians to work with them to help support the student in resolving the problem.

Persistent lateness however, may result in exclusion from class and the creation of an attendance contract.

## 4. RESPECT

### *Expected Behaviour*

Students are expected to treat their peers and the adults in the building in the same courteous and thoughtful manner in which they would expect to be treated.

### *Consequences of Misbehaviour*

- Informal Interview with student conducted by an adult in the building.
- Removal of privileges.
- In-school suspension.
- Restorative activities.
- Out of school suspension.

## 5. IMAGE

### **(A) Dress & Appearance**

#### *Expected Behaviour*

Students are expected at all times to maintain a satisfactory level of personal hygiene. As well, students are expected to dress in a neat, clean, and attractive manner which reflects personal pride and respect for others. The following will be used as guidelines:

- Headgear is not to be worn in classrooms, areas of administration or the gymnasium.
- Clothing that bears obscenities or lewd suggestions is not permitted;
- Clothing that advertises illicit activities or inappropriate products for the school environment (i.e. drugs, alcohol or sexuality) is not permitted
- Clothing that may signify gang affiliation. Gang involvement will not be tolerated on school sites.
- Footwear must be worn at all times.
  - Subject specific styles of clothing may be required for certain classes (i.e. technical, sciences and P.E.)
- All shirts are required to have at least a two finger width strap over the shoulder and be appropriate for a business-school environment (i.e. no cleavage, midriffs, bare backs, tank tops, halter tops, exposed underwear, etc...).
- Dresses, shorts, skirts, and skorts should be an appropriate length as determined by administrative staff.

#### *Consequences of Misbehaviour*

Any clothing that is deemed to be inappropriate by staff or other students will result in the students being required to change. It is expected that students will not wear that article of clothing to school again. Subsequent incidences may result in more severe measures being taken by administration (in-school or out of school suspension).

### **(B) Language**

#### *Expected Behaviour*

Students are expected at all times to refrain from the use of obscenities and profanities when expressing themselves on school property or at school functions.

#### *Consequences of Misbehaviour*

In most cases, a reminder to the offending student will be all that is necessary. Persistent and flagrant breaches of this regulation will be referred to the administration. Administration may assign the student restorative activities, removal of privileges, in-school suspension or out of school suspension.

## 6. TOBACCO / VAPING PRODUCTS

### *Expected Behaviour*

Use of any and all tobacco and vaping products, including e-cigarettes, is prohibited on school property, including school buildings, school grounds, school parking lots and in vehicles parked on school property.

### *Consequences of Misbehaviour*

Students using any of these products in school buildings, on school grounds, on school parking lots or in vehicles parked on school property will be dealt with by the school administration. Consequences may be restorative activities, removal of privileges, in-school suspension or out of school suspension. A typical first offence is a 1-day in-school suspension, a second offence is a 2-day out of school suspension and a third offence is a 4-day out of school suspension.

## 7. HALLWAY LOITERING & INAPPROPRIATE USE OF TIME

### *Expected Behaviour*

Students are expected at all times to be in their scheduled classes or other designated areas. (i.e. library, cafeteria, etc.)

### *Reasons for Expected Behaviour*

Students will benefit much more from their years at Virden Collegiate if they use their time effectively. This provides excellent training for the years ahead. Students and staff find it difficult to cope with distractions caused by students loitering and socializing in the halls while classes are in session.

### *Consequences of Misbehaviour*

Students who persistently disregard this expectation will be dealt with by the administration. The consequences could involve such things as loss of privileges or, in severe cases, in-school or out-of-school suspension.

## 8. LEAVING SCHOOL PROPERTY

### *Expected Behaviour*

Students are expected to remain on the school property during school hours, unless they have permission slips signed by parents and school authorities. Exceptions will be Grades 11 and 12 students with the open campus privilege. Students must sign out in the Sign Out Book located in the school office before leaving school property during the regular school day.

The school staff has a “duty of care” to all students in its charge. There is a concern about liability and accountability. If there is a fire alarm, the student must be accounted for either through the Sign-Out Book or through their homeroom attendance. In general, this rule is in the students’ best interest.

### *Consequences of Misbehaviour*

Students who leave school property will be dealt with by the administration. Students may lose the privilege of unassigned time, have privileges removed or be assigned in-school suspension.

## 9. Academic Honesty

***Expected Behaviour:*** Students are expected to properly cite the usage of other’s ideas, information, language, writing and images. As well, to ensure that course evaluations are valid, students are expected to create original works that are free of information from other students, cheat notes, electronic sources or any other secondary sources.

## **Consequences of Misbehaviour**

**1st Offence**— The student will be required to redo the assessment with a deduction of up to 25% being deducted from the students assignment as a penalty. The assignment will be completed within a reasonable time-line set out by the teacher or receive a 0% if they fail to complete.

**2nd Offence**—Student will receive a 1 day in-school suspension and will receive a 0% for the evaluation. The student will be required to complete the assessment or evaluation before they can return to class, but it will be worth no marks.

**Subsequent Offences**—Student will be suspended 3 days out of school and will have to sign a contract with the school. The student will be required to complete the assessment or evaluation before they can return to class, but it will be worth no marks. Students may be withdrawn from the course.

Consequences for plagiarism and academic dishonesty will be cumulative through all the courses the student is taking during their time at Virden Collegiate and will be recorded under the “discipline tab” in the student’s information on Maplewood.

## **Academic Dishonesty on Final Summative Evaluations**

If it is determined that a student cheated or plagiarized on their final summative evaluation / exam the student may receive a zero with no opportunity to be reassessed.

## **10. VEHICLES AT SCHOOL**

### *Expected Behaviour*

Students who drive vehicles are expected, whenever possible, to park only in the designated student parking area and to drive responsibly while on school property.

There are good reasons why vehicles should be appropriately parked. Some are:

- a) so as not to inconvenience homeowners near the school.
- b) so as not to interfere with school bus access.
- c) so as not to interfere with the access of teachers and other students.
- d) for overall safety. The necessity of prudent driving at all times is obvious.
- e) Access for emergency vehicles.

### *Consequences of Misbehaviour*

Students will generally be given sufficient warning when they are guilty of infractions. When warnings do not result in desired behaviour, students may be refused access to school property with vehicles or their vehicles may be towed away. Police involvement is also a possibility depending upon circumstances.

## **11. ACCEPTABLE USE OF TECHNOLOGY / PERSONAL DEVICES / INTERNET**

### *Expected Behaviour*

It is a general expectation that Fort La Bosse School Division staff and students will use technology in a responsible, efficient, ethical, and legal manner. The following are not permitted:

- Sending, displaying, or soliciting offensive messages or pictures, which, without restricting the generality of the foregoing, includes sexually explicit messages, messages which constitute hate messages, or messages that are discriminatory in nature
- Using obscene language
- Harassing, insulting, or attacking others
- Re-posting personal communications without the original author’s prior consent
- Damaging computers, computer systems, computer networks, or software
- Violating copyright laws
- Using others’ accounts
- Trespassing in others’ folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, political lobbying, or illegal purposes
- Using portable storage devices without permission of site administrator (virus control)

### ***Consequences of Misbehaviour***

Violations may result in the loss of network access. Additional disciplinary action may be determined at the individual school level in line with the existing practice regarding inappropriate language or behaviour in accordance with the Student Discipline Policy including suspension or expulsion. If applicable, law enforcement agencies may be involved.

## **12. Cyberbullying**

### ***Expected Behaviour***

V.C.I. is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying by students, employees or others is prohibited and will not be tolerated in the school. Cyberbullying is bullying by means of any form of electronic communication including social media, text messaging, instant messaging, websites, digital camera or digital representation or email.

Students are encouraged to report an incident immediately to a teacher or principal even if it happens out of school. Students who make a report are requested to preserve evidence of cyberbullying. The privilege of using school electronic devices or personal electronic devices at school or school activities will be revoked when a student, employee or third party engages in cyberbullying.

### ***Consequences of Misbehaviour***

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline up to and including expulsion. Typically the first offense will result in a suspension of three days.

### ***VTRA – Violence, Risk & Threat Assessment***

Fort la Bosse School Division is committed to working together with our communities to prepare students for the future by providing quality education & fostering lifelong learning in caring environments while making the best possible use of resources. To accomplish this, our students and communities must be safe places in which to learn and grow. Please be advised that in accordance with our Division Policies JLDBB and JICFB, we are providing Fair Notice that violence or threats of violence will not be tolerated in or around our school facilities, while individuals are transported for Fort la Bosse activities, or for the duration of participation in Fort la Bosse or related activities. Included are any digital activities which may be initiated off campus. All staff and students or any member of the school community having knowledge of high-risk student behaviour or having reasonable grounds to believe there is a potential for high-risk or violent behaviour should promptly report the information to the school principal and/or his/her designates. Our School Administrators, identified members of school staff and division office staff are trained to respond in these situations when called upon to do so. Both policies are available for you to access on our division web site.

## **Severe Discipline Issues (Fort La Bosse Policy JK-R)**

When dealing with severe discipline issues V.C.I. will attempt to not just be punitive in addressing the situation. Counseling services will be recommended if deemed necessary by the school team (administration, staff, resource and counselor). Restorative activities will be offered to students if the misbehavior demonstrates the student needs to be reconnected to the school community, if the student volunteers to participate and if an appropriate activity can be found.

1. **Verbal, Physical, Sexual Abuse/Bullying/Racism**—unequivocally that any physical, verbal (oral or written), sexual, psychological abuse, profanity, bullying or discrimination on the basis of race, culture, religions, gender, language, disability, sexual orientation or any other attribute is unacceptable (subsection 9(2) of The Human Rights Code. Student will be suspended, with immediate referral to the Superintendent and School Board.
2. **Extortion**—student will be suspended for a minimum of three days and RCMP may be contacted.
3. **Possession of Weapons**—student will be suspended in school for the remainder of the day with the possibility of additional days. If the weapon has the potential to end human lives, the student will automatically be suspended from school and will not be able to return until a decision has been reached by the Superintendent.
4. **Threats or Attacks with Weapons**—student will be suspended immediately for a minimum of five days. The Principal will consult with the Superintendent as to the possibility of an extension up to six weeks or expulsion. RCMP will be notified.
5. **Insubordination** (student refuses to follow directions or instructions)—students will be suspended in-school for the remainder of the day and possibly one additional school day. Should the offense reoccur, an additional two day suspension is appropriate.
6. **Uncontrollable Behaviour**—student may be suspended for the remainder of the day and possibly one additional day. If the behaviour continues, a suspension for a further one to three days may be appropriate.
7. **Vandalism**—student will be expected to compensate the victim(s) for the costs of the damage through either their payment or restitution. If the case is severe enough, an additional penalty of an in-school or out of school suspension may be appropriate.
8. **Setting Off the Fire Alarm/Prank Calls to 911/Bomb Threat**—student will be suspended out of school for three days. RCMP will be notified.
9. **Arson or Attempted Arson**—student will be suspended a minimum of five days and RCMP will be notified.
10. **Theft**—student will be expected to utilize restorative activities and may be suspended out of school for up to three days.
11. **Conduct Injurious to the Welfare of the School during Non-School Time**—When it can reasonably be determined, on a balance of probabilities, that a student's conduct outside of school hours and off school property, deliberately targets and is abusive to an employee or member of an employee's family or causes damage to the property of an employee, such conduct shall be deemed by the School Division as conduct injurious to the welfare of the school, and the School Division will impose appropriate consequences regardless of the citations that may, or may not be, imposed by law enforcement agencies. Such consequences may include loss of school privileges, suspension or expulsion of the student.
12. **Drugs & Alcohol**—Students suspected to be under the influence of drugs or alcohol or found in possession of drugs, alcohol or drug/alcohol paraphernalia, will be suspended for 5 days out of school and will be referred to the Addictions Foundation of Manitoba. A Second Offense will result in a choice being presented to the student. The student will be suspended indefinitely and either recommended for expulsion or offered participation in a Restorative Justice Circle. The goal of the Restorative Justice Circle is to put supports in place for the student to improve as a citizen of V.C.I. After the Restorative Justice Circle the student will be readmitted to V.C.I. Six weeks after the meeting there will be a follow up meeting to see what progress the student has made with the support of an adult designated at the Justice Circle and if any other supports need to be put in place. If the goals of the Restorative Justice Circle are not met or if the student fails to attend the meeting he/she may be recommended for expulsion. If a student is caught a third time, he/she will be suspended indefinitely and recommended for expulsion.

### 13. Cell Phone and Electronic Device Use

#### ***Preamble:***

Staff and administration of VCI recognize cell phones and electronic devices are an integral part of today's society. Our policy focuses on encouraging etiquette in the use of these devices, rather than on prohibition. *Cell Phones and Electronic Devices* (including iPads, iPods, tablets, MP3 players, etc.) are the responsibility of the student. They should be stored in lockers or carried by the owner.

#### ***Cell Phones and Electronic Devices in the Classroom***

*Each teacher will determine if and how cell phones and electronic devices will be used within his/her classroom.* Teachers will advise and supervise the proper use of electronic devices according to class assignments and expectations.

**No Cell Areas:** There are some areas where cell phones and electronic devices have no purpose:

**Assemblies** - Cell phones and electronic devices should not be used in assemblies, out of respect for the speaker(s).

**Exams & Tests** - Exams and tests are to measure what you know. Having a cell phone can be a temptation to cheat. Leave your phone in your locker or hand it in to the teacher on duty before the exam or test begins.

**Change Rooms / Washrooms** - Change rooms and washrooms are areas of personal privacy. Camera/video phones would be an invasion of privacy. Leave your phone in your locker or hand it in to the teacher on duty at the start of Phys. Ed. class.

**In-school Suspension** - Students on in-school suspension will not be allowed to have their cell phones or electronic devices during their suspension time. Cell phones and electronic devices will be turned in to office staff at the beginning of the suspension time, and will be returned to the student after the suspension has been served.

***Inappropriate Behaviour with respect to cell phones and electronic devices*** will be defined by the classroom teachers, and may consist of: Talking and placing phone calls / Texting / Using Social Media  
***Teachers' Electronic Device Expectations will be posted in the classroom and will be explained clearly to students.***

#### ***Consequences for Inappropriate Behaviour:***

**First Offence:** The offender gives the cell phone to the teacher. The teacher will return the cell phone to the student at the end of the class.

**Second Offence:** The offender gives the cell phone to the teacher. The teacher will return the cell phone to the student at the end of the day.

**Subsequent Offence:** The teacher will confiscate the cell phone/electronic device. The offender will be sent to the office and the administration will deal with student's insubordination.

### **Resolution of Disputes**

Virten Collegiate staff, the student and the parent/guardian all share the goal of having the student be successful socially, emotionally and academically. However, at times there may be a lack of information between parties or a disagreement over an issue. We believe that all problems can be resolved using MB Educations ten steps to Problem Solving.

1. Decide whether the issue is worth pursuing.
2. Meet with the person most directly involved with the issue.
3. Ask the person to describe how he or she sees the situation.
4. Describe the situation as you see it.
5. Summarize the issues that need to be resolved.
6. Discuss one issue at a time.
7. Brainstorm possible options for each issue.
8. Generate solution(s) that work for everyone.
9. Put the solution(s) in writing.