

Student/Parent Information Guide 2026-2027

SCHOOL CONTACTS

Main Office:204-729-3170

- Administration- Principal and Vice Principals
- Attendance
- General information

Student Services.....204-729-3960

- Counsellors
- Resource Teachers
- Transcripts

School Social Worker.....204-729-0339

AFM.....431-541-7951

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SECTION A ♦ ADMINISTRATIVE INFORMATION

A.1 School Mission Statement

Our mission is to build a community of engaged, respectful and socially responsible teachers and learners striving for excellence and success in academics, athletics, the arts and citizenship.

COMMUNICATOR	REAL-WORLD READY	ETHICAL CITIZEN	CRITICAL THINKER
Vincent Massey students communicate with confidence and respect. They express their ideas clearly, listen to understand, and use their voice to build positive and meaningful connections with others.	Vincent Massey students are prepared for life beyond school. They manage their time, meet deadlines, follow through on commitments, and develop the skills and habits needed to succeed in any setting.	Vincent Massey students demonstrate integrity and empathy. They are kind, respectful, and honest, valuing others' time, perspectives, and experiences, while staying true to their own principles.	Vincent Massey students think deeply and act wisely. They ask questions, analyze information, consider multiple perspectives, and make thoughtful, reasoned decisions to solve problems creatively.

A.2 Timetable Structure

The high school timetable structure is a “locked” five period semester system. Each period is sixty-five minutes in length.

A.3 Announcements

Announcements are made during the first five minutes of Period 1. They are displayed on monitors around the school, the Vincent Massey website and PowerSchool.

<https://bsd.ca/massey/page/8634/announcements>

A.4 Class Times

The daily schedule of class times is as follows:

Period #1	8:55 a.m. - 10:00 a.m.
Period #2	10:05 a.m. - 11:10 a.m.
Period #3	11:15 a.m. - 12:20 p.m.

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Lunch	12:20 p.m.	-	1:20 p.m.
Period #4	1:20 p.m.	-	2:25 p.m.
Period #5	2:30 p.m.	-	3:35 p.m.

A.5 Office Hours

General Office	8:00 a.m.	-	4:30 p.m.
Student Services	8:00 a.m.	-	4:30 p.m.

SECTION B ♦ STUDENT SUPPORT SERVICES

B.1 Addictions Foundation of Manitoba Counselling

Vincent Massey has access to an A.F.M. counsellor on a regular basis. Students wishing to speak to the school's A.F.M. counsellor can contact her at the Student Services area or by phoning the A.F.M. office.

B.2 Career Education Program

The school is committed to providing students with a comprehensive career awareness/planning program. Students have opportunities to explore their personal strengths and interests regarding careers through the following forums:

- ❖ **Career Exposure Presentations:** The Student Services department and Career Center Technician will organize presentations, mini-sessions, and career days during the year that will provide students with direct information to assist them in their career planning.
- ❖ **Career Center:** The Career Center centralizes and distributes career and post-secondary information to our students. The Career Center is managed by a Career Center Technician and has a variety of resources to assist students in their career/post-secondary planning.
- ❖ **Career Preparation Programs:** A single semester Career Development course is available for Grade 10 students. Grade 11 and 12 students can register for a two-credit program which provides students with an opportunity to integrate classroom theory and practical and meaningful experiences in the workplace.
- ❖ **High School Apprenticeship Program**
The High School Apprenticeship Program let you explore apprenticeship opportunities while you are still in high school. It combines regular high school instruction with paid, part time, on-the-job training. Students may receive a maximum of eight 40S credits.

B.3 Clinical Services

The Clinical Services Department of the Brandon School Division provides assessment and treatment of students experiencing academic, behavioral, speech/language, family, and other difficulties affecting school performance.

B.4 Counselling

Counsellors provide services for students, parents, and teachers. Students wishing to see a counsellor or resource teacher are encouraged to arrange appointments directly or to leave a message in the Student Services office. Appointments can be arranged during spares, over the lunch hour, or prior to or immediately after regular school hours.

If a student's needs are urgent, he/she can also request an appointment during class time.

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B.5 Peer Tutors

A peer-tutoring program is offered at the school. Peer tutors, volunteer students in grades 9 – 12, help with homework, assignments, and study skills.

B.6 Resource Program

The school has four resource teachers who work closely with the entire school staff in providing leadership and guidance in providing program supports for students. Their role is to serve both students and teachers by assisting in the identification and delivery of the most appropriate academic program for students.

B.7 Registrar

Students seeking information about post-secondary studies and career planning can visit the registrar for advice in these areas. The registrar works closely with the school's guidance counsellors and the career tech to provide students the opportunity to research future goals outside of high school. The registrar also acts as our school's AP coordinator and can help students who are planning to take AP courses. Please visit the registrar's office in student services to book an appointment.

B.8 Social Worker

The School Social Worker provides clinical services and support to students, parents, and teachers. The overall goal is to improve educational success by helping to ensure a student's social and emotional needs are met. These services can be provided within the school, at home, or in the community. The social worker can be contacted directly or through the Student Services office.

B.9 Transition Support

The Grade 8 to 9 Transition Support will provide support for students transitioning into Grade 9 to provide adequate, intensive support and/or individualized programming to improve student achievement in terms of credit completion rates and average marks.

SECTION C ♦ SCHOOL SERVICES

C.1 Nutrition Program

Our **Nutrition Program** provides daily food options in a welcoming environment so students can stay focused, engaged, and ready to learn.

Breakfast: 8:15-9:00am

Lunch: 12:20-1:20pm

Fresh fruit is also available throughout the day, along with a grab-and-go selection of nutritious items that students may access as needed through the main office.

In addition to daily food access, Vincent Massey hosts community events that bring students, families and community partners together to support wellness and connection.

There is no cost to access this program.

We are grateful to the donors and strong community partners whose generosity help make this program possible for our students.

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C.2 Library Services

The library is open from Monday to Friday: 8:30 am to 3:30pm.

- ❖ The library has a wide variety of magazines, fiction and nonfiction materials, as well as audio books that students can sign out with the presentation of their Vincent Massey student ID card.
- ❖ Students must use their Vincent Massey student ID card to sign out any library item.
- ❖ Students are informed at the beginning of the semester that they are responsible for all library items signed out under their account. **If they lose a book, textbook, video, etc., it is their responsibility to pay for the item.**
- ❖ The library staff asks students to record their names in the book.
- ❖ The library contains computers and laptops that are used for assignment purposes only. Students need to complete an Acceptable Use Policy form to gain Internet access privileges.
- ❖ Water is permitted, but no other food or drink.

C.3 School Cash Online

School Cash Online is a safe and secure form of online payment that allows you to pay for your child's school items, like field trips, sports fees, or grad fees online.

By registering you will have the ability to:

- ❖ Keep track of your child's school items and activity fees
- ❖ Check your account history
- ❖ View and print receipts
- ❖ Pay for school fees with the click of a button

Please find the School Cash Online tab on the Vincent Massey Website.

C.4 Lockers and Locks

Lockers and locks are provided to students by the school.

Lockers are allocated by the front office administrative assistants. **Students will have the same locker and lock from grade 9-12.** When the locker agreement is completed, the lock and its combination will be issued to the student. These locks are the only locks permitted and the lockers remain the property of the Brandon School Division.

To ensure school safety for all students and to ensure that school policies are being adhered to, the school administration will conduct random locker searches throughout the school year. Students are reminded to take measures to ensure their locks are secure, i.e. spin the combination after closing the lock to scramble the combination.

C.5 Lost and Found

The school has a "Lost and Found" located beside the front office. Valuable items are stored such as phones, air pods, jewelry, etc. are kept in the main office. Vincent Massey is not responsible for lost or stolen articles.

C.6 School Pictures

Each fall, school pictures are taken by a school approved photography service. All students must have their pictures taken even if they do not intend to purchase a student packages. The school requires a recent student photograph for yearbooks, student cards, and the administrative student management system.

C.7 School Entrances and Exits- NEW 2026

To support the safety and security of all students and staff, Vincent Massey High School will have designated monitored entrances and exits. The Front Entrance and South Gym Doors will serve as the main entrances to the school. The East Doors will be open at 8:30 a.m. and again at the start of the lunch hour. All other

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exterior doors will remain locked and will be used for emergency exits only. Students are expected to enter and exit the building through designated doors only.

C.8 Student Parking

The student parking lot is located west of the school. Students who bring a vehicle to school and choose to park in the parking lot are required to abide by the following parking lot regulations:

- ❖ Students are to always maintain control of their vehicles as inappropriate driving practices will be reported to the Brandon City Police.
- ❖ Students are asked to park their cars properly to allow for maximum parking capacity.
- ❖ Failure to move an inappropriately parked vehicle will result in the vehicle being towed away at the owner's expense.
- ❖ Students will use the correct entry to and exit from the parking lot and will not block the circular travel route.

C.9 Student Drop-off

Student parking lot and appropriate areas as per City of Brandon traffic by-laws. (East side staff parking lot is not to be used).

SECTION D ♦ COMMUNICATION

D.1 Power School Parent Portal

This program gives parents the access to their child's information through the Internet, i.e. attendance, marks, assignments, and timetable. Information will be sent home to new students at the beginning of the year. Please contact the office for assistance in setting up your account.

D.2 Automated Broadcasts

Automated telephone messages and emails are occasionally sent out to all students for special announcements.

D.3 Vincent Massey social media

Parents and students can get more information by visiting our school web site at <https://bsd.ca/massey> and on Instagram: vmhs_bsd

SECTION E ♦ GRADUATION INFORMATION

E.1 Application for Graduation

All Grade 12 students who are eligible for graduation must complete a "convocation application" and pay a convocation fee. Applications and fees are collected starting in February.

E.2 Graduation Committees

Graduation events are planned by the following committees:

- ❖ **Convocation** (Staff Committee)
- ❖ **Safe Grad** (Parent and Student Committee)

In November, the administration will provide both students and parents with an overview of the graduation day and begin the establishment of necessary committees.

E.3 Graduation Day Format

The exact format will be finalized in November.

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SECTION F ♦ REGISTRATIONS, COURSE CHANGES, TRANSFERS

F.1 Minimum Course Load

Students who are of compulsory school age should be fully scheduled. All other students will be required to maintain an active status by being registered in at least three credits per semester during any one school year except for Grade 12 students. In the final year, the number of courses per semester depends upon the individual's graduation requirements. Any deviation from this requirement requires approval from the Student Management Committee, a counsellor or an administrator.

F.2 Course Withdrawal

Each course withdrawal requires the completion of the subject deletion form. For each course withdrawal to be finalized by a counsellor or administrator, the student must have the teacher's and parent's/guardian's signatures. After the course withdrawal deadline, all final marks for courses will appear on the official transcript. Deadlines for course withdrawals are set immediately following midterm parent/teacher interviews.

SECTION G ♦ SAFETY REGULATIONS

G.1 Accidents

When an accident occurs, the appropriate first aid will be administered to ensure that the student is in no danger. A school representative will contact the parents. The administration will generally decide on the most appropriate mode of transporting the student to professional medical care. Confirmation will be obtained from the parents that suitable action is being taken, and an accident report will be filled out promptly.

G.2 School Evacuations

Vincent Massey High School has clearly defined procedures for the following emergencies:

- ❖ School Lockdown
- ❖ Primary Access
- ❖ Fire Drills
- ❖ Severe Weather
- ❖ Shelter in Place
- ❖ Relocation

In the event of a school emergency evacuation, students will be advised of the evacuation procedures and established locations.

In the event of an extended evacuation, students will be notified by radio or by other public media regarding re-entry to the school.

G.3 Bus Evacuations

In the event of an emergency bus evacuation, students are expected to follow specific procedures that have been instructed during bus evacuation drills. Each student is expected to participate in two evacuations and become familiar with the rules of bus safety according to the provincial guidelines. In addition, bus drivers will provide instructions to students during field trips.

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G.4 Student Accident Insurance

All students may enroll in the group Student Accident Insurance Program. Forms are available in September, and information is sent home through School Messenger. Students involved in sports are encouraged to enroll in the plan.

SECTION H ♦ STUDENT EVALUATION

H.1 Course Outlines

Course outlines are a requirement for all programs at Vincent Massey School.

Each course outline is developed according to the curriculum requirements of Manitoba Education and Training, and the Brandon School Division's Student Assessment Policy.

Course outlines will be distributed to students during the first week of a semester and can be accessed by contacting the main office or the teacher.

H.2 Student Responsibility Guidelines for Assessment and Evaluation

Students actively engaged in their learning are the essence of the Brandon School Division's mission of educating the whole child.

The assessment, evaluation and reporting of student learning and achievement involve students, teachers, principals, parents, superintendents and the Board of Trustees. It is the responsibility of professional educators to assess, evaluate, and report on each student's degree of engagement and resulting learning outcomes. Such assessment, evaluation and reporting is a continuous and fundamental part of the student's learning process.

Students are responsible for:

- ❖ their own learning with the expertise, assistance and motivation of their teachers.
- ❖ engaging individually and collectively in school/community learning opportunities.
- ❖ improving their learning involvement
- ❖ playing an active role in assessing their own learning
- ❖ providing evidence of their learning within established timelines

The purpose of this document is to identify student responsibilities in assessment and evaluation practices, provide clear guidelines and consequences so students can make informed decisions, and to provide structures that improve the relationship between student learning and assessment.

H.3 Promotion Policy

Students must achieve a minimum mark of 50% in accordance with the course outline evaluation to successfully complete the program. (PED30F and 40F are designated with complete and incomplete).

H.5 Appeal Policy

Students are required to address all perceived mark errors directly with the teacher following the return of each assessment or following any reporting period.

If a student chooses to appeal the final course mark, the following procedures must be followed:

- ❖ The student meets with the teacher to discuss the final mark. Parents/guardians should attend this meeting.
- ❖ If the student is not satisfied with the results of the meeting with the teacher, the student can activate an official appeal using the Final Grade Appeal Form.
- ❖ The Final Grade Appeal Form is forwarded to the Principal.
- ❖ The Principal forwards a copy of the Final Grade Appeal Form to the teacher with a request to forward any relevant information.

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- ❖ The Principal will schedule a meeting with the student, teacher, and parent/guardian to allow presentation of information relevant to the appeal.
- ❖ The Principal reviews the information gathered, considers the information presented by all parties, and makes a final decision. The final decision will have one of two results: the mark remains the same, or the mark is increased.

Appealed marks will stand as the final mark. Students receiving 50% or above will pass the course.

SECTION I ♦ STUDENT ATHLETIC PROGRAM AND GUIDELINES

The school offers a full range of athletic programs including football, volleyball, basketball, track and field, baseball, curling, badminton, cross-country, golf, hockey, soccer, rugby, lacrosse and fastball. The program is committed to individual and team development in each sport to ensure that the school has a competitive and successful athletic program.

The school's teams are governed by the regulations of the following athletic organization and constitutions:

- ❖ Manitoba High School Athletic Association – Zone 15
- ❖ Winnipeg High School Football League
- ❖ Westman High School Hockey League
- ❖ Prairie Baseball League

I.1 Eligibility

All athletes must adhere to the M.H.S.A.A. guidelines which allows four years of consecutive eligibility if the student is under the age of nineteen as of August 31st of the current year. This commences in Grade 9.

All students are to be registered in the required number of grade level courses per semester and maintain a passing grade in all registered courses. Regular attendance in school is an expectation for all athletes and will be monitored by the administration. The administration will consider eligibility for individual students in athletics on a probationary format in consultation with the coach, parents, and students.

I.2 Administration/Athlete Agreement:

All athletes who are selected to teams must complete an Extra/Co-Curricular Standards of Representation and Participation Agreement before representing Vincent Massey in any competitive game. The administration/athlete agreement will require signatures by the athlete and parents and/or guardians. The team coach will monitor the student to ensure he/she is adhering to the conditions of the contract.

I.3 Team Selection

Individuals are selected to teams based on tryouts. The try-out will be an evaluation based on overall athleticism, commitment, and work ethic. The coaching staff will advise those individuals who do not make the final roster prior to the official posting of the selected team.

- ❖ **Freshman** – Players will be selected from the Grade 9 population based on overall athleticism, commitment, and work ethic. The school will strive to have two teams if there are enough players, coaches, and gym time.
- ❖ **Junior Varsity** – Players will be selected from Grade 9 and Grade 10 students based on over-all athleticism, commitment, and work ethic.
- ❖ **Varsity** – Players will be selected from Grade 10 to Grade 12 and will be based on overall athleticism, commitment, and work ethic.

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I.4 Playing Time

- ❖ **Freshman** – Every attempt will be made to play all students equally during league, exhibition, and tournament games. Coaches will have the discretion to adjust playing time in the play-offs, in a tournament championship game, or in the provincials.
- ❖ **Junior Varsity and Varsity** – Every attempt will be made to play all students throughout exhibition, league and tournament play. The coaches will have the discretion to limit playing time during the play-offs, tournament playoff games, and in the provincials. Due to the competitive nature of varsity sports, there is an expectation that all junior varsity and varsity teams will play at the highest level to ensure the success of the individual athlete and the team.

I.5 Athletic Fees

Student athletes will be required to pay a set user fee for each sport. This fee will be based on travel expenses, officiating costs, and uniform replacements of the team for each sport. Fees for different sports will vary. These fees are based on the number of roster players. These fees are due at the start of each season and may vary according to specific sports.

I.6 Athlete Code of Conduct

The Brandon School Division Student Conduct Policy will be always applied to the general conduct of all student athletes. Athletes will also be subject to disciplinary action as outlined by the respective league constitutions.

Student athletes are expected to have good standing in their academic classes, including attendance.

Any student consuming alcohol, drugs, tobacco, or performance enhancing products will be in violation of the Brandon School Division policy on drugs and alcohol. Any disciplinary action will respect the Brandon School Division guidelines.

SECTION J ♦ STUDENT ORGANIZATION/EXTRACURRICULAR ACTIVITIES

Participation in extracurricular programs is an important part of each student's overall education. When a student is experiencing academic difficulty because of lack of effort, poor attendance, or where a student demonstrates that he/she is not prepared to meet the behavioural expectations of the school, his/her participation in extracurricular activities may be withdrawn. The decision to withdraw a student from extracurricular participation will be made by the school administration in accordance to the above philosophy and the specific eligibility requirements as outlined by the respective activity. The primary focus is the academic well-being of our students. It is important that all our students meet the behavioral expectations of the school.

Athletics

- ❖ Badminton
- ❖ Baseball-Boys
- ❖ Basketball-Freshman Boys & Girls
- ❖ Basketball-JV Boys & Girls
- ❖ Basketball-Varsity Boys & Girls
- ❖ Bowling Program
- ❖ Cross Country
- ❖ Curling
- ❖ Softball - Girls
- ❖ Football Program
- ❖ Golf

Fine and Performing Arts

- ❖ Debate Club
- ❖ Brandon Jazz Festival
- ❖ Creative Writing Club
- ❖ Guitar Club
- ❖ Grad Choir
- ❖ Grad Convocation Band
- ❖ Major Production
- ❖ Major Production (Costuming)
- ❖ Major Production (Front House)
- ❖ Major Production (Make-Up)

School Citizenship

- ❖ Astronomy
- ❖ Beading Club
- ❖ Book Club
- ❖ Chess Club
- ❖ Climate Club
- ❖ Computer Science Club
- ❖ Culturama
(participation in meetings and pavilion)
- ❖ Dungeons and Dragons Club

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| ❖ Hockey | ❖ Major Production (Props) | ❖ Entrepreneurship Club |
| ❖ Lacrosse | ❖ Major Production (Publicity) | ❖ Hike Club |
| ❖ Rugby- Boys & Girls | ❖ Major Production (Set Crew) | ❖ Indigenous Students Group |
| ❖ Soccer- Boys & Girls | ❖ Major Production (Stage Crew) | ❖ Movie Club |
| ❖ Track and Field-Boys & Girls | ❖ Culturama (performance) | ❖ Peer Tutors |
| ❖ Volleyball- Freshman Boys & Girls | | ❖ Student Council |
| ❖ Volleyball- JV Boys & Girls | | ❖ Winnipeg Brain Bee |
| ❖ Volleyball- Varsity Boys & Girls | | ❖ Yearbook Committee |
| | | ❖ Youth in Philanthropy |

SECTION K ♦ STUDENT POLICIES AND RESPONSIBILITIES

K.1 Student Management and Supervision of Progress

The school manages and supervises student progress on a regular basis following approved school guidelines. Vincent Massey High School incorporates a Response to Intervention model. This framework provides intensive intervention(s) targeting academic and/or socio-emotional challenges that may be impeding student progress. Students are assigned to an administrative/student services team that may be comprised of, but not limited to a vice-principal, a counsellor, a social worker and a resource teacher. Each team meets with the principal on a weekly basis to discuss student progress and to determine an appropriate course of action that could address any identified issues.

Students are assigned to the administrative/student services team by grade level and/or level of intervention required.

Each administrative/student services team is responsible for overseeing student progress in the following areas:

- ❖ Attendance
- ❖ Student Conduct
- ❖ Academic Performance and Programming
- ❖ Supervision of Individual Educational, Behavioural, and Transitional Plans
- ❖ Funding Applications
- ❖ Extra-Curricular Program Issues
- ❖ Graduation Monitoring

K.2 Access to Pupil Information: Pupils 18 Years of Age or Older

Under the Public Schools Act section 42.3(3), Consent of Adult Pupil, parents/guardians of students, who are 18 years or older, do not have access to school-related information about their son/daughter unless the student signs a release form which allows sharing of school information with parents/guardians.

The school will mail a letter and an *Access to Pupil Information: Pupils 18 Years of Age or Older Consent to Disclose Personal Information to Parents/Guardians* form prior to the month the student reaches his/her eighteenth birthday. The student uses the consent form to indicate whether or not they give the school permission to release school-related information to parents/guardians. The school will continue to share information with parents/guardians about their son/daughter until the student, after his/her eighteenth birthday, clearly denies permission by completing and returning the consent form to school.

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K.3 Attendance

A student's attendance at school has a direct effect on their achievement. Therefore, to maximize achievement, students and parents should make every effort to restrict absences to those that are unavoidable. This models the accepted practice in any workplace situation.

Our attendance policy emphasizes the following:

- ❖ Students and parents/guardians have a responsibility to minimize the number of absences from classes.
- ❖ Students and parents/guardians should be able to provide explanations for all absences.
- ❖ Students will be accountable for their personal decisions regarding their attendance and their tardiness.
- ❖ Poor and irregular attendance will affect student achievement and the ability to complete the registered course of studies.

The attendance policy records and recognizes the following absences:

- ❖ **School Approved Absences:** Field trips, school or curriculum related activities (sports, music, drama, transition to post-secondary, enrichment opportunities, school workshops)
- ❖ **Parent Approved absences:** Short-term illnesses, medical appointments, family vacations, suspensions, court appearances, driver's license examinations, religious holidays, funerals, other absences supported by parent/guardian phone call.
- ❖ **Unexplained absences:** Absences not supported by parent/guardian phone call.

***Important note:** students that are excused or unexcused from a class should not be in the building.

The school's attendance tracking process requires that parents and/or guardians' phone the school for absences if they want those absences to be recorded as explained absences. Phone calls are to be directed to the administration office at 204-729-3170. If parents are unable to make direct contact with the administration's office personnel, messages can be left on our school's answering system or you can email the school at vincentmassey@bsd.ca. If a student is absent from a class and has not been excused, the school's School Messenger (automated computer call) will contact the home early in the evening and inform the parents of the absences that occurred.

All students are required to be in class at the scheduled times. Lates are prohibited as they disrupt the learning that is already taking place by the other students.

All student attendance matters will be discussed thoroughly by the Student Management Committee. Weekly decisions about student attendance matters will consider the age of the student, all extenuating circumstances, performance standing in the courses, and both the short- and long-term ramifications of the different intervention strategies.

Intervention strategies in any student attendance plan could include:

- ❖ Continual administrative monitoring
- ❖ School-based student support services – Counselling, Resource, Student Resource Centre
- ❖ Student support services by outside agencies and/or divisional staff – Social Worker, School Psychologist, Addictions Foundation of Manitoba, Child and Adolescent Treatment Center, etc.
- ❖ Alternate programming – Massey Alternative Program
- ❖ Restructured timetable with clearly defined guidelines for school continuation.
- ❖ Voluntary withdrawal from school
- ❖ Administrative withdrawal from school
- ❖ Educational Registration Agreements

The vice principals and/or members of the students' management team will inform parents and/or guardians and classroom teachers of all programming decisions.

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K.4 School Discipline Guidelines

The school is committed to providing our students and staff with a safe learning and working environment during regular school hours and at all school-sponsored events.

Students must behave in a respectful manner and comply with the respective code of conduct guidelines.

The legal obligation to provide a safe learning environment is defined by:

- ❖ Manitoba Public School's Act
- ❖ Policy JFC Student Code of Conduct
- ❖ Policy JFCH Alcohol and Drugs
- ❖ Policy Harassment
- ❖ Policy IIBGA Acceptable Use of Internet.
- ❖ Subsection 9(2) of the Human Rights Code

Assaultive Behaviour/Fighting

❖ ***Each Offence***

- Parental Contact
- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
- Possible Police Involvement

Drugs, Alcohol, and Intoxicating Substances

Intoxicants

Shall, for purposes of this policy, means illicit or non-medical drugs, alcohol, intoxicating substances and abusive use of medical drugs.

Under the Influence

A person shall be deemed to be under the influence of an intoxicant if that person exhibits a degree of impairment or that person has consumed an intoxicant.

In Possession

A person shall be deemed to be in possession of an intoxicant if that person has an intoxicant on his or her person on school property or during co-curricular activities, as an example, in his or her locker, personal possessions, or vehicle.

❖ ***Each Offence***

- Parental contact
- Police Contact – If deemed necessary, a parent or guardian shall be advised by telephone that the offender may be interviewed by the police, allowing parent/guardian time to be present for the interview if they wish.
- 5 days out-of-school suspension, plus additional days as approved by senior administration.
- Locker search according to BSD guidelines
- Referral to AFM Counsellor
- If evidence is available, take possession of the physical evidence according to evidence gathering procedures.

Gang Activity

Any form of gang activity, recruitment, harassment, violence, threats, and promotion will not be tolerated on school property.

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❖ *Each Offence*

- Parental contact
- 5 days out-of-school suspension; possible recommendation to Superintendents' Department for additional days according to severity of the situation.
- Police Contact
- Re-Entry Contract

Harassment of Students or Staff, Bullying of Students, Acts of Racism to Students or Staff – (Verbal, Written, Internet, Physical)

❖ *Each Offence*

- Parental contact
- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department

Insubordination and/or Non-Compliance to School Staff – Regular School Hours, Lunch hours, School Sponsored Activities

❖ *Each Offence*

- Parental Contact
- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
- Removal of Related Privileges

Internet and Electronic Mail Activity

Students must adhere to school and divisional policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable.

❖ *Each Offence*

- Parental contact
- Removal of Internet Privileges
- Possible out-of-school suspension
- Possible police contact and investigation
- Re-Entry Contract

Smoking on School Property or at a School Sponsored Activity

❖ *Each Offence*

- Parental contact
- 3 days out-of-school suspension

Supplying and/or Trafficking

Supplying and/or Trafficking

A person shall be deemed to be supplying or trafficking in an intoxicant when that person delivers, sells, exchanges, gives or makes available an intoxicant to another person during regular school hours or at co-curricular activities both on school property and off school property.

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❖ **First Offence**

- Parental contact
- 5 – 30 days out-of-school suspension; Principal recommendation to Superintendents' Department for expulsion.

Threats to School Safety and Threat Assessment – (Verbal, Physical, Written, and Internet)

The Brandon School Division and Vincent Massey High School are committed to the safety of students and staff. Therefore, all threat-related behaviours will be taken seriously, and any direct, indirect, veiled or conditional threats will be assessed safely and rapidly. Parents, students, and staff are expected to report any threat-related behaviour. It is also mandatory that the principal shall assess and take appropriate action once a threat-related behaviour has been identified. This may result in a formal threat assessment involving the Superintendent's office. Each school year a threat assessment presentation is given to staff and students at Vincent Massey High School.

❖ **Each Offence**

- Parental contact
- 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
- Police Contact
 - Re-Entry Contract

Vandalism or Theft of School, Student, and Staff Property

❖ **Each Offence**

- Parental contact
- Up to 5 days out-of-school suspension; possible recommendation for additional days to Superintendents' Department
- Possible Police Contact
- Restitution of property – full cost of repair or replacement

Weapons on School Property

The possession of any weapon, as defined in Section 2 of the Criminal Code of Canada will not be tolerated on school property.

❖ **Each Offence**

- Parental contact
- Up to 5 days out-of-school suspension, possible recommendation to Superintendents' Department for additional days according to severity of the situation.
- Police Contact
- Re-Entry Contract

K.5 Classroom Code of Conduct

Classroom teachers are responsible for the student conduct of their classroom and for ensuring that an effective and safe learning environment is consistently managed and promoted in their classroom. Classroom teachers are obligated to report to the administration the following student behaviors in the classroom for direct disciplinary action according to the respective Brandon School Division policies.

- ❖ Inappropriate language to a fellow student, educational assistant, or teacher
- ❖ Threatening comments or behavior to a fellow student, educational assistant, or teacher

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- ❖ Behavior influenced by drugs, alcohol, or controlled substances
- ❖ Possession of a weapon

The general classroom behavior that is considered unacceptable and disruptive to the learning environment will be handled according to the following guidelines.

- ❖ **Step #1 – Informal Interview**

The teacher addresses the issue with the student directly and reaches an agreement regarding the student's behavior.

- ❖ **Step #2 – Parental Contact**

The teacher contacts the parent/guardian to discuss the classroom performance issues and to develop an action plan to address the identified issues.

- ❖ **Step #3 – Formal Interview**

The teacher schedules a meeting with the student, parent/guardian, and the respective vice principal. At this meeting, the student's behavior is addressed. Both the student and the parent/guardian are advised that the next step will be a suspension from the classroom for five days.

The student will have an option of withdrawing from the course with no evidence of registration in the course on the student's transcript.

- ❖ **Step #4 – Classroom Suspension**

The student is suspended from a classroom for five days. The administration will complete the parental contact and written notification. The written notification will advise the family that the next issue will result in the student's removal from the course and/or program.

The student is allowed to withdraw from the class without having the course registered on the official transcript. The classroom suspension remains on school record.

- ❖ **Step #5 – Course/Program Withdrawal**

The school administration withdraws the student from the course or program and notifies the parent/guardian by phone and written notification. The course remains on the student's official transcript.

K.6 Excused Absences and Evaluation

Students, who have an excusable absence during a test, presentation, quiz, and class presentation, will be given the opportunity to complete the assessment within a reasonable time frame as outlined to students in the course outlines.

K.8 Student Dress Code

In establishing and providing for a respectful, safe, and secure school environment, the wearing of appropriate clothing by students is an important factor. Students are expected to always wear appropriate clothing in the school during the school day.

Appropriate clothing is free from:

- ❖ Inappropriate words, phrases, and images that can be offensive to others. Any words, phrases, and images that are offensive to another's ancestry, including colour and perceived race, nationality or national origin, ethnic background or origin, religion or creed, sexual orientation, and physical or mental disabilities will not be considered appropriate.
- ❖ Promotion of narcotics and/or alcohol
- ❖ Promotion of violent or illegal activities

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- ❖ Gang related clothing, colours, and symbols

Inappropriate Accessories

Accessories that may cause potential harm to self and others such as chains, spiked and studded collars, spiked and studded chokers, handcuffs, etc. will not be worn in the school or at any school function. Wallet chains are not allowed.

❖ **Headgear**

- Headgear such as hats, toques, bandanas, or hoods may not be worn in the school building.
- Headgear, to comply with medical or program requirements, and headgear worn in recognized religious observation may be worn in the school building.
- Student headgear (such as hats, toques, bandanas or hoods) is to be removed when entering the school, placed in the student's locker, and is to remain in the student's locker until the student leaves the school.
- The headgear policy applies to all Vincent Massey students, staff, and visitors.

❖ **Coats and Jackets**

- All coats and jackets such as large, bulky jackets – winter parkas, winter team jackets, and trench coats will not be worn in the school building during the school day. These identified coats and jackets are to be left in student lockers.
- Light sweat/athletic suit jackets, light spring jackets, and jean jackets are acceptable.

❖ **Containers and Bags**

- Containers, such as backpacks, large bags, gym bags, not required immediately for physical education, must remain in the student lockers. These items are not allowed in the classrooms, library, lecture theatre, band room, and canteen.

❖ **Face Painting**

- Face painting will only be allowed in conjunction with school programming.

Process for Dress Code Violations

Students who violate the student standard of dress policy will be requested to modify their appearance by replacing, covering or removing the offending item with an acceptable item. Students who refuse to cooperate with the request will be subject to disciplinary action under the schools' code of conduct for insubordination.

K. 9 Use of Scented Products

Vincent Massey is a scent-controlled building (BSD Administrative Procedure 2105). Students and staff using perfumes, fragrances, lotions and colognes, etc., should consider the health effects that these products have on students and staff with allergies or who may be asthmatic. Students may be asked to refrain from using a product if required to maintain a healthy learning environment.

K.10 Cell Phone and Electronic Device Policy:

Our school recognizes that cell phones and electronic devices are an integral part of daily life for students. We aim to create an environment that encourages responsible use of technology while maintaining a focus on learning.

Guidelines for Use:

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During Non-Instructional Time: Students are welcome to use their cell phones and electronic devices appropriately during spares and lunch. Appropriate use includes activities that do not disrupt the school environment or violate the Brandon School Division Code of Conduct (e.g., no threats, sharing of personal information without permission, etc.).

During Instructional Time: To ensure a focused learning environment, cell phones and electronic devices should be turned off or silenced and stored securely in student lockers, unless a staff member has granted permission for their use for a class related task or educational task related to the subject. This policy helps students engage fully in learning activities without distractions.

Encouraging Positive Behavior:

We encourage students to demonstrate responsible digital citizenship by using their devices thoughtfully and respecting the learning space of others. If students need to use their devices during instructional time, they should seek permission from a staff member.

Respectful Cooperation:

We expect students to work cooperatively and respectfully with staff when addressing any issues related to cell phones or electronic devices. Our goal is to create a positive and supportive school environment where everyone can focus on learning and personal growth.

Note:

This procedure aligns with the new Manitoba provincial guidelines, which promote responsible use of technology in schools to support student learning and well-being.

K.11 Students in the Hallway during Class Time

While classes are in session, students who have a spare may work in the library, the seats in main foyer, or leave the building.

K.12 School Assemblies and Grade Group Meetings

During the year, there are many assemblies involving the student body. When an assembly is called, all students are expected to attend and behave appropriately according to the supervising staff member's requests.

K.13 School Holidays/Family Vacations

Holidays and other days that school is not in session are included in the calendar to assist families in planning. It is not recommended that students miss days in session for the purpose of vacations or attendance at non-school events.

Students who are going to be away for extended periods of time during instructional days must notify respective teachers. Students are responsible for completing their schoolwork during the time of absence.

K.14 School Visitors

All visitors to the school are required to report to the office and wear a visitor badge. Those who choose not to do so are trespassing. As the school does not have the appropriate facilities or staff to provide the

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necessary supervision, students are discouraged from inviting friends to visit them at the school unless they have permission from the office to do so.

K.15 Smoking Policy

Brandon School Division is a smoke/vape free division. School division policy does not permit the staff or students to smoke/vape anywhere on school property.

K.16 Textbook Recovery Policy

Students are responsible for the care of textbooks issued to them.

In the case of damage or loss of textbooks, students are required to pay for the cost of replacement.

Students must have their student number or student card to sign out textbooks. Grade 10, 11, and 12 will be required to use their student number or student cards from the previous year until new student cards are issued in mid-October.

All textbooks and/or library resources must be returned or replacement cost paid for students to:

- ❖ Be issued textbooks
- ❖ Receive a school clearance form

SECTION L ♦ STUDENT RECOGNITION INFORMATION

L.1 Student Recognition Program

The Student Recognition Program recognizes students striving for excellence and success in the areas of academics, athletics, performing arts, and school community.

❖ **Academics:**

- **Grade 9** – 80% average with a completion of a minimum of 8 credits for the academic year.
- **Grade 10** – 80% average with a completion of a minimum of 8 credits for the academic year.
- **Grade 11** – 80% average with a completion of a minimum of 6 credits for the academic year.
- **Grade 12** – 80% average for the academic year.

❖ **Athletics:**

A roster player or manager for one school team, nominated by the coach and/or staff supervisor, and meets the overall criteria for commitment, attitude, and acceptable conduct. Students involved in school organized athletics and activities will be recognized in this category.

❖ **Performing Arts:**

Nominated by the staff supervisor and meets the overall criteria for commitment, attitude, and acceptable conduct.

❖ **School Citizenship:**

Nominated by the staff supervisor and meets the overall criteria for commitment, attitude, and acceptable conduct.

The characteristics that will be considered when nominating students for commitment, attitude, and acceptable conduct are as follows:

- ❖ **Commitment:** attendance, punctuality, supports program goals and tasks, and performance
- ❖ **Attitude:** positive contribution to activity, cooperative
- ❖ **Conduct:** respects student conduct policy, good representative of Vincent Massey

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The students will be recognized according to the following categories:

- ❖ ***Certificate of Achievement*** – criteria achievement for one category
- ❖ ***Bronze Medallion*** – criteria achievement for two categories
- ❖ ***Silver Medallion*** – criteria achievement for three categories
- ❖ ***Gold Medallion*** – criteria achievement for four categories

L.2 Academic English Program Graduation Honour Roll

Graduating students will receive an honour roll stole and will have their name and picture displayed on the Honour Roll portrait. Honour Roll recognition requires that the graduating student has an 85% average based on the compulsory English 40S and Mathematics 40S and four other courses at the 400 level (40S, 40G, 41G, 42S, 42U).

L.3 Governor General's Medal

This medal is awarded to the student who achieves the highest average based upon graduation from high school. This average includes all grade 11 and 12 courses.