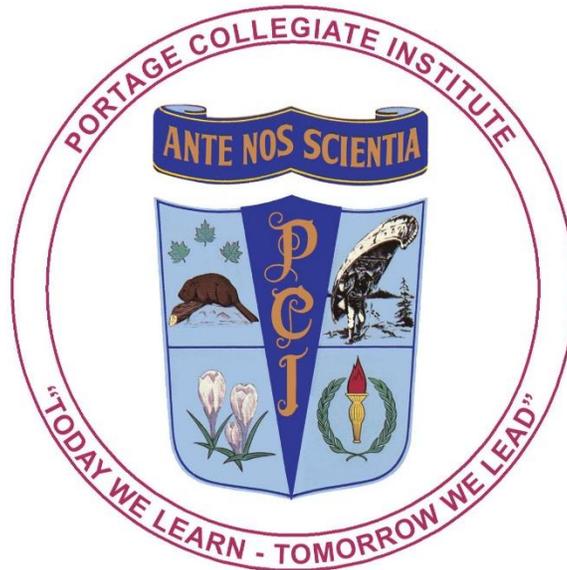


PORTAGE COLLEGIATE INSTITUTE

STUDENT HANDBOOK 2023-2024



Portage Collegiate Institute
65 – 3rd Street S.W.
Portage la Prairie, MB R1N 2B6
Telephone: 204-857-6843 Fax: 204-239-5905
www.plpsd.mb.ca/pci

Portage Collegiate Institute Administration

Principal

Mr. Lawrence McKenzie - B.Ed.

Vice Principals

Mr. Darin Arnold - B.P.E., B.Ed., M.Ed.

Mrs. Jody Budz - B. Ed., P.B.D. Spec. Ed., P.B.D. Ed.

Mr. Pat Lacroix – B.Sc., M.Sc., B.Ed.

Mr. Rob Pehura - B.Ed.

INTRODUCTION

Welcome

Welcome to PCI! As we begin the new school year, we look forward to maintaining the excellence in academics and extra-curricular activities that has characterized life at Portage Collegiate Institute. Our goal is to meet individual student needs to provide a sound education for all. We recommend that you take advantage of the resources and facilities that our campus provides for you and to get involved with sports, extra-curricular activities and clubs. We wish you all the best for a successful and enjoyable school year.

School Mission Statement

Our mission is to provide equal opportunities for all students to achieve their full potential in a safe environment where they can develop the skills necessary to make a successful transition into society as responsible citizens.

We believe

- In success for all students
- In respect for ourselves, others, and all property
- In celebrating the diversity of our students and staff
- In earning respect by giving it
- In taking ownership for our actions

Timetable

The high school timetable is a six period semester system based on a 2 day cycle. Each period is 63 minutes in length. There is a five minute break between classes to provide students with sufficient time to move from one class to another without arriving late. Announcements are made during the first 5 minutes of period 1 and are also posted outside the Main and West Offices.

Class Times

Periods	Time
1	8:50 – 9:53 a.m.
2	9:58 – 11:01 a.m.
3	11:06 – 12:09 p.m.
4	12:14 – 1:17 p.m.
5	1:22 – 2:25 p.m.
6	2:30 – 3:33 p.m.

Office Hours

Main & West Offices	8:00 a.m. – 4:00 p.m.
Library (East Bldg)	8:00 a.m. – 4:30 p.m.
Canteen (West Bldg)	8:30 a.m. – 1:17 p.m.

REGISTRATION & SCHOOL PROGRAMS

Academic and Vocational Programs

Students may take courses covering a wide range of interests, learning information and skills that will serve them well in life, whether they enter the work force directly, pursue a career in the trades, or continue with post-secondary education.

Graduation Requirements

All students who meet the provincial minimum of **30 credits** will receive the **Provincial Diploma**. Students who attain **32 credits** will receive **special recognition of distinction**. Students are required to take 17 compulsory courses through Grades 9-12: English (4 credits), Mathematics (4 credits), Science (2 credits), Social Studies (3 credits), and Physical Education (4 credits). Each compulsory credit must be taken at a different grade level. Students are also required to take a minimum of 13 electives.

Student Course Load

Grade 9 students are required to have a full schedule all year with no spares. It is recommended that students in Grade 10 have only one spare a year. All other students will be required to maintain an active status by being registered in a minimum of at least 3 credits per semester during any school year. Any exceptions will require approval from an administrator.

Adding, Changing or Dropping a Course

Students will receive their timetables by the end of August. Timetable changes will only be made under special circumstances. Students who have an issue with their timetable are to email their grade level counsellor.

Off-Campus

Off-campus privileges must be recognized as being a privilege and not a right. Off-campus privileges do not apply to Grade 9 students other than at lunch.

EVALUATION

Course Outlines

Course outlines are a requirement for all programs in the Portage la Prairie School Division and are distributed to students during the first scheduled class of each semester. Each course outline is developed according to the curriculum requirements of Manitoba Education.

Report Cards

Report cards are sent home at the end of each term: Semester 1 Term 1 in November, Semester 1 Term 2 in February, Semester 2 Term 1 in April and Semester 2 Term 2 in June. Report cards are emailed home if PCI has the parent/guardian's email address,

otherwise the report cards are mailed home. Please contact the Main Office if there are any changes to the student's address or contact information. Parent/Teacher Conferences are held once in each semester. Please see the 2023-24 PCI School Calendar and/or the PCI website.

Cheating and Plagiarism

Any student involved in an act of plagiarism and/or cheating may receive 0% for the assignment or evaluation. The classroom teacher will notify the parent/guardian as to the consequences for such an action.

Appeals

Students are required to address all perceived mark errors directly to the teacher following each posting of student progress or following any reporting period. If a student chooses to appeal a final mark, the student can do so by filling out the standard appeal form available at Student Services.

STUDENT RECOGNITION

Academics

All students are eligible for awards, bursaries and scholarships. Nominees must meet specific criteria. The presentation to award winners takes place at either the fall undergraduate ceremony or during graduation in June.

Honour Roll

All students who have earned an 80% or higher average will be named to the school's honour roll. The honour roll average is calculated including the following courses for each grade level:

Grade 9 – 5 compulsories and 2 best electives at that grade level (7 credits)

Grade 10 – 5 compulsories and 2 best electives at that grade level (7 credits)

Grade 11 – 3 compulsories, 3 best electives and Phys. Ed. at that grade level (7 credits)

Grade 12 – 2 compulsories, 4 best electives and Phys. Ed. at that grade level (7 credits)

Please note:

1. At the Grade 11 and 12 levels, honours will be based on the average of Grade 11 and 12 courses regardless of the year the courses were taken.
2. Grade 11 and 12 Physical Education will indicate a student's standing by either a Pass or Fail and will not be included in calculating the awards average. However, a student must receive a credit in Phys Ed as a condition in earning honours standing.

The Governor General's Medal

This medal is awarded to the student who achieves the highest average that includes all Grade 11 and Grade 12 courses as listed on the student's official transcript.

Extra-Curricular Recognition

Students will be recognized for their participation and excellence in school clubs, athletics, school activities and services.

COMMUNICATION – HOME AND SCHOOL

Portage Collegiate Institute Website

Students and parents can find information by visiting our school website at the following link: [Home | Portage Collegiate Institute \(plpsd.mb.ca\)](http://Home|PortageCollegiateInstitute(plpsd.mb.ca)) or by entering <https://pci.plpsd.mb.ca> in your browser.

School Newsletters

School newsletters are emailed home to parents on a monthly basis. Please call the Main Office to have your email address added to the list. The information in the newsletter is also available on the PCI website.

Parent Advisory Council

Parent involvement at PCI is highly valued. The Parent Advisory Council offers guidance and direction to PCI's administration team. Any parent may serve on the P.A.C. Meetings are held once a month in the school library.

The School Sign on Saskatchewan Avenue

Signage is changed regularly with announcements for upcoming events.

SCHOOL POLICIES

Admin Supervision

PCI tracks student academic progress and attendance on a regular basis. The Principal and Vice Principals meet on a weekly basis to discuss student progress and to determine an appropriate course of action to address any identifiable issues.

The Principal and Vice Principals are responsible for the following grades:

- Grade 9 – Mr. Pehura
- Grade 10 – Mr. Arnold & Mr. Lacroix
- Grade 11 – Mrs. Budz
- Grade 12 – Mr. McKenzie

The Principal and Vice Principals are responsible for overseeing student progress in the following areas: attendance, student conduct, academic performance, and graduation monitoring. They will be assisted by the school's guidance counsellors and resource teachers.

School Expectations

1. Students are to respect themselves, others, and school property.
2. Students are to leave personal belongings (skateboards, sunglasses, etc.) in their lockers.
3. Students are not to consume food and drinks in the school's hallways.
4. Students are not to loiter in the hallways during classes. Students on spare may use the canteen, a designated classroom, library, or leave the campus if they enjoy off campus privileges.
5. Students are responsible for their own personal belongings.

Citizenship

An important component of citizenship is being a good neighbour. We ask all of our students to respect the school and our neighbours' properties on Dufferin Avenue, St. George Avenue, Strathcona Road, and 3rd and 7th Streets. We encourage students to make use of the school grounds as much as possible. When leaving the school, students should not congregate or loiter in front of homeowners' properties. Also, please make every effort to dispose of garbage in the receptacles that have been provided.

Student Dress Code

The Portage la Prairie School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. It is, therefore, the position of the Division that students shall be expected to dress appropriately for the occasion. The dress and appearance of students shall be the responsibility of the parents and students, unless:

- there is a reasonable expectation that a health or safety hazard will be presented by the student's dress or appearance;
- there is a reasonable expectation that damage to school property will result from the student's dress;
- there is a reasonable expectation that the student's dress or appearance will interfere with the normal educational process at the school.

Matters related to this policy will be dealt with by the administrators at each school.

Textbooks

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.

Assemblies

During general assemblies all students are expected to report. All spares are cancelled.

Attendance Policy

1. Parents/guardians can check their child's attendance at any time through Parent Portal. If you do not have Parent Portal access, please contact the Main Office.
2. Administration may have a conference with the student discussing the importance of attendance. Administration or a member of the grade level team may contact the parent/guardian by phone or email.
3. Monthly attendance reports will be sent home to parents/guardians for all students.

4. Concerns or challenges with attendance will require meetings with the parent and student, as well as an Attendance Plan and possible change to the student's programming and/or supports.

Students in the Hallway During Class Time

While classes are in session, we request that students who are on spare report to the canteen, library, designated areas, or leave campus. Staff supervisors are on duty in each building throughout the day.

Visitors

All visitors to the school are required to report to the office.

Leaving Early

All students requesting to leave early MUST provide the Administration with a note signed by the parent or guardian PRIOR to leaving. Students complaining of sudden illness may go home only after reporting to the office and signing out.

Family Holidays

Every effort should be made to take family vacations around school holidays as instruction time cannot be replaced.

SCHOOL DIVISION POLICIES

Weapons

1. A "weapon" is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas. Any other item, if used to injure, threaten or intimidate, is also a weapon.
2. Weapons are not allowed:
 - in the school
 - on school grounds
 - on the way to and from school
 - at any school-related activity
3. The Division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses are not acceptable.
4. Knives with fixed blades or switchblades are weapons.
5. All students are discouraged from carrying pocket knives. The division reserves the right to confiscate any knife or other item that could be used as a weapon.
6. Violation will result in the following disciplinary action:
 - a) an immediate five day out-of-school suspension, and
 - b) referral to the superintendent's department for review and possible extension of the suspension for up to 20 days, and
 - c) referral to the school board for review and possible extension of the suspension and/or expulsion from school.

Drugs and Alcohol

All forms of alcoholic beverages, controlled substances and unauthorized drugs are prohibited in school buildings and on school property. Parents of students involved with these substances shall be contacted immediately by the school principal. The school authorities may contact police. Any student in violation of this policy may be suspended or expelled from school. Locker searches and seizure of contents as well as examination of contents of pockets, purses, knapsacks, etc. are within the jurisdiction of the school authorities.

Harassment/Bullying

Consistent with the Human Rights Act (Manitoba), harassment includes but is not limited to conduct which has the purpose or the effect of interfering with a person's work or academic performance or which creates an intimidating, hostile or offensive employment or learning environment. Harassment can also include retaliation against an individual who invokes the Policy; or participates or cooperates in an investigation under the Policy; or associates with a person who invokes the Policy or participates in the complaint procedure under the Policy. This conduct may take a course of abusive and unwelcome actions or comments directly related to any of the following:

- ancestry, including colour and perceived race;
- nationality or national origin;
- ethnic background or origin;
- religion, creed, religious belief, association or activity;
- cyberbullying;
- sex, including pregnancy, possibility of pregnancy, or circumstances related to pregnancy;
- gender-determined characteristics or age;
- sexual orientation;
- marital or family status;
- source of income;
- political belief, political association or political activity;
- physical or mental disability or related characteristics or circumstances, including reliance on a dog guide or other animal assistant, a wheelchair, or any other remedial appliance or device.

For the purpose of this Policy, harassment includes conduct or comments, which occur in the school environment or anywhere else as a result of employment or school-related responsibilities or relationships. It includes but is not limited to harassment which occurs:

- at a school or the Division office;
- outside of a school or the Division office;
- at a school or Division-related social function;
- in the course of an employment or school assignment outside of a school or the Division office;
- at an employment or school-related conference or training session;

- during employment or school-related travel; or
- over the telephone, text message, or on social media

Smoking/Vaping Area Policy

Portage la Prairie School Division is a smoke-free division. PLPSD policy does not permit anyone to smoke or vape anywhere on school property. Students who do not respect the policy will be disciplined.

Gang-Related Insignia

1. Gang-related insignia includes any article or clothing, jewelry, or other similar item that is intended to communicate an association with a gang or gang-related activity. One example of gang-related insignia is a bandana.
2. Gang-related insignia are not to be displayed:
 - in the school
 - on the grounds
 - to and from school
 - at/during all school related activities.
3. First offence is a suspension and will be reported on the divisional Student Suspension form.

SAFETY REGULATIONS

A Safe and Secure Learning Environment

The Portage la Prairie School Division has developed many policies in order to provide a safe, secure and caring educational environment that develops the qualities of self-esteem, creative thinking, a love for learning and a respect for self and others. Students are expected to behave in a manner that supports the goal of a safe and secure environment for fellow students, staff and others at all times, but especially while on school property when moving between school, home and at school activities.

Fire Drills

PCI will hold 10 fire drills during the school year. Students must file out in an orderly and quiet fashion and assemble as a class away from the school in designated areas. Fire drills will generally be announced in advance.

School Evacuations

PCI has clearly defined procedures for the following emergencies:

- school lockdown
- severe weather
- fire drills
- evacuation and relocation

Procedures for evacuating the premises are posted in each classroom.

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. If it is necessary, the administration will determine the appropriate mode of transporting the

student to professional medical care. An accident report will be filled out promptly and filed with the Superintendent's office.

Student Accident Insurance

All students are encouraged to enroll in the student accident insurance program offered by Reliable Life. Forms are available from homeroom teachers and the Phys Ed Department in September. Students involved in sports are encouraged to enroll in the plan. All students who attend a school-sponsored skiing or out of province activity must have extended coverage.

SCHOOL SERVICES

Canteen

The canteen provides basic food services from 8:30 a.m. – 1:17 p.m. Students are encouraged to use this facility and to ensure that it is kept clean at all times. Students may lose their canteen privileges if rules are not being followed. Debit cards can be used at both canteens.

Library

The school library is located in the East Building (PCS) and is open from 8 a.m. – 4:30 p.m. on school days. The library is organized as a study and research centre for the school. Staff are available to assist with student research. Library holdings include an extensive reference section and non-fiction volumes, as well as a variety of fiction. PCI also subscribes to a number of magazines, which can be read in-house. The library has computers available for students for schoolwork. These computers are networked, allowing access to student accounts.

Locker to Locker – School Store

The school store, Locker to Locker, is located in the West Building (PCI) and is open during scheduled periods and at noon hour to serve students and staff. The store offers drinks, snacks, sportswear, school attire, school supplies, souvenirs, and other miscellaneous items. It is the lab for the Business Marketing program and is operated by students.

Lockers

Lockers will be only assigned to our Grade 9 students along with the students in the Senior Life Skills program. Any other students requesting lockers will depend on availability. Students are not permitted to share lockers. Lockers are for student use, but are the property of the School Division.

Lost and Found

A "lost and found" box is located in the library. Items not picked up within 30 days are donated to charity.

Photocopying

For a fee, students have access to the photocopier in the library.

School Pictures

All students **must** have their picture taken even if they do not intend to purchase any portrait packages. The school requires a recent school photograph for the yearbook, student card, and office records. Students who register after school picture day will have their picture taken by a school staff member.

Student Parking

Students may park their vehicles in the school's main parking lot at no cost. The student parking lot is between Strathcona Road and 4th Street S.W. with two access points on Saskatchewan Avenue. Students who bring vehicles to school are required to abide by the parking lot regulations. Students are asked to park their vehicles properly and not to block exit routes. Student drivers not following traffic regulations may have their parking privileges revoked. Students who break The Manitoba Highway Traffic Act may be ticketed by the RCMP.

Student Phone

Students may use the student phone located outside the Main Office.

STUDENT SERVICES

Admin Team

Administrators at PCI have an open-door policy and encourage students to see them if they have any concerns they wish to discuss. Mr. McKenzie and Mrs. Budz have offices in the East Building (PCS) and Mr. Pehura, Mr. Arnold and Mr. Lacroix have offices in the West Building (PCI).

Resource Teachers

The resource teachers offer a wide range of services that provide academic support: peer tutoring, a study skills program, extra assistance, and student specific plans. Students are welcome to drop in to their offices at any time.

Grade 9 – Mrs. Mason, West Building, Room 16

Grade 10 – Mr. Reichert, East Building – Room 124

Grade 11 – Mrs. Mills, East Building, Room 124

Grade 11.5 – Ms Bousquet, West Building, Career Centre/Room 12/13

Grade 12 – Mrs. Bertholet, West Building, Room 11

School Counsellors

The Counselling Centre is an important area in our school and is located at the West Office. The Grade 12 Counsellor is located in Room 11 in the PCI West building across

from the Career Centre. Counsellors are available to help with personal problems, course choices, career information and occasionally group guidance in specific classes. Students may drop in or make an appointment. If your grade level counsellor is unavailable, please write your name on their whiteboard if you wish and they will follow up with you.

Grade 9 – Mrs. Tooth, Counselling Centre, West Building

Grade 10 – Ms. Wood, Counselling Centre, West Building

Grade 11 – Mrs. Pruden, Counselling Centre, West Building

Grade 11.5 & M.S.P. – Ms Bousquet, Career Centre, Room 12/13, West Building

Grade 12 – Mrs. Bertholet, Room 11, West Building

Career Education

PCI 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 Centre: The Career Centre centralizes and distributes career and post secondary information to our students. The Centre is managed by one of our counsellors who assists students in their career/post-secondary planning.

Career Development Coordinator: The Portage la Prairie School Division employs a Career Development Coordinator who is responsible for awarding high school credit in regards to students connected to employment in the community. For more information about the High School Apprenticeship Program, the High School Internship Program, Credits for Employment, Aboriginal Health High School Internship Program, and the PCI/Red River College Health Care Aide Program, please contact Career Development Coordinator Blair Hordeski at 204-857-6843 ext. 1515 in the East Building (PCS).

Youth Substance Use Counsellor

Assessment, counselling and referral services can be provided for students whose use of alcohol or other drugs is of concern to them or others. The counsellor has an office in the East Building (PCS).

School Psychologist

Please connect with your grade level resource teacher for any inquiries regarding the supports provided by the school psychologist.

Teen Clinic

The Teen Clinic, which is located in the East Building (PCS), provides youth with a one stop access to primary health services and health promotion related to teen health. Services are provided by a nurse practitioner, public health nurse, mental health worker, and dietitian.

EXTRA-CURRICULAR ACTIVITIES

We strongly believe that participation in our extra-curricular programs is an important part of each student's overall education. See the school website for a current list of available activities. Opportunities will also be shared in the daily announcements and through PCI's social media platforms.

Open Gym – The Phys. Ed. department provides opportunities for students to participate in noon hour activities. The activities offered will change throughout the school year. Participation is encouraged!

Student Council – An elected council plans a variety of activities throughout the school year. These activities include pep rallies, presentations, spirit activities, student assemblies and many other events that are geared toward the student body.

Yearbooks – Students have the opportunity to take an active role in the production of an annual yearbook. The emphasis is on photography, writing, editing, and lay-out. Students who are interested in this activity should see the staff supervisor.

GRADUATION

The Grad Class

Credit checks will be completed for potential graduates by the end of October. All potential graduates are strongly encouraged to verify credits with Mrs. Bertholet before the end of Semester 1. A potential grad list will be posted shortly after the start of the second semester. All grads will be invited to a grad information meeting, and will be given a form outlining all grad activities and fees.

Parent Grad Committees

A successful graduation requires involvement from parents, students, and staff. The Parent Grad Committees play an active role in planning a successful graduation and Safe Grad.

STUDENT FEES

Payment of any fees can be completed with cash, cheque, or through debit with Mrs. Neufeld in the Finance Office, East Building (PCS), or you can etransfer her at robin.neufeld@plpsd.net. If paying fees with etransfer, please add a note in the etransfer regarding who and what the payment is for.

PCI School Fee - \$40

The student fee for 2023-24 is a compulsory fee and has been set at \$60. Students will only be required to pay \$40 of this fee as the Division is subsidizing \$20. The fee will help cover the cost of a school yearbook, student t-shirts, the student phone, student council activities, and extra-curricular programs.

Athletic Fees

Due to the high cost of referees and transportation, it is necessary that fees be applied to all sports. The coach of each individual sport will set the fees and this information will be communicated to the student-athletes.

2023-24 Course Fees

A number of courses have a fee to help cover costs of materials:

Auto/Power Mech.	\$15 per course plus 2 workbooks at \$15 each
Band & Guitar	\$40/year instrument rental if students don't have their own
Building Construction	\$40 per course
Beading	\$40 per course
Clay/Pottery	\$40 per course
Foods & Nutrition	\$40 per course
Hairstyling	\$25 – Grade 9 Lab Fee
	\$65 – Grade 10 Lab Fee
	\$60 – Grade 11 Lab Fee
	\$80 – Grade 11 Tool Kit Deposit
	\$65 – Grade 12 Lab Fee
Infant Centre	\$20 user fee for each semester
Photography	\$40 per course
Resistance Training	\$25 per course for cross-fit gym field trip
Textiles	\$40 per course
Visual Arts	\$40 per course