



Life Well Learned.

Student Life Handbook

2017-2018

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Your Student Council for 2017-2018:

Co-Presidents:	Emmit Hameed Lucas Mosienko
Christian Emphasis Committee:	Abbie Friesen Caroline Rempel
Music Committee:	Jacob Sidhu Andrew Stoyko
Publicity/Social Media:	TBD
Grade 9 Reps	TBD
Grade 10 Reps:	TBD
Grade 11 Reps:	Athena Koodoo Annalise Neufeld
Grade 12 Reps	Charmaine Ducut Jocelyn Peters

Mennonite Brethren Collegiate Institute

Mission Statement

Mennonite Brethren Collegiate Institute is a Christian middle school and secondary school committed to educational excellence where students learn in an environment nurturing physical, mental, emotional and spiritual health.

Profile

Mennonite Brethren Collegiate Institute (MBCI) is an independent Christian middle school and high school serving students in Grades 6 through 12. MBCI provides an academic program leading to High School Graduation and entrance to all post-secondary institutions. At MBCI it is our goal to place Jesus Christ at the centre of all our activities. We desire that students would develop a relationship with Jesus Christ. The school is known for its high academic standards, strong fine arts programming including choir, band, drama, and art, and its excellent athletic program. Above all MBCI provides a safe learning environment where students can grow and express themselves and their Christian faith. All MBCI teachers are committed Christians and certified by Manitoba Education.

History

The Mennonite Brethren Collegiate Institute was founded in 1945 by the Mennonite High School Society and dedicated itself to the task of providing Christian, Mennonite education at the secondary level. In 1964, the Manitoba Conference of Mennonite Brethren (MB) Churches acquired the facilities and began operating the school. Over the years the school has expanded its traditional base in the Mennonite Brethren community to include students and staff from a wide range of Christian traditions and remains true to its Anabaptist Mennonite roots through the teaching of Christian service and the gospel of peace. In July 2006 Mennonite Brethren Collegiate Institute Incorporation was formed. The Manitoba Conference of MB Churches is a member of MBCI Inc.

Admission

All students, regardless of background, entering Grade 6 through Grade 12, may apply for admission to MBCI. Application forms are available at the school office or on the school web site: www.mbc.mb.ca.

MBCI is an independent denominational school partly funded by the Mennonite Brethren Churches of Manitoba that are part of the society MBCI Inc. Students who are members or whose parents or guardians are members of a Mennonite Brethren Church will receive priority when considering new applicants to the school. Next, applicants with siblings already at MBCI will receive consideration followed by children of MBCI graduates. All others will be considered on a first come first served basis. Final acceptance is based on the results of an interview held between prospective students, their parents or guardians and the school administration. This interview usually takes place in February or March.

Financial Information

Tuition for the current school year is itemized in the fee schedule and is posted on our website. Due to the generosity of donors, bursaries and scholarships are available for new and returning students. Please contact the office for details regarding these opportunities.

Academics

MBCI offers a strong academic program that meets and exceeds the requirements of Manitoba Education. MBCI students consistently outperform the provincial averages on standards tests and MBCI graduates continue to excel in all areas of post-secondary studies. A number of Advanced Placement courses are also available at MBCI. These offer students the ability to gain university standing or credit while still in high school.

Spiritual Emphasis

MBCI offers chapels, Bible studies, prayer meetings, school life group meetings, a Spiritual Emphasis Week and other special events to encourage students to examine their spiritual self and how the Christian life relates to today's world. All students are required to take Biblical Studies classes. These classes allow students to examine the Bible, spiritual truths, ethical issues and live out their beliefs through structured service projects.

School Environment

MBCI seeks to be a place where students can construct good, lifelong friendships - friendships based on common beliefs and values. The staff of MBCI strive to create and maintain an environment where positive lifestyles and practices thrive.

Student Services

MBCI's guidance counsellor, learning assistants and campus pastor form the Student Services Department. They work together to meet the individual needs of students. Some of the services offered include the following: counselling (career and/or personal), academic program planning and adaptations, academic support, chapel planning and spiritual assistance.

Music

MBCI has a rich musical heritage. Our last six musical productions, *Willy Wonka* (2017), *Beauty and the Beast* (2015), *The Sound of Music* (2013), *Fiddler on the Roof* (2011), *The Wiz* (2009), and *Pirates of Penzance* (2007) have each won a \$1000 performance award from Rainbow Stage. MBCI holds the distinction of sending the most students of any school to the Provincial Honour Bands. The senior choral groups are regularly recommended to participate at MusicFest Canada, based on their work at Choralfest and the Brandon Jazz Festival. Band and choir courses are available at all levels. Entrance into the Grade 10-12 ensembles, (Concert Band and Concert Choir), are by audition. Selected Concert Choir members may be invited to join the Chamber Singers. There is a two year rotation between a school wide musical production and a major music tour (for senior ensembles). The 2018-2019 school year will feature a major musical production in April. Any student in the school may audition. Other opportunities to be musically involved include Junior Vocal Jazz, Junior and Senior Jazz Bands, and Chapel teams.

Information and Communication Technology

Information and Communication Technology (ICT) is infused in the MBCI curriculum from grades 6 – 12. ICT includes computers, laptops, tablets, digital cameras, video cameras, digital microscopes, scanners, cell phones, electronic games, digital audio devices, global positioning systems, electronic whiteboards, the internet, et cetera. ICT in the classroom will continue to evolve as new technologies emerge over time. The school offers ICT courses at various grade levels including courses in computer programming.

The high school computer courses are designed to provide students with the skill and knowledge to collect, manipulate, and analyze information and to solve problems. Three areas are covered by the courses offered at MBCI.

1. Design web based graphics and text to be published.
2. Combine sound, still images, moving images, text, graphics and animation into a video product.
3. Write and design programs using programming languages.

International Student Program of Studies

MBCI offers a dynamic program for international students from Grades 7 to 12, for both short and long-term studies. Program features include:

- Intensive EAL studies to allow long-term students to transition into the regular classroom in all subject areas
- Ongoing support in regular class subjects
- Computer-Assisted language learning programs
- After-school tutoring from peers and teachers
- High School Graduation
- Career and Guidance Planning for University/College
- Canadian Homestay with a caring family which supports the faith and ideals of MBCI
- Educational Field Trips and Activities

The Mennonite Brethren Confession of Faith

We believe in God as eternal Father, Son, and Holy Spirit. God created and sustains the universe. The eternal purpose of God the Father is to create a people who will bring glory to God forever. God alone is worthy of worship.

We believe that God became human in Jesus Christ. Jesus came to restore the world because humans have rejected God in disobedience. Jesus taught and modeled the way of God's kingdom. He died on the cross, making it possible for us to accept a renewed relationship with God. He rose from the dead, broke the power of sin and death, and frees us to live in obedience to God's will.

We believe that God the Holy Spirit invites all people to be reconciled with God and to join the global family of faith. Believers confess their faith, are baptized, and join in the celebration of the Lord's Supper. Through the power of the Holy Spirit and guided by the Bible, members of the church seek to live as followers of Christ and invite others to experience this new life.

As Christians, we are called to turn:

- from ignorance of God to a personal relationship with God
- from bondage of sin and past mistakes to freedom, forgiveness, and healing
- from individualism to interdependence with others in the local church
- from lifestyle choices that harm us, others, and the earth to choices that nurture wholeness, healing, joy, and peace
- from hating enemies and ignoring neighbours to showing love and justice to all
- from loving possessions to sharing with all in need
- from aimless existence to a mission of representing and proclaiming God's kingdom on earth

As Christians, we look forward to the day when God will once again send Jesus to bring all things under God's eternal rule.

For the detailed version of the Mennonite Brethren Confession of Faith go to the Canadian Conference of Mennonite Brethren Churches website at www.mbconf.ca.

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Code Of Conduct

Accountability

At MBCI we strive to use instruction and programs that focus on social responsibility and positive behaviour rather than the need for negative consequences. Restorative practice, which aims to develop community and manage conflict and tensions by repairing harm and building relationships is at the heart of our approach to discipline. The Student Accountability Team (SAT) works with students, teachers and parents to address discipline issues that arise.

MBCI is committed to high academic and behavioural standards, with the goal of creating a positive learning environment.

Guiding Principles

We teach and encourage respect at all times: respect for people, property, education, and respect for our Anabaptist understanding of Christian faith.

This Code of Conduct is to be followed at any MBCI school-sponsored activity, regardless of location or time of day.

Students are expected to:

- be on time for class, bringing all the required supplies and completed homework
- speak well of others, not using abusive language and aggressive behaviour to belittle or intimidate
- show respect to all school staff
- behave respectfully to all, regardless of age, gender, race, or religion
- solve conflicts peacefully through discussion or by seeking help
- dress according to the dress code for all classes and school-sponsored activities
- use the school's property appropriately and work to keep it clean.
- make the most of the time in school, and strive for academic excellence through classroom participation
- carefully evaluate his or her own behaviour and school work, and seek to change when necessary
- Follow the guidelines for academic integrity
- obey all adults who work in the school and follow their direction
- follow classroom rules
- not create disturbances in classes or any part of the school
- respect the personal space and feelings of all people
- return to the owner or the office other people's things that are found
- return borrowed books and articles in good condition
- replace or pay for items broken or lost
- dress appropriately with discretion and modesty
- respect the rules and those who are put in place to enforce them
- act with respect and reverence at all religious and spiritual observances
- use the Internet and other electronic media for school related and wholesome purposes
- adhere to school policies regarding the appropriate use of the Internet, social media, digital communication, websites, digital or electronic communication devices including cameras

Staff are expected to:

- provide the programs and services prescribed by the MBCI School Board and Manitoba Education, Citizenship & Youth
- establish and maintain a positive learning environment
- evaluate students' achievement, and explain the evaluation procedures for each course
- keep students, parents/guardians and principals informed about student progress, attendance, and

behaviour

- show common courtesy and respect to all, regardless of age, gender, race, or religion
- speak well of others, not using abusive language and aggressive behaviour to coerce or intimidate
- treat students and other staff members fairly and consistently
- respect confidential information about students and staff
- help students to resolve conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour
 - if a staff member becomes aware of a student engaged in cyberbullying, or negatively affected by cyberbullying, whether within or outside of school hours, this will be reported to the Principal, or his/her designate
- hold students accountable for unacceptable conduct at school, or a school activity, with application of appropriate consequences that are in keeping with the school's Guiding Principles
 - when a staff member believes that a student has been harmed as a result of unacceptable conduct, it shall be reported to the Principal or his/her designate as soon as reasonably possible, and the parent or guardian of that student will be informed

Parents/Guardians are expected to support and partner with the school in teaching positive attitudes and behaviours:

- ensure their children attend classes regularly, arrive at school on time, and complete their homework
- attend school events, support the school and stay in contact with staff
- help their children develop positive attitudes to school, show common courtesy and respect to all students, staff and property
- speak well of others, not using abusive language and aggressive behaviour to coerce or intimidate
- encourage the peaceful resolution of conflict. Discourage violent or aggressive behaviour to solve conflicts
- discuss the Code of Conduct, attendance policies and the dress code with their children, to gain a clear understanding of school expectations

The following are not acceptable at school and may result in disciplinary action:

- Abusing another person physically, sexually, psychologically; verbally, in writing, or any other way
- Threats to self and others
- Bullying, including cyberbullying
- Discrimination based on any characteristic mentioned in human rights codes (race, culture, religion, gender, language, disability, sexual orientation)
- Vandalism, graffiti, and littering, either inside the school or outdoors
- Writing on walls, desks, chairs and other furniture
- Defacing other people's property
- Bringing lighters, matches, cigarettes, e-cigarettes, or related paraphernalia to school
- Vaping or smoking on school property or in supervised area near the school
- Physical violence (This includes fighting, play fighting, wrestling, hitting or slapping, tackling, kicking, tripping, knocking over, throwing of rocks, sand, snowballs and/or other objects.)
- Verbal violence (This includes swearing or cursing, teasing, put-downs, harassing or bullying, making threats, racial or gender slurs, name-calling.)
- Any gang involvement or activity on school property or at school events
- Possession of a weapon, or an item that could be used as or perceived to be a weapon on school property or at school events

Anything that threatens the safety of the school environment, or of people within it, is unacceptable. This includes but is not limited to alcohol, tobacco products, electronic cigarettes, matches, lighters, non-medical drugs, or any object that may threaten the safety of the school. Students who are using or in possession of drugs or alcohol at school or at a school event, or who are deemed to be under the influence of drugs or

alcohol at school or at a school event will be subject to disciplinary action. In situations where a student is knowingly in the presence of any persons who are using or are in possession of any drugs or alcoholic beverages, he/she is also subject to disciplinary action.

Any behaviour that is harmful to the school, students, and the learning environment within the school requires disciplinary action. Suspensions of one to five days may apply. In serious cases, multiple suspensions or expulsion may be necessary.

It is our expectation that students demonstrate the following values: respect for self, for others and for the environment. Respect for one another includes, but is not limited to, abstaining from negative verbal and physical behaviour. It is our expectation that all students will be accountable for their behaviour. The general procedure for inappropriate choices regarding behaviour will involve the following steps:

- Initial concerns are handled by the classroom teacher, who may contact parents/guardians in some situations.
- If the concern is not resolved, the teacher may include the Student Accountability Team (SAT) or administration to continue resolution of the issue.
- SAT/administration and teacher will work with the student to resolve the behavioural issue. They will confer with parents, other teachers and resource personnel as necessary.
- When serious issues arise that might result in suspension or expulsion, parents/guardians will be involved and due process followed. This includes, but is not limited to the following:
 - Consultation with school counselor, teachers, and/or parents
 - Clear communication about the incident/behaviour and the intended outcome
 - Restitution/compensation (if damages are incurred to school property)
 - Behavioural/Performance contract
 - Outside agency/community involvement (with parental permission)
 - Police Notification (some incidents require mandatory police notification)
 - Considering alternatives to suspension/expulsion
- Students who are suspended from school will naturally experience the academic consequences resulting from missed class time. It is the responsibility of students serving suspensions to discuss with their teachers what are viable options for missed tests, quizzes, projects, etc.
- If it is deemed appropriate to work toward re-entry into the learning environment following suspension, the MBCI Administration will work at developing a suitable behaviour plan that the student and parent/guardian must agree to and follow.

Appeal Process

Parents/Guardians should pursue the following steps in order when appealing a disciplinary decision: Speak first with the person (teacher, Student Accountability Team, administrator) who made the disciplinary decision. If the issue remains unresolved, contact the principal. In situations of suspensions in excess of five days or an expulsion, an appeal can be submitted to the board of directors via the principal.

Source: Adapted from "Safe and Caring Schools: Provincial Code of Conduct 2014"

Safety and Health

MBCI will provide a school setting that promotes the health, well-being and safety of students, staff and the extended school family. Anything that threatens the safety of the school environment, or of people within it, is unacceptable. This includes but is not limited to alcohol, tobacco products, electronic cigarettes, matches, lighters, non-medical drugs, or any object that may threaten the safety of the school.

MBCI recognizes that the use of illegal or unauthorized drugs or alcohol is harmful to the mental, physical, emotional and spiritual health of students and to their educational and social development. Use of drugs or

alcohol not only threatens the safety of the user but also the safety of other students around them. MBCI maintains that the use or possession of unauthorized drugs, alcohol, tobacco, electronic cigarettes and drug paraphernalia during the school day is strictly prohibited. This includes any MBCI facility or grounds, during any MBCI school sponsored activity including the entire school day and for any class activity planned for the benefit of the entire class. Please note that in situations where a student is knowingly in the presence of any persons who are using or are in possession of any drugs or alcoholic beverages, he/she is also subject to disciplinary action.

Any behaviour that is harmful to the school, students, and the learning environment within the school requires disciplinary action. Suspensions of one to five days may apply. In serious cases, multiple suspensions or expulsion may be necessary. Please review the *Accountability* section.

Bus Transportation

MBCI offers bus service to several areas of the city, as well as a charter bus option. In order to provide a safe and positive bus experience, students riding this bus or the charter bus will be expected to adhere to the MBCI Code of Conduct, Accountability and Health and Safety requirements as outlined in this handbook.

Middle School: Grade 6, 7 & 8

The MBCI middle school program of studies is designed to allow students to experience a broad range of learning experiences, encouraging the development of the whole person. MBCI takes pride in its strong academic, music and physical education programs as well as a wide range of co-curricular activities.

The program consists of a blend of courses standard to any middle school and courses such as Biblical Studies and Music that are characteristic of MBCI. Middle school students have their own cafeteria and gym for lunch time activities. Each year grade 6 and grade 8 students take an excursion to a Manitoba camp for an Outdoor Educational experience.

Additional information relating to the music program can be found on page under Department Specific Policies, Music.

Middle School Lunch Guidelines

In an effort to help each of our MS students find a place to plug-in, have some fun, and build positive relationships, they are encouraged to choose from several specific options that will be offered to them in addition to the regular lunch-time activities, intramurals, and clubs.

All MS students should eat in the Middle School cafeteria, with the exception of those that go to the Blue Gym. Once they have finished their lunch, there are several locations/activities for MS students to choose from:

Middle School Cafeteria—board games & table tennis

Mac Lab—there may be certain days of the cycle when students have access to the lab to complete course work.

Blue Gym—opportunity for intramural play and/or free gym.

Library—there will be space for those who want to do work, read, or receive help on classwork from friends or staff.

Outside Eating & Use of the Green Space (weather permitting)—there will be a bin of Frisbees, footballs, etc. for students who wish to use them on the green space.

Student Clubs and Activities--we encourage students to get involved in the clubs and activities offered throughout the year.

- Students who have chosen to be in the cafeteria should remain there until the end of lunch.
- Grade 6 & 7 students should not return to their lockers until 5 minutes before the first bell for class.
- Grade 8s may be by their lockers, but they are not permitted in the Grade 6/7 area upstairs or in the High School halls.

In order to ensure the safety of all students, we have the following guidelines in place for our students in grades 6, 7, and 8:

- Remain on MBCI property throughout the entire school day, with the exception of Redi-Mart
- If you go to Redi-Mart, go with at least one other person
- When going to the Blue Gym, please use the sidewalk
- Do not cross Brazier or Talbot
- Do not climb on the berm at the Henderson side of our green space

- Do not throw snowballs
- Come to the office or speak to one of the teachers supervising at lunch and during the break if you need help with anything

Middle School Program of Studies

MBCI will make every effort to ensure that the students receive the courses they have selected. In some cases staffing and low demand for a course might cause its cancellation. Scheduling constraints might make some course combinations unavailable.

**Advanced language courses are for students arriving from German Bilingual or French Immersion programs or for those who have taken the advanced courses at MBCI.

For course descriptions please refer to our course catalogue at <http://mbci.mb.ca/parents/academics/courses>.

Grade 06	Grade 07	
<p>Compulsory:</p> <p>Biblical Studies English Language Arts Mathematics Music Physical Education/ Health Education Science Social Studies</p>	<p>Compulsory:</p> <p>Biblical Studies English Language Arts Mathematics Music Physical Education/ Health Education Practical Arts: Art, Drama, Keyboarding Nutrition & Woodworking Science Social Studies</p>	<p>Compulsory:</p> <p>Biblical Studies English Language Arts Mathematics Physical Education/ Health Education Science Social Studies</p>
<p>Language Option Students must select one of:</p> <p>Advanced French** Advanced German** French: Communication & Culture</p>	<p>Language Option Students must select one of:</p> <p>Advanced French** Advanced German** French: Communication & Culture</p>	<p>Language Option Students must select one of:</p> <p>Advanced French** Advanced German** French: Communication & Culture</p>

Free Choice Options Students may also select Band	Free Choice Options Students may also select Band	Free Choice Options Students must select two of: Art and Woodworking Band Drama Music
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High School: Grade 9, 10, 11 & 12

MBCI offers a full program of studies for the high school student. Core courses such as Biblical Studies, English, Physical Education/Health Education and Mathematics are mandatory at every level. A wide range of additional compulsory and optional courses fit the student with a well-rounded education.

Graduation Requirements

Students who enter the MBCI high school program in Grade 9 or Grade 10 are required to complete 33 high school credits in their four years of high school to receive an MBCI graduation diploma. This is three more than the Provincial requirement of 30 credits; the three extra credits are earned in the Grade 10, 11 and 12 Biblical Studies courses. As a result, students entering in Grade 11 or Grade 12 require only 32 and 31 credits respectively for MBCI graduation. All students who have earned 30 credits and have met all other Provincial requirements by the end of their Grade 12 year will receive a Provincial diploma.

Students must pass all core courses, including Biblical Studies, in order to continue to the next grade. Students must successfully complete Biblical Studies 41G in order to participate in the MBCI graduation ceremony.

Minimum Course Loads

All students at MBCI must be full time students. Therefore, in addition to the credit requirements, the school sets minimum course load requirements for each grade. The minimum course load requirements are listed in the detailed program descriptions that follow. Students may take courses beyond the minimum but should be aware that scheduling considerations or low demand might preclude some course combinations.

Recommendations and Procedures for Course Selections

Time for Course Selection

New students making application to attend school at MBCI will be asked to submit a course selection form at the time of their interview. Returning students will be asked to make their course selections by the end of February for the following year. Parents are strongly urged to assist their son/daughter in making suitable course choices. Parental approval of the course selections is required. The guidance counsellor and/or assistant-principal will be available to help students and parents in making course selections. Some courses require auditions and/or have prerequisites. These details are outlined in the course catalogue.

Changing Course Selections

Students are asked to choose their courses carefully and are strongly urged to continue in a course of study once they have started. Students, with the approval of the guidance counsellor and the assistant principal, may make course changes until **September 15, 2017**. The deadline for math course changes is **October 13, 2017**.

Dropping Courses

Only with the approval of the parents, the guidance counsellor and the assistant-principal, may a student add or drop a course after the course change deadline. Courses dropped late in the school year will be reflected in the academic record with VW (voluntary withdrawal). Exceptional circumstances notwithstanding, the final school day in January marks the last day students may withdraw from a course without academic penalty. In general, a mark of 35 will be assigned to those courses dropped after the end of January.

Course Availability

MBCI will make every effort to ensure that students receive the courses they have selected. In some cases low demand for a course might cause its cancellation. Scheduling constraints might make some course combinations unavailable.

Department Specific Policies

Biblical Studies

Biblical Studies is a core course at MBCI. Biblical Studies courses from grade 7-12 have a mandatory service component. Each year students are expected to complete a minimum of 15 hours of service at the place of their choosing. Some form of presentation on their service is also expected. A passing grade in Biblical Studies is required for students to be promoted to the next grade level. Students who fail to pass a Biblical Studies course but have shown concerted effort will be given an opportunity to do a summer project to receive credit in the course. A fee will be charged to cover the costs of this project.

Mathematics

In order for students to continue with their math course option from previous years, the following math course options are offered.

- Grade 10: Essential Mathematics (not offered 2017-2018)
Introduction to Applied &
Pre-Calculus Mathematics
- Grade 11 & 12: Applied Mathematics
Essential Mathematics (not offered 2017-2018)
Pre-Calculus Mathematics

For specific information regarding mathematics courses, refer to our course catalogue at <http://mbci.mb.ca/parents/academics/courses>. For mathematics pre-requisites see the table below.

Course	Prerequisite
Essential Mathematics 20S	Mathematics 10F
Essential Mathematics 30S	Any 20S Mathematics
Essential Mathematics 40S	Any 30S Mathematics
Introduction to Applied and Pre-Calculus Mathematics 20S	Mathematics 10F
Applied Mathematics 30S	Introduction to Applied and Pre-Calculus Mathematics 20S
Applied Mathematics 40S	Applied Mathematics 30S OR Pre-Calculus Mathematics 30S
Pre-Calculus Mathematics 30S	Introduction to Applied and Pre-Calculus Mathematics 20S
Pre-Calculus Mathematics 40S	Pre-Calculus Mathematics 30S

Mathematics Course Selection Guidelines

Students who receive a mark of less than 60% in a mathematics course should strongly consider Essential Mathematics for the following year. Applied Mathematics or Pre-Calculus Mathematics might be too difficult for these students. Students should seek the advice of their mathematics teacher or the guidance counselor if in doubt about which mathematics option to take.

Mathematics Course Changes

Students often have difficulty selecting which stream of mathematics they will pursue. Often this choice significantly affects their high school experience. To allow students more time to evaluate their choices the following course change dates have been set for mathematics courses.

- From Pre-Calculus to Applied Oct. 13, 2017
- From Applied or Pre-Calculus to Essential (Grade 11 & 12) Nov. 24, 2017
- From Introduction to Applied & Pre-Calculus to Essential (Grade 10) Nov. 24, 2017

Modern Languages

The Modern Languages department offers four distinct language programs: Advanced German, Advanced French, Basic German and Basic French. The Advanced German and German Program offers students in Grade 11 the chance to participate each year in a Student Exchange Program with the August-Hermann-Francke Schule in Detmold, Germany. As well, modern language students in Grade 10 through Grade 12 may participate in the European Study Tour offered every two years.

Advanced German

The Advanced German program is intended for students who are fluent in German. Normally these are students from a German Bilingual program. Advanced German 32S and 42S are offered to prepare for AP exams if the student chooses to write it.

Basic German

The basic German program is offered in Grade 10 through Grade 12 to all interested students.

Advanced French

The Advanced French program is designed for former French Immersion students or those who are fluent in French. Advanced French 32S and 42S are offered to prepare for AP exams if the student chooses to write it.

French: Communication and Culture

The basic French course assumes the student has taken some French in earlier grades. This basic French program is designed for all students interested in improving their French language skills. Conversational French is emphasized at all levels.

Music

All vocal and band ensembles will be provided with a uniform and music folder. In the event that an item is lost, it will be the responsibility of the student to replace it.

For those students in the band program, instruments will either need to be purchased or rented. Some instruments are available for rent from MBCI.

All grade 8 and 9 Choir and Band students are required to participate in an out-of-town overnight music workshop.

All music students in grades 6 through 12 will be assessed a music fee in relation to the above items.

In addition, the Junior Vocal Jazz, MBCI Chamber Singers, Junior Jazz Band and Senior Jazz Band attend the Brandon Jazz Festival every year. The cost for this trip is approximately \$325.00 plus meals.

The Concert Choir and Concert Band will also participate in a compulsory tour every other year. The cost of the trip will be approximately \$1800.00 per student, plus meals and entertainment. The next tour date is scheduled for April 2018.

Fundraising opportunities are offered throughout the school year to help cover these expenses. Students may fundraise at any time and carry the balance forward to future years.

Physical Education/ Health Education

MBCI provides a full range of Physical Education classes in all grades.

Distance Education

Students may be able to take a course not offered at MBCI through Distance Learning. Space for doing course work and test writing will be coordinated for those interested. Distance course fees are the responsibility of the student. Please see the Guidance Counsellor for more information.

Note: While these courses can be used to earn credits for graduation, they cannot be used to reduce the minimum course load in any one high school year.

High School Program of Studies

MBCI will make every effort to ensure that students receive the courses they have selected. In some cases staffing and low demand for a course might cause its cancellation. Scheduling constraints might make some course combinations unavailable.

Grade 09	Grade 10	Grade 11	Grade 12
Compulsory: 7 Applying ICT I 15F & II 15F Biblical Studies 11G* English Language Arts 10F Mathematics 10F Physical Education/ Health Education 10F Science 10F Social Studies 10F	Compulsory: 6 Biblical Studies 21G* English Language Arts 20F Geography 20F Physical Education/ Health Education 20F Science 20F	Compulsory: 6 Biblical Studies 31G* Canadian History 30F English Language Arts 30S Physical Education/ Health Education 30F	Compulsory: 5 Biblical Studies 41G* English Language Arts 40S Physical Education/ Health Education 40F
	Mathematics Options: Students must select 1 of:	Mathematics Options: Students must select 1 of:	English Language Arts Option: Students must select 1 of: ELL: Literature and

	<p>Essential Mathematics 20S or Introduction to Applied and Pre-Calculus Mathematics 20S ♦</p> <p>♦ Intro to Applied & Pre-Calculus Math 20S is required for Chemistry 30S & Physics 30S</p>	<p>Essential Mathematics 30S Applied Mathematics 30S Pre-Calculus Mathematics 30S</p> <p>Science Option: Students must select one of: Biology 30S Chemistry 30S ♦ Physics 30S ♦</p>	<p>Composition 42S (AP) ELT: Transactional 40S FAN: Film Analysis & Production 41G</p> <p>Mathematics Option: Students must select one of: Applied Mathematics 40S Essential Mathematics 40S Pre-Calculus Math 40S</p>
<p>Free Choice Options Students must select at least 3 of:</p> <p>Adv. French 10F** Art 10S Band 10S Choir 10S Electronics 10G English as an Additional Language 11G *** Food and Nutrition 10G French: Communication & Culture 10F Business Innovations 10S Introduction to Improv. 10S Woodworking 10G</p>	<p>Free Choice Options Student must select at least 3 of:</p> <p>Adv. French 20F** Art 20S Band 20S (by audition) Chamber Singers 20S Choir 20S (by audition) Computer Science 20S Data Collection & Analysis 35S and Web Design 35S Drama 20S English as an Additional Language 21G *** French: Communication & Culture 20F German 20G History:</p>	<p>Free Choice Options Students must select at least 1 of:</p> <p>Accounting 30S (2016-2017) Adv. French 30S/32S** Adv. German 30S/32S** Art 30S Band 30S (by audition) Biology 30S Chamber Singers 30S Chemistry 30S Choir 30S (by audition) Computer Science 30S Drama 30S Economics (2017-2018) English as Additional Language 31G *** French: Communicatio</p>	<p>Free Choice Options Students must select at least 2 of:</p> <p>Accounting 30S (2016-2017) Adv. French 40S/42S (AP) ** Art 40S Band 40S (by audition) Biology 40S Calculus 42S (AP) Chamber Singers 40S Chemistry 40S Choir 40S (by audition) Computer Science 40S Drama 40S Economics 40S (2017-2018) English as an Additional Language 40S *** French: Communication & Culture 40S Movie 2: Broadcast Media 35S & Animation 2D 35S Physics 40S Social Studies 40S Yearbook</p>

	American 20G Film 1: Digital Pictures 25S & Digital Film Making 25S Entrepreneursh ip 20S Woodworking 20G	n & Culture 30S German 30S Film 2: Broadcast Media 35S & Animation 2D 35S Physics 30S Yearbook	
Minimum Credits: 10	Minimum Credits: 9	Minimum Credits: 7	Minimum Credits: 7

- * A Biblical Studies credit is required at each grade level in order to fulfill MBCI graduation requirements. Therefore a minimum of **33 credits is required for graduation from MBCI**. The provincial graduation requirement is 30 credits.
- ** Advanced language courses are for students arriving from German Bilingual or French Immersion programs or for those who have taken the advanced courses at MBCI.
- *** Students whose first language is not English may be required to take English as an Additional Language.

Other Credit Opportunities

Private Music Option

Students enrolled in the Royal Conservatory of Music can earn high school credits for their efforts. Students are required to submit a copy of their theory and practical exam evaluation sheets in order for credits to be given.

Special Language Credit

Students who speak a second language other than French, German or English may earn a Special Language Credit. The Special Language Credit is earned by passing a test set by an outside agency or examiner that is registered with the Manitoba Department of Education. Students interested in this credit should contact a counsellor early in the school year so tests can be arranged.

Note: While these programs can be used to earn credits for graduation, they cannot be used to reduce the minimum course load in any one high school year.

Co-Curricular Programs at MBCI

MBCI offers an extensive co-curricular program for students in middle school and high school. We use the term “co-curricular” to describe our belief that these activities work in conjunction with classroom learning. We believe that student involvement in school-related activities create learning opportunities that foster skill development, team-building, commitment, responsibility, follow-through and character development.

Students who participate in co-curricular activities are expected to keep up with course work and respect deadlines. Questions or concerns in this regard should be directed to the classroom teacher.

Athletics

MBCI participates in the River East Transcona School Division Athletic Conference (RETSD) in Grade 6 through Grade 8. Our grade 9 teams are now part of a league that consists of schools from the RETSD and the Seven Oaks divisions. Our Junior Varsity and Varsity teams compete in the Kilcona Peguis Athletic Conference (KPAC). MBCI has teams in the following sports: Cross-country, volleyball, basketball, soccer, track and field and golf. Our JV and varsity teams compete provincially at the AAAA level. With a combination of dedicated athletes and coaches, MBCI’s teams challenge annually for zone and provincial championships.

MBCI is a member of the Manitoba High Schools Athletic Association (MHSAA), for their recruiting and transfer policies please refer to the following websites:

- <http://www.mhsaa.ca/about/page-id-20/Recruiting-Policy>
- <http://www.mhsaa.ca/about/page-id-483/Transfer-Rule>

Clubs

MBCI offers opportunity to participate in clubs such as the wilderness club, creative writers club, drama club, chess club, and Youth in Philanthropy club.

Dramatic Arts

The teaching staff administers the dramatic arts program. Short dramatic works are prepared for in-school and deputation occasions whereas major dramatic and musical productions provide opportunity for more extensive student involvement.

Educational Tours

Tours such as the European, England, American History, Holy Land and Music study tours enrich the academic program significantly. The German exchange program with the August-Hermann-Francke Schule in Detmold, Germany, offers a cross-cultural experience.

Music

MBCI is home to vocal jazz and instrumental jazz ensembles as well as other small groups that enhance the music curriculum. Opportunities also exist for performing in chapels, special events and full stage musicals. Every second year MBCI performs a major musical production. In the intervening years, the Concert Band and Concert Choir go on an eleven day tour in April.

Student Council

MBCI has an elected Student Council that organizes many social, spiritual, athletic and musical activities each year.

School Organization

School Hours

The school is open from 7:30 am until 4:30 pm. Students should arrive after 7:30 am and leave by 4:30 pm unless under the supervision of a teacher or coach. Office hours are 8:00 am until 4:00 pm. The school library is open from 8:00 am until 4:30 pm.

School Closures

MBCI will be open provided City of Winnipeg Transit is running.

Student Evaluation - General

Student Evaluation is a continuous process that takes into consideration the work done on a daily basis throughout the school year. Class attendance and constructive participation are important parts of the learning process. In each course the evaluation criteria for that particular course will be communicated at the beginning of the year. Tests and examinations are important for measuring student achievement, and are also effective methods of instruction in the total learning process.

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Term Structure

Term 1: September to January 24th

Term 2: January 25th to June 12th

Reports

Interim reports will be provided to all students via email in November and March.

Final term report cards will be provided to students in January and June. Final reports indicate overall achievement of course objectives to that point in time. Term 1 and 2 are not weighted, until the summative evaluation in June where term achievement will account for 70% (for Provincial exam courses), 80%, or 100% of the learning through the course.

Provincial examinations can count up to 30% towards the final mark as mandated by the Provincial Government.

Assignment Assistance Program

Students who have major assignments overdue will have the opportunity to attend Assignment Assistance Day (AAD). These special days, usually on PD days (or Saturdays), will occur once or twice a term, and before the

Mark Closure dates. Teachers will communicate to Administration those students who are eligible to attend AAD.

Major assignments not completed after this opportunity will be given a mark of zero.

Student Services

Student Services seeks to be an open and safe environment committed to meeting the individual needs of all students. MBCI's guidance counsellor, campus pastor, and learning assistants work as a team to provide a variety of services.

Counselling

Counselling services are available for students who need assistance or support with academic, spiritual, or personal issues. Referrals are made to an outside agency for students who require long term attention in dealing with specific issues. Assistance with career exploration and educational planning is available with some formal instruction provided in the classroom. Most student interaction is on an individual basis, in a safe, caring, and confidential environment, where each student is seen as a child made in God's image.

Resource

Students who experience difficulty in specific subject areas are encouraged to first seek help from their subject teacher. Where additional assistance is required, consultation can be made with the Resource Teacher to determine, with the subject teacher, what supports or adaptations need to be put in place.

Quiet Learning Centre (QLC)

Students are welcome to use the QLC, located in the library, as a quiet place to work and/or to receive assistance from the supervisor. Students can be referred to the QLC by teachers, administration and/or Student Services for a variety of reasons such as completing homework or serving detentions, etc.

Attendance

MBCI believes that regular attendance and punctuality are positive behaviours that should be fostered in our school. Regular attendance of registered courses is required by both the Department of Education and MBCI. Students are expected to attend all of their scheduled classes, this includes chapel, School Life Group and supervised study period.

Our attendance policy reflects a view that students are accountable and must take ownership of attendance. Regular attendance is necessary for a student to gain the full benefits of classroom instruction. When classes are missed the student is responsible for the work that was covered. Please note that the process outlined for unexplained absences provides the student with several opportunities to make a positive change in his/her attendance behaviour.

Absences

● School-Initiated Absences

Absences for school-sponsored events are considered excused. Excused absences may include, but are not limited to, field trips, sports trips, music trips, special group trips, conferences, and suspensions.

- **Explained** - To keep within 12 absences per year/full course

Absences are considered explained if they are confirmed by an email or telephone call from a parent or guardian. Parent/Guardian confirmation is required for every absence from a class, chapel, or SLG meeting.

Parents must notify administration of a student's participation in activities that require him/her to be absent from classes. This includes activities such as club sports, dance competitions, music festivals, honour bands, etc.

- **Unexplained** - To a maximum of 6 absences/full course

Unexplained absences occur when a student has made the decision to miss class for reasons that are not supported by a parent or guardian. Students will be held accountable for each unexplained absence, serving the next 3 lunches in detention. Attendance notifications for absences will go out through our automated service at approximately 4:30 the day of the absence.

Any attendance discrepancies should be reported through the Edsby Absence link, or alternatively by email to: attendance@mbci.mb.ca or by phone to the attendance line: 204.667.8210 ext. 2003.

Any student approaching the maximum number of unexplained absences will meet with administration and be placed on an attendance contract. Parents will be notified in order to support the contract.

Exceeding the maximum number of unexplained absences may result in the student being withdrawn from the course.

Please note:

- In the case of long-term illness (4 plus days of class), the student's absences must be supported by a medical note.
- The school does not condone absences where a student has chosen to miss a class in order to make up a test or complete work for another course.
- We ask that you consult the school calendar when scheduling appointments in order to minimize explained absences.
- Daily notice of absences will be sent to you via SchoolConnects, allowing you to encourage positive attendance.
- Letters will be mailed home at the following intervals:
 - Student is approaching the limit of unexplained absences per course
 - Student has reached the limit of unexplained absences per course and may be withdrawn from the course
 - Student has accumulated 8 or more explained absences per course
 - Student has accumulated 12 or more explained absences per course

High School Lates

To a maximum of 9 per course, per year

- After **five** lates in a subject, the student and parents/guardians will be notified by the school.
- At **nine** lates in a subject, the student and parents/guardians will be notified by the school that the maximum number of lates has been reached. Students will be required to serve a lunch detention in the QLC for each additional late in this course. Where students do not show a change in behaviour with respect to lateness their credit may be placed in jeopardy.

Note: Students who miss 30 minutes or more of class will be marked absent for that class.

Middle School Lates

After a total of **two** lates overall per month (which could be in two different courses), students will be informed and will be required to serve a lunch detention in the QLC for each additional late.

Vacations

We discourage family vacations during the school year. Where they do occur, we ask that the school administration be informed in a letter that can be copied to the teachers of courses that will be missed during the student's time away. Students are responsible for any work missed and each absence will be recorded as an explained absence. Parents should ensure that absences due to vacation do not place the student above the recommended limit of 12 explained absences.

Absences from End-of-Year Examinations

All examinations are summative and there are no exemptions. Students who miss exams must provide a physician's note in order to be excused for illness. Students who miss exams for any other reason will expect to receive a grade of zero (0) for such unwritten examinations.

Illness During the School Day

Students who become ill during the school day should talk to their classroom teacher. If the student is too ill to be in class, they will be sent to the office. Parents will be called and arrangements for the student to go home will be made. Students are required to sign out before they leave the school.

General School Rules

Supervision

To ensure the safety of all of our students, after school supervision from 3:45 pm - 5:30 pm is available as follows:

- all students are to be in the library until 4:30 pm
- all students who need to stay beyond 4:30 pm must then move to the seating area outside the Red Gym until 5:30 pm

Any student in the school after 3:45 pm, unless supervised by a teacher or coach, must be in the above mentioned areas during the times listed.

Cafeteria

We expect students to keep the cafeteria a pleasant place to eat by cleaning up after themselves.

Lockers

Students will be assigned a lock and locker on the first day of school. The combination must not be shared with anyone. Lockers left unlocked will be locked by the administration and an additional fee of \$3.00 will be assessed to have them opened. A fine of \$5.00 will be charged for lost or damaged locks. Lockers and locks remain the property of the school.

Dress Code

The dress code is designed to maintain an environment conducive to learning and appropriate for the educational setting. We expect students to be **discreet, modest and clean** in appearance. While interpretation of these terms is necessary and community standards change through time, our expectations are the following:

- The school reserves the right to disallow/restrict clothing that sends an inappropriate message of any kind. This includes but is not restricted to any article or apparel which displays obscene words, pictures, or designs; any article that conveys a sexually suggestive remark, demonic image, a pro-alcohol message, a

tobacco and/or drug related message.

- Muscle shirts and strapless tops are not to be worn in the school.
- Tank tops with spaghetti straps and all tops that expose the midriff and/or have necklines that are too low are unacceptable.
- Undergarments should not be visible
- Shorts and skirts must be a reasonable length (mid-thigh may be considered as a guideline), in keeping with the spirit of the MBCI dress code.
- Special uniforms are required for school concerts, music performances and athletic events.
- Caps and other types of head wear must adhere to the above clothing guidelines, should not interfere with school engagement, and may not be worn in Jubilee Place. They must be removed as requested by a teacher as you enter their space.
- Any visible body piercings, with the exception of earrings and small nose studs or rings, are not allowed.

The dress code is similar to what one would expect for most informal working environments where the public is served in a business environment. We believe that it is reasonable and allows for a wide range of expression. Students who do not comply will be asked to change or borrow appropriate clothing.

Textbooks

Textbooks will be provided by the school and must be returned to the subject teacher in reasonable condition at the time of the examination.

NEW! Personal Cell Phones and Electronic Devices

MBCI is committed to promoting positive social interactions between students, including an atmosphere of collaborative learning. Technology can be a beneficial tool for fostering this atmosphere, and for helping our students develop high levels of competency in a variety of applications. However, there is growing evidence that undisciplined and unrestricted use of cell phones and other electronic devices undermines the educational process and may be detrimental to developing a healthy social culture.

In order to promote a healthy social culture, MBCI's Policy For Use of Personal Cell Phones and Electronic Devices is as follows:

- **NEW!** Middle School students (Grades 6, 7, 8) are **not** permitted to use personal cell phones/electronic devices during school hours (8:00 am to 4:00 pm), except to briefly check messages at morning break and/or lunch.
 - o For Middle School students, personal cell phones/electronic devices are to be kept in lockers at all times, and messages are only to be checked at lockers. Supervising teachers will monitor students to reinforce these expectations.
 - o For Middle School students, the use of personal cell phones/electronic devices is NOT permitted in the classroom UNLESS specifically requested by the classroom teacher.
- **NEW!** For High School students (Grades 9, 10, 11, 12), there is to be only limited and appropriate use of personal cell phones/electronic devices at school, including in the hallways and gathering areas, during school hours (8:00 am to 4:00 pm). This includes breaks and transition times. Students are encouraged to limit their use to such things as briefly checking messages at morning break and/or lunch.
 - o For High School students, the use of personal cell phones/electronic devices is permitted in the Library during their spares.
 - o For High School students, the use of personal cell phones/electronic devices is NOT permitted in the classroom UNLESS specifically requested by the classroom teacher, including when a class is meeting in the Library.
- The use of cell phones/electronic devices is NOT permitted in Jubilee Place.

- At no time may phones or cameras be used to take photos or videos of students or teachers without their expressed consent. This includes but is not limited to the recording of class presentations, presentations in Jubilee Place, performances in drama class or any activities during break or lunch.
- No student pictures or performances, or teacher pictures or activities can be displayed in any social media without the expressed consent of those students or teachers who were recorded.
- The use of cell phones/electronic devices for the purposes of plagiarism, cheating, intimidation, bullying or recording any activity that is illegal or in violation of MBCI's values is strictly prohibited.
- If a cell phone/electronic device is used without permission, or if a student misuses a device in such a way that it is a distraction to learning or disregards the above policy, the teacher will confiscate the device, and it will be held at the Office until the end of the day. Should a student have a device confiscated a second time, the device will be released only to a parent/guardian. Continued disregard of the above policy will result in further consequences, including possible suspension.

Student Vehicles

It is a privilege for students to use the school parking lots. All vehicles should be registered in the office, this will allow us to notify you should you leave your lights on or if there is damage to your vehicle. Misuse of vehicles will result in having the privilege withdrawn. Unauthorized vehicles may be towed.

The Gym

To preserve our gym floor all students are asked to wear proper footwear on its surface.

Skateboarding

Use of skateboards is not permitted during the school day.

Lost and Found

Students are asked not to bring large sums of money or valuables to the school. Lockers should be locked at all times and any missing items should be reported to the office immediately. Lost items may be found in the library (books/binders), the office (small items) or from the gym office (clothing).

Library

The library is open from 8:00 - 4:30. Because we are Wi-Fi oriented, we encourage students to bring their own devices. The library is an active learning environment that provides table space for independent study, seminar rooms for group work, computers for schoolwork, and reading areas. Other areas, like the cafeteria, are available for more social activities.

The loan period for most items is three weeks. To make sure that all students have access to adequate resources, students are limited to signing out three items on any given topic at the same time. Fines are not levied but borrowing privileges and printing privileges are suspended when students have overdue items. Materials may be renewed provided no one else has requested the item. The fine for lost items is based on the replacement cost of the item plus \$5.00 for processing. At the end of the school year all outstanding fines will be charged to the student's account.

As part of the MBCI project based learning program, staff and students have access to various online databases from school and home. The library homepage provides links to these resources. The usernames and passwords needed for home access are listed below.

Data Base	User Name	Password
Canada in Context		winn1234
GREENR		winn1234
Infobase eBooks	MBCI	1945library

Literature Resource Center		winn1234
Science in Context		winn1234
World History in Context		winn1234
Maps Online	mbci	bacon123
World Culture	mbci	bacon123
Worldbook Online	allworld	athome

Visitors

MBCI has a "Closed Campus" Policy. Any and all visitors must register in the office upon arrival at the school. For security and class size reasons, visitors are not permitted to attend classes. (Exceptions may be approved with sufficient notice by administration.)

Student Messages

Except for emergency situations, students will not be called from class to receive messages. When needed, please call the school office and the message will be given to the student at the end of their class.

Fund Raising

All fundraising activities planned by teachers, students, or committees should be discussed with the Director of Advancement & Recruitment.

Food and Drink

Food and drinks should not be brought to class unless authorized by the classroom teacher. Students are expected to respect classroom specific guidelines. Food and drinks are not permitted in the library.

Academic Integrity

We believe that everyone associated with MBCI can behave with the highest academic integrity. Any dishonesty in our academic transactions violates this trust. Acts of academic dishonesty include, but are not limited to:

- copying the answers of another student in any test or exam.
- providing answers to another student in any test or exam.
- taking any unauthorized materials into an exam or term test.
- stealing or mutilating library materials.
- accessing tests or exams prior to the time and date of sitting.
- changing details on a test after that test has been graded and returned.
- plagiarizing another student's work for any required assignment.
- providing another student with an assignment for purpose of plagiarism.
- sharing information when assignments are to be done individually.
- storing unauthorized information on programmable calculators for a test.
- creating counterfeit data or citing fraudulent sources in assignments.
- handing in a paper to a teacher when that paper has already been used in another course.

Plagiarism is ... The use of another's ideas, writings, or inventions without properly citing the source, thus representing them as one's own. Fabricating data or falsifying existing data in an assignment or essay is another form of academic dishonesty. Help your child avoid plagiarizing. Learn about plagiarism from the web sites that are displayed on all computer desktops. In addition, books and handouts about plagiarism are available in the library. All suspected cases of academic dishonesty are passed on to the administration in order to insure consistent treatment. The following consequences may apply:

- All forms of plagiarism may bring a grade of 'zero' for the essay, test or assignment and no chance to make up the grade
- The student is placed on academic probation for the course in question, and the parents are informed.
- The second offence (not necessarily in same course as the first offence) may cause the student to lose the credit in question. The student is placed on probation as a student at MBCI.
- The third offence may result in the student withdrawing from school. (Subject to a Board decision)

One way to avoid plagiarism is to use proper citation styles as instructed by teachers. Further details are available in The MLA Handbook or at the following web sites.

- B. Davis Schwartz Memorial Library <http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm>
- Purdue Online Writing Lab
<https://owl.english.purdue.edu/owl/resource/747/02>

MBCI Information and Communication Technology

Computers

MBCI makes computers available to students in the library, the QLC (Quiet Learning Centre) and three computer labs. Network storage space is provided for students. Library computers are available from 8:00 am until 4:30 pm. QLC computers are available from 8:00 am to 4:00 pm. Computer labs are available when supervised by the subject teacher.

Computers are to be used for educational purposes. Files stored on the MBCI network may be checked from time to time to ensure they are in keeping with the goals and principles of the school.

Internet Code of Conduct

MBCI provides internet access for students and teachers. Internet access is provided for educational purposes. Online conduct is treated the same as real life conduct.

- Respect
 - o Respect yourself and others when online.
 - o Keep information private unless consent is given by those involved.
 - o Keep personal information about yourself or others private (such as addresses, phone numbers, age, etc.).
 - o Pause before you post in social media. Ask yourself if the post is respectful, fair and lawful. Do not post discriminatory, unlawful, misleading or malicious content. This includes content intended to bully, intimidate or harass another person or user.
 - o Never reveal your passwords or share your account.
- Responsibility
 - o School internet is provided for education purposes.
 - o Be responsible in seeking information. Parents, administrators and teachers will provide guidance regarding material that is inappropriate or offensive. Do not intentionally access such material. If such material is accessed by accident, back out of the web page and report the incident immediately to a teacher or appropriate authority.

- o To protect the privacy of MBCI students and faculty, students and staff may not create unauthorized digital audio or video recordings of MBCI community members either on campus or at an off-campus event for online publication or distribution, without consent.
- o Be responsible for your files.

If a student receives a suspension from the network, classes will continue as scheduled. The student may receive a mark of zero for all work due during the suspension.

Misuse of Computers

Students who prevent others from using the computers for learning will face stiffer consequences. Some examples of behaviours that prevent others from learning are:

- Using another person's account
- Tampering with or damaging another person's files
- Tampering with or damaging MBCI computer hardware or software
- Wasting lab resources
- Engaging in loud and distracting behavior

If a student receives a suspension from the computer network, classes will continue as scheduled. That student may receive a mark of zero for all work due during the suspension.

MBCI Internet Acceptable Use Policy

Purpose of Internet Access at MBCI

The MBCI computer network has been established for educational purposes. The term "educational purpose" includes classroom activities, research for assignments, and self-guided educational investigations into topics of personal interest. Activities such as gaming and recreational surfing are not allowed. The MBCI technology coordinator or any MBCI teacher may limit activities that are considered recreational or counterproductive to the goals and objectives of MBCI.

Student Technology

The use of tablets, laptops and other devices in the classroom is at the discretion of the teacher. Most subjects will allow device use for:

- Reading
- Note taking
- Research
- Creating content for submission
- Presentation
- Subject endorsed apps

Internet Rules and Regulations

Students access the Internet through the MBCI local area network. All rules pertaining to that network and rules pertaining to conduct at MBCI in general also apply to the Internet. Violations will result in disciplinary action.

Personal Safety and Communication

The school environment is a very social one. It is not within the objectives of MBCI to provide a medium for virtual relationships. Most of these are well meaning and positive but some are dangerous. It is sometimes difficult to tell one from the other. Therefore:

- Students shall not engage in online interactions with people they have not met.

- Participation on social networking sites is not allowed while on the school network.
- Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- MBCI does not provide individual e-mail accounts for students. Students may access personal email accounts from the school network for school related purposes.
- Students shall not buy or sell anything over the Internet using the MBCI system.

Network Security

Just as you may not disrupt or impair the normal operation of the MBCI computer network, you may not use that network to disrupt or gain unauthorized access to any other system. Downloading files can cause a significant strain on MBCI network resources and/or spread viruses throughout the network. Therefore, students shall not download any files onto MBCI computers unless specifically instructed to do so by an MBCI staff member.

Access to Inappropriate Material

Students should not knowingly use the MBCI computer system to access gambling or gaming sites, material that is profane or obscene (pornography), sites that advocate illegal acts, violence or discrimination towards other people. If you mistakenly access inappropriate sites, you should do two things:

- back out of the web page using your browser.
- notify your teacher or the system administrator so that steps can be taken to prevent others from stumbling onto this page and to prevent you from receiving disciplinary actions.

There are many pages on the World Wide Web that are not obscene or hateful but are still inappropriate for MBCI students to access. These are sites that advocate lifestyle choices not in keeping with MBCI principles and/or recreational sites having little educational value. Use of the Internet is for educational purposes only.

Consequences

Violating the MBCI Acceptable Use Policy will result in disciplinary action.

The MBCI Computer Network is provided for the following:

- Reading
- Research
- Note Taking
- Presentations
- School endorsed apps