






Student Handbook 2023-24


MENNONITE COLLEGIATE INSTITUTE


EST. 1889

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Student Handbook 2023-24

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Message from the Principal

Welcome! Whether you are new to MCI or a returning student, I am so excited to welcome you to the MCI community for the 2023-2024 school year. As you have the opportunity to experience the many things this school has to offer, I hope you will dive in, step out of your comfort zone, and find your place in this growing community.

Grow your faith! At MCI you will have the opportunity to think about and grow in your relationship with God. You will be encouraged to think about what it means to follow Jesus in the world today. Through daily chapels, worship opportunities, and your classes, MCI will help you ask good questions and grow into a faith that you can call your own.

Embrace School Life. At MCI, you will have the chance to make new friends, learn new things, develop new skills, and make many memories along the way. Take the opportunities presented to involved in the many things MCI has to offer -- sports, choirs, classroom experiences, chapels, special events, musicals. The list goes on and on.

Use your gifts. Whether you recognize it or not, you are a uniquely gifted child of God. You have the opportunity to offer things to MCI that no one else can. Be a caring friend. Offer a listening ear. Ask questions (others may be wondering the same thing). Use your sense of humor. Be generous with your talents, time, and energy. You have the power to make MCI a better place.

Supportive. The MCI staff are here to support you by being a listening ear and encouraging you to seek God in all areas of your life. You are not alone. If the way seems hard or the load heavy, talk to your friends or a staff member. Take care of yourself and take care of each other.

Community life is at the heart of the MCI experience. There are so many activities that build the MCI community, such as the Back-to-school social, Christmas banquet, dodgeball intramurals and so much more. The Christian Life Retreat will take place again at Red Rock Bible Camp, Sept. 27-29.

Please familiarize yourself with this Student Handbook. It outlines expectations for our life together at MCI.



Jennifer Klippenstein
Principal

MCI Mission Statement

"Our purpose is to educate young people in an Anabaptist/Christian context seeking to develop their God-given potential in terms of physical, intellectual, aesthetic, emotional, social and spiritual well-being; and to develop in them an appreciation for our Mennonite heritage.

Our aim is that our students accept Christ as Lord and be disciples who express Christian hope by serving others, promoting peace and providing Christ-like leadership within the church community and secular world."

Core Values



PEACE BUILDING

Promoting authentic relationships through forgiveness and reconciliation.



SERVANT LEADERSHIP

Preparing students for a life of service and discipleship.



COMMUNITY & BELONGING

Providing a safe space for students to develop their God-given gifts.



SERVICE LEARNING

Practicing living out our faith in tangible ways.

MCI Staff 2023-24

Administration and Office Staff

Jennifer Klippenstein, *Principal/Teacher*
Kieran Reynolds, *Director of Operations & Advancement*
Marne Mierau Friesen, *Financial & Operational Services*
Roxanne Friesen, *Reception & Student Life, Admissions*
Janna Wiebe, *Communications & Marketing Manager*
Sophie Gerbrandt, *Student Recruitment & Admissions*

Teaching Staff

Dennis Friesen, *Pre-Calculus Mathematics, Gr 9 Math*
Jolene Friesen-Stoesz, *Art & Family Studies*
Meghan Funk, *Educational Assistant*
Wes Hamm, *Chamber Choir, Concert Choir, Bible*
Erin Klassen, *Illuminate, Resonate, Musical*
Jennifer Klippenstein, *Bible & Mennonite Studies*
Toby Wiens, *Bible, Digital Literacy, Digital Photo/Journalism, ELA, History, Physical Education, yearbook*
_____, *Biology, Chemistry, Physics, Science, Geography*
Simon Yam, *Applied Mathematics, Gr 10 Math, Essential Math, Physics*

Dormitory Staff

Kieran Reynolds, *Director of Operations & Advancement*
Crystal Reimer, *Female Dean*
Luke Voth, *Male Dean*

Support Staff

Abe Falk, *Maintenance Manager*
Ray Mierau, *Maintenance*
Tina Klassen, *Custodian*
Betty Driedger, *Van Driver*
Dave Driedger, *Van Driver*
Tammy Peters, *Head Cook*
Sue Letkeman, *Kitchen Staff*
Maria Unrau, *Kitchen Staff*

Student Leaders 2023-24

Student Executive Council:

President: Whitney Peters
Vice-President: Milo Klassen
Secretary: Mia Buhr
Treasurer: Neveah Giesbrecht

Committee Heads:

Campus Life: Nelia Fehr, Lexi Bilodeau
Faith and Culture: Presley Schroeder
Excursions: Ernest Voth

Dorm Leaders:

Male Mod Leaders: Ben Hiebert, Sam Regehr, Payton Peters
Female Mod Leaders: Whitney Peters, Kai Hiebert, Sophie Robinson

General Information

Visitors

All people visiting MCI during the school day are asked to enter through the library doors entrance and report to the student services office. Evening visitors are asked to enter through the dorm doors and report to the deans' office. During their stay at MCI visitors are expected to abide by all campus regulations and expectations.

Spares

Our goal is to encourage students to make good use of their non-class time during the academic day. This time can be a great opportunity to make progress on assignments and test preparation and get additional help from teachers or other students not in class. It is important to keep the academic wing hallways clear and quiet during class time, so students are invited to use the library as a quiet workspace or the North Hallway outside the gym for collaborative work.

ALL students must receive permission from administration prior to leaving campus at any point during the academic day.

Any student leaving campus for any reason during the academic day must sign out on the window of the student services office. Dorm students leaving campus in the evening or on weekends will be asked to sign out on a similar sheet on the deans' office window.

Dress Code

During school hours students are expected to be in MCI McCarthy's uniform.

- Hats or other head coverings are not permitted.
- Shirts worn under a McCarthy's sweater, hoodie or shirt should be a solid color like the uniform itself (navy, gray or white) and free of inappropriate logos or profane language.
- McCarthy's vests require a short or long-sleeved blue or white McCarthy's shirt to be worn underneath it. A vest by itself is not considered appropriate uniform attire.
- Leggings and tights may be worn under kilts provided they are black, grey, or navy blue in color (jogging pants are not permitted).
- For school field trips, students are asked to dress in a clean, neat, and modest manner. As representatives of our school, we want to dress and act in a way that demonstrates pride and respect for ourselves, each other, and our school.
- For after school activities, we ask that students not wear short shorts, tank tops with spaghetti straps with bra straps showing, clothing that exposes the midriff or tank tops with large armholes. It's considered inappropriate to be working out or walking around the school without a shirt. Clothing that displays inappropriate logos or profane language will be asked to be taken home or confiscated.

Lost and Found

Personal articles and books left lying around will be stored for a limited time in the "lost and found" area in the library. At various times during the year the contents of the lost and found will be donated to a local charity.

Gymnasium

1. *Dress:* Students playing in the gymnasium are required to wear athletic clothing and clean athletic shoes with non-marking soles. During school hours Phys. Ed. clothing may be worn only in the gym. Dorm students are expected to bring Phys. Ed. clothing to the academic building on the morning or afternoon of their Phys Ed. classes so they can change in the changing rooms without first returning to the dormitory.
2. *Weekend Use of the Gym:* With the consent of the supervising staff member(s) the gym may be used freely on weekends. Equipment will be made available by supervising staff. Students using the school's sports equipment are responsible to return it to the staff person on duty, *not* left outside the equipment room.
3. *Audio Equipment in the Gymnasium:* The audio system in the gymnasium may be used with the permission and supervision of a staff person. Consideration for others in areas proximal to the gym must be exercised at all times.

Evening Events

Students will want to participate in evening events such as team sports, school socials and committee outings from time to time during the school year. Such events will be noted in the weekly family emails.

- Students who were not present in class during the day will not be allowed to participate in the events of that evening. Dorm students who are ill during the day will be required to miss activities such as team practices or recreational sports after school and throughout the evening. If they are feeling better by evening, they should obtain assignments they have missed during the day and work at catching up.
- Students who must miss class(es) due to previously scheduled appointments should make appropriate arrangements with the staff supervising the evening activity.
- For school on-campus activities, such as the Back to School Social, banquets etc., students are to remain on campus for the duration of the event. If students leave the event, they will not be allowed to go back in. For students who live in the dorm, it will be opened for getting changed and then locked again during the event(s).
- Students will be responsible for the cost of tickets to theater or sports events.
- Students will be responsible for the cost of any food they wish to purchase on site. Bag suppers will be provided by MCI for most off-campus evening activities.

Library Policies

- The library is open each day during school hours, beginning at 8:40am. The library is closed during chapel and lunch.
- Reference books may be used only in the library.
- All books, except those on the reserve shelf, may be kept for two weeks. Books may be renewed for an additional two-week period.
- Each student may have up to three books checked out at one time.
- From time-to-time, at the request of the teachers, books are placed on the reserve shelf. These books may be taken out for two days only and may not be renewed.
- The library serves as a place for research and study. Students are expected to work quietly, with respect for others and the library environment.
- The librarian and the receptionist are willing to make photocopies--*of legally copiable materials*--for students at the cost of 10 cents per copy, to be paid at the time of copying. Any materials needed for a course, for which the student doesn't need to pay, must be copied by the teacher.

Emergency Procedures

From time-to-time situations arise that demand an emergency response. Such situations may include fires, chemical spills, intruder alerts, threats with weapons, or injuries. At the beginning of the school year, staff will explain how to respond to situations like these. During emergency situations students must listen carefully to the staff members who are directing them. Failing to respond to the requests of staff members, or failing to respond as instructed to alarms, is a serious matter.

Should an emergency occur, students must remove themselves from danger and contact a staff member immediately.

Mail & Telephone

Students may purchase postage and leave their outgoing mail in the general office. The staff room is off limits for students, and its phone is not available for student use. There is a phone for outgoing local calls for student use by the reception desk.

CONCLUSION

MCI is a place where students are encouraged to strive for academic success, to be drawn to a stronger commitment to Christ and to develop positive friendships. By accepting and following the behavioral standards as outlined by the scriptures, (Luke 3:10-14, Romans 12:2, Colossians 12: 13-15 are examples) students can prepare themselves for a lifetime of service in the Kingdom of God. This is the objective and the hope for each person in this school.

Academic Information

Daily Schedule

The daily schedule consists of six academic classes, chapel, and lunch (with announcements) in the dining hall. Classes begin at 8:40 am and end at 3:40 pm each day. Staff meetings are scheduled once each month, on either a Wednesday or a Friday. Classes are shortened to allow for dismissal at 2:35 pm on these days (see Calendar in back of handbook). If early dismissal occurs on another day parents will be notified.

<u>DAY 1 & 2</u>	<u>EARLY DISMISSAL SCHEDULE</u>
PERIOD 1: 8:40-9:35	PERIOD 1: 8:40-9:25
PERIOD 2: 9:40-10:35	PERIOD 2: 9:30-10:15
CHAPEL: 10:35-10:55	CHAPEL: 10:15-10:35
PERIOD 3: 10:55-11:50	PERIOD 3: 10:35-11:20
LUNCH: 11:50-12:45	PERIOD 4: 11:25-12:10
PERIOD 4: 12:45-1:40	LUNCH: 12:10-1:00
PERIOD 5: 1:45-2:40	PERIOD 5: 1:00-1:45
PERIOD 6: 2:45-3:40	PERIOD 6: 1:50-2:35

Day 3

Day 3 is designed to strengthen independent learning skills and provide opportunities for all students to engage in co-curricular learning. Independent learning skills are essential for every student to thrive in life beyond high school. Co-curricular options allow students to engage in learning that is of interest to them and will allow them to explore these interests without the pressure of assignments or exams. The daily schedule on Day 3 will vary. The plans for each Day 3 will be announced in advance. Younger students will receive more supervision to ensure they make the most of this valuable time. The Day 3 schedule has a three-fold purpose:

1. Academic Learning
 - This part of the day allows for dedicated time to work on projects, group work, assignments, and study. It will encourage students to build independent learning skills, organization, and prioritizing academic work with the help of supervising teachers.
 - For senior students, the aim is to help prepare students for university and the independent skills that will be needed. Note that new work will usually be assigned on Day 3, with some direct teaching.
 - For junior students, the aim is to help develop independent learning as well as study skills etc. that will benefit them as they work towards graduating high school. Younger grades will

be provided with more structure, and some classes will meet for a regular class time on Day 3.

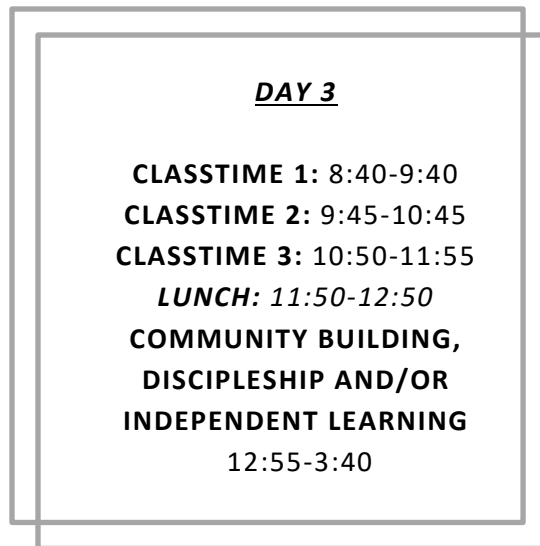
- Day 3 will also be used to schedule off-campus learning and service opportunities.

2. Discipleship

- The flexibility of Day 3 provides the opportunity for extended chapels with guest speakers, student group discussion and activity time, or entire days dedicated to praise, worship, and service.

3. Community Building

- Day 3 promotes healthy living and community bonding with special events like MCI Olympics, Student Council events, and intramural sporting games.



Attendance Policy

1. Attendance Expectations

Attendance in classes, chapels, study periods and assemblies are fundamental to success in school. Although supports exist to assist students in maintaining a strong pattern of attendance, students are expected to be disciplined in this area. Parents are encouraged to contact individual teachers at any time concerning their child's attendance. Excessive absences (for any reason) may result in the loss of a credit.

2. Notice to Parents

Attendance is recorded daily in ConnectED, and can be viewed by logging in to the parent portal and clicking on the attendance tab. Instructions for logging in to the ConnectED portal can be found in your registration folder, or by contacting teaching principal Jennifer Klippenstein at jenniferklippenstein@mciblues.net.

3. Categories of Absences and Lates

Absences are categorized as follows:

- **"E" absences** – these absences have parental consent. Reasons for such absences would include counselling appointments, religious holidays, and special family events/vacations. We ask parents to call the school office ahead of time with notification.
- **"I" absences** – these are absences that occur due to illness or hospitalization. Parents are asked to call the school office as soon as possible to report their student's absence due to illness. It is essential that students already on campus report to administration if they are unable to attend classes due to illness. Students who become ill and return home during the school day are asked to sign out at the reception desk.
- **"A" absences** – these include any absences for which no prior arrangements or notification has been made. Note that a student who is more than 10 minutes late for class or leaves the classroom without permission before the end of class will generally be marked absent.
- **"S" absences** – these absences occur due to school-initiated programs such as field trips, athletics, and private music lessons.

Lates are categorized as follows:

- **"C" lates** – these are times when a student is late for class due to reasons beyond their control, an excused late. If a student will be arriving late to school, parents should contact the school in the same way they report an absence. (See 'Reporting Absences'.) If a student is legitimately late within the school day because of a meeting with a school staff, they should ask the staff for a note, and then take that note to the classroom teacher. These lates will be excused if the appropriate note is presented.
- **"L" lates** – these are times when the student entered the classroom after class had begun, without a legitimate reason for not arriving before the bell for start of class.

4. Planning for Absences

When scheduling medical or dental appointments, family vacations, flights and so on, students and their parents should take careful note of this year's school calendar. We ask students and their parents to avoid scheduling such absences during special school events—particularly the week leading up to the fall concert, Christmas Concert, musical or Saengerfest, and during January and June examinations. Please note that there are Provincial Examinations which are scheduled by the

province, not the school. We encourage students and their parents to schedule medical and dental appointments during administration days or term breaks whenever possible. Be aware that missing a significant amount of school may impact student achievement.

5. Reporting Absences

Parents are asked to report absences by calling the school office (204-327-5891), or by emailing mci@mciblues.net at least 24 hours prior to the absence, when possible. Later notification is acceptable, of course, in the case of sudden, unexpected circumstances.

Dormitory students who are ill must report to the administration staff before the start of the school day, in accordance with the dorm policy.

Parents of drive-in students who are ill should call the school office before morning classes begin.

Dorm students who are ill during the day will be required to miss activities such as team practices or recreational sports after school and throughout the evening. If they are feeling better by evening, they should obtain assignments they have missed during the day and work at catching up.

6. The Student's Responsibility after an Absence

A student who misses a class, **no matter what the reason**, is expected to check with the teacher regarding work missed and make-up needed. It is the student's responsibility to find out what work they missed and to make it up before the next class. Information about work missed will generally be available on Google Classroom. Students who will miss multiple days should contact the teacher about joining classes remotely if possible, using Google Meet. It is the **student's** responsibility to find out what has been missed and keep up with class work.

Assessment, Evaluation & Reporting

1. Grading

Grading of student learning will be by criterion referenced measurements of individual student work using curricular outcomes established by Manitoba Education. Grades will be free of behavioural elements except when stated as part of the provincial or school-initiated curricula.

Final grades in most courses will be calculated using percentages for term work and exams based on grade level. The default percentages are as follows:

- Grade 9: 80% term work, 20% exam
- Grade 10: 75% term work, 25% exam
- Grade 11: 75% term work, 25% exam

- Grade 12: 70% term work, 30% exam

Exceptions to this ratio will be explained within the course outline of given courses at the beginning of the semester. Grade 12 Math & English courses with provincial examinations will follow the ratios prescribed by Manitoba Education.

Teachers may also replace the final exam with another form of cumulative assessment as deemed appropriate or necessary for the course or a given student.

2. Assessment/Reassessment

All assessment tools are designed to accurately reflect student learning. Teachers will provide reasonable opportunities for reassessment when a request is properly initiated by the student. To that end:

- Overdue submission of assignments must occur within 2 weeks of feedback from the teacher to the class on the original assessment. Teachers may require students to complete an alternate/ reassessment rather than the original assignment. (0% for assignments never completed).
- *Reassessment* must be *arranged by the student* within 2 weeks of feedback from the teacher to the class on the original assessment. Students who do not meet these requirements will keep their original mark (0% for assignments never completed).
- Students may not request an *alternate test date* on the scheduled day of the test.
- Students will not be allowed reassessment on any assignment or assessment with an original grade over 90%.
- Before a student can schedule a retest, they may be required to complete a retest request form and other preparations as set by the teacher.

3. Formative Assessment

As learning occurs with practice, students will be provided practice opportunities, especially for skill development, to allow their learning to take place with feedback from teachers, peers & self, without effect on their grades. Formative assessment will also inform teacher lesson preparation throughout a unit of study.

4. Summative Assessment

The professional judgment of teachers is important when selecting assessment tools to give evidence of student learning. Whenever possible, two samples of summative assessment will be selected for each learning outcome. These will be selected by the teacher.

5. Exemptions

Students may be eligible for exemption from summative assessments at the end of some courses. Eligibility is contingent upon the following conditions being met:

- an overall grade \geq 80%
- submission of **all** assessment requirements (including assignments) throughout the course in a timely manner
- fewer than 3 unexcused absences throughout the course
- Fewer than 8 total “E” absences (see page 18 for definition of an “E” absence)
- fewer than 8 late arrivals to class

Teachers may also set restrictions on the number of late submissions or reassessments of assignments. The student is also expected to maintain positive/active class participation.

If an exemption has been earned, the final course mark will be based solely on the term work. Three unexcused absences = loss of exemption. Generally, all students will be expected to write some examinations as part of a necessary education experience. It is important to note that eligibility for exemption is always at the professional discretion of the teacher.

6. Record Keeping

Teachers will track formative and summative assessment separately. Grading will reflect summative assessments only.

MCI uses software called ConnectED to record student grades. It tracks student grades using percentages within categories created by each teacher for each course. Categories are weighted individually at the beginning of the semester to calculate the final mark.

A *blank space* indicates that a particular assessment (i.e. assignment, quiz, etc.) has not been included in the calculation. Please check with the individual teacher whether your child is not required to complete this assignment for some reason.

0% is usually entered for an assignment that is *incomplete/overdue* for a given student. Please check with the individual teacher whether the student can still hand in the overdue assignment or complete a reassessment. Until the assignment is completed and the 0% is replaced there will be a temporary drag on the student's grade. It is important to understand that 0% will be replaced when the item has been submitted according to the Assessment/Reassessment policy described above. If the assignment is not submitted, or is excessively late, the mark will remain as 0%.

7. Reporting

Teachers will update mark books in ConnectED regularly. Parents may log in to the portal and see their child's records whenever they want. Students will also be provided with log ins to the portal, to view their marks whenever they want. Please contact the teacher directly with questions about entries. The portal provides a snapshot of your student's progress and will detail all entries of assessment. Attendance information is also available in the portal.

Hard copy reports will be mailed to all students' homes at the middle (November, April) and end (February, July) of each semester.

8. Voluntary Withdrawal

Students in grades 9 and 10 may have up to one spare per day. Students in grades 11 and 12 may have up to two spares per day. Students may voluntarily withdraw from courses under the following circumstances:

- The course is not required for graduation.
- Withdrawing from the course does not give the student too many spares.
- The student has been in conversation with the classroom teacher, the guidance counsellor, and their parents.
- The student has parental permission to withdraw from the class. Remember, only 1 spare is permitted in Grade 9/10, and two spares are permitted in Grade 11/12.

Students are expected to continue attending classes until after parents have discussed the withdrawal with school administration or guidance staff. Voluntary withdrawals for one semester courses must happen within two weeks of parent-staff interviews for that semester. Voluntary withdrawals for full year courses must happen before the end of November.

With parent permission, students may wish to 'try out' a class before deciding whether to take the course. Students may try out a course if not taking the course will not put them over the allowed spare limit and parents are aware that they are in the class on a trial basis. Students should make it clear to the classroom teacher on the first day that they are there on a trial basis, and arrange a timeline for making a final decision on staying in the course. In such circumstances parents will not be notified if the student chooses not to continue in the course.

9. Summer School

MCI does not offer supplemental examinations or summer school, but several summer schools operate in Winnipeg. The province also offers an online summer session for students repeating courses they have failed. Information about summer courses is available from the counsellor or principal. Students who, in June, think they may fail a course that may be required for graduation are urged to speak with the counsellor or principal about summer school *before leaving MCI in June*. Winnipeg summer schools begin very early in July, therefore students wanting to enrol for summer school cannot afford to wait until July to make the necessary arrangements.

10. Transcripts

Official transcripts are available from the school's office and may be requested in writing (letter or email) or by phone. As a service to alumni, no fee is charged for transcripts.

Code of Conduct

1. Respect for Self & Others

When working and living in a community, it is important to adhere to a code of ethics in relationships with each other. Christ is our model, and we strive to be like him. When situations arise where these standards are not adhered to, responses will range from gentle reminders to more thorough discussion/education, to the involvement of parents in efforts to encourage compliance. Should these efforts prove ineffective, in severe cases, suspension or dismissal may result.

In cases where a student feels hurt, disliked, or disrespected by a teacher, that student should first talk with the teacher confidentially about the issue. If the student feels too threatened or otherwise incapable of doing so, the student should talk to a parent, and the parent, with or on behalf of the student, should talk with the teacher privately. The purpose of this discussion should first be to hear all sides of the story and then to come to an agreement on how all parties can work together for the good of the student. In a situation where the matter is not resolved and the problem persists, the student or parent should report the matter to the principal, who will then function as a mediator in the issue and will help to make decisions on appropriate next steps. If further action is needed to resolve the problem, parents and/or MCI Staff will be in contact with the board. In any position of conflict or hurt a resolution should be sought along the same lines – privately one-to-one first, then with one additional person, and then broadening to include the wider community.

2. Representing MCI to the Community

When guests visit MCI, whether in the school or dormitory, students are encouraged to welcome them and show respectful hospitality. When representing the school off-campus, students are encouraged to uphold the Christian ideals of the school both in how they dress and how they behave.

3. Dress Code

During school hours students are expected to be in uniform. After school, students are asked to dress in a clean, neat, and modest manner. As members of a community that studies together, we want to be respectful to those we go to school with, and visitors that come to MCI. After school or on school outings, we ask that students not wear short shorts, spaghetti straps with bra straps showing, clothing that exposes the midriff or tank tops with large armholes. It's considered inappropriate to be working out or walking around the school without a shirt. Clothing that displays inappropriate logos or profane language will be asked to be taken home or confiscated.

4. Academic Integrity

Integrity is an important character trait to develop in a world where anything goes. Knowing that what you do and how you do it matters, impacts relationships and is integral to building trust is essential to demonstrating growth and maturity.

With the rise in AI apps and other online access, there is a rise in opportunities to use such resources to create works that may not be legitimate work by the students themselves. Artificial Intelligence resources such as ChatGPT, Quillbot, Grammarly, etc. are tools that can be used to generate information that is not the student's own thoughts or has not been researched by the student and appropriately referenced.

The Oxford dictionary defines **plagiarism** as "the practice of taking someone else's work or ideas and passing them off as one's own."

Any first offense will be dealt with in relationship and seen as a learning opportunity. The student will be allowed to redo the assignment or receive a mark of zero. Parents will be informed by the teacher. Administration will be made aware of instances by the teacher.

In the case that students become repeat offenders, an academic contract will be drawn up together with the student. The emphasis is on addressing the root issue and learning to live with respect for the students/community around them. Parents will be informed of or invited to participate in the creation of the academic contract by the principal.

If students cannot abide by their agreed upon contract, students can expect a suspension or expulsion in extreme circumstances.

Please note, opportunities will be provided during classes and on Day 3, to teach students how to use AI as a tool and help.

5. Class Attendance

Class attendance is expected. If you will not be attending a class for any reason, it is necessary for us to receive a note from your parents or guardian. In the event that a student skips class, or is absent without reason, parents will be notified. If the behavior continues, there may be academic consequences and/or suspension.

6. Study Habits

Spares and/or study periods during the academic day and in the dormitory should be used for individual study to achieve a sound education. However, group study is also encouraged. When studying in groups, students are asked to be considerate of others around them and work in a manner that allows others to work well.

7. Appropriate Language

Language is a powerful tool that can be used to build up a community, but when used inappropriately, it can become extremely destructive. At MCI, we ask that students refrain from language that is profane, offensive, or used to put down an individual or group. These expectations are to be followed in all verbal, written and electronic communication. Students that use inappropriate language during any MCI activity will be asked to change their behavior. Students who have been reminded by staff and/or fellow students *and* refuse to make an honest effort to change, will be asked to meet with a staff member to determine appropriate discipline.

8. Intimidation & Bullying

Bullying/intimidation occurs when there is an abuse of a power imbalance between two or more parties; an aggressor or aggressors and a victim. Intimidation may take a variety of forms; including physical, emotional, psychological, or sexual, and may be imparted in a variety of subtle and overt modes; including oral, written, and digital/online communication.

MCI is committed to ensuring a safe community for students to grow socially, emotionally, intellectually, physically, and spiritually. For this reason, intimidation and bullying in any form is strictly forbidden. Students who intimidate or bully others may be subject to suspension or expulsion. In practice, administrative responses to incidents of intimidation begin with educational meetings and or warnings, which have been designed to correct the behavior. Should these measures fail, suspension or expulsion may follow.

9. Dangerous Goods, Weapons & Association

Dangerous goods such as paintball guns, firecrackers, hunting knives, etc. are prohibited on campus. Specifically, possession of a weapon – as defined in section 2 of the Criminal Code of Canada – is strictly prohibited on campus. The Criminal Code of Canada defines weapons as anything used, designed to be used, or intended for use:

- (a) in causing death or injury to any person or,
- (b) for the purpose of threatening or intimidating any person, and
- (c) without restricting the generality of the foregoing, includes a firearm.

Students that possess any dangerous weapon will be subject to discipline at the discretion of MCI staff. Gang Involvement will not be tolerated on or off-campus. If MCI staff is made aware of student involvement in a gang and/or other criminally active group, students will be subject to discipline at the discretion of MCI staff.

10. Tobacco/Vape Products, Alcohol & Drug Use

Most MCI students are minors. The school has a duty of care and legal responsibility regarding the use of legal substances like alcohol and tobacco. It also has a responsibility to protect students from non-prescription/illegal street drugs. This has become especially important in a time when less harmful drugs are sometimes tainted with very dangerous drugs like fentanyl.

Any student caught in possession of, or using, alcohol, drugs, and related paraphernalia, will result in an immediate suspension, with the potential of expulsion. In addition, any student 18 years of age or older caught purchasing alcohol or drugs for a minor will result in expulsion.

Any student caught smoking/vaping or in possession of tobacco/vape products, on campus or at a school function, will be subject to discipline. In addition, students will be asked to meet with a staff member to set healthy living goals. If the behavior on campus persists, it may result in suspension.

11. Entry into Locked Spaces

MCI seeks to nurture a community of trust. For trust to grow and flourish, all members are asked to respect the safety and security of all community members, their spaces and their property. Therefore, students are expected to respect locked spaces throughout the campus. When students require entry to locked spaces, it is to be had only with the assistance of staff or students authorized to unlock the space.

Unauthorized entry into locked spaces (rooms, storage, windows, buildings, etc.) is a serious breach of safety, respect, and trust, and as such will be taken very seriously by the administration. Depending on the severity, fines, suspension, or expulsion are all appropriate responses to incidents of unauthorized entry into locked spaces.

12. Respect for Others' Property

Students are asked not to take, or borrow, anything that belongs to another person, unless arrangements have been made with the owner. We ask that you treat others' property with respect, as if it were your own.

Students are asked not to enter the rooms of others unless they are invited. This is out of respect for students' privacy and their need for space that is their own. To minimize theft, students are encouraged to keep money or other valuables in locked rooms.

13. Safe Use of Media & Technology

Students must agree to the safe and ethical use of technology on campus. This philosophy applies to personal and school-owned audio, video, digital and computer technology, including cell phones. Students are expected to view and use materials that are consistent with MCI's mission statement and statement of faith.

Students may only use school audio and video equipment with the supervision and permission of staff. Access to the Internet may only be obtained via the student network server, so that content can be filtered and managed by MCI's IT coordinator. Prior to receiving an authorized student ID and password, all students must provide signed consent to support the mission and faith statement of the school with respect to computer, Internet, and email use. At no time are students to share user IDs to access the student network.

Students who are found possessing pornographic materials (printed, electronic, photographic, etc.) will have it confiscated and destroyed. Where school computer equipment is involved, the privilege to use this equipment will be revoked. Where the student's own equipment is used in this manner, it too will be confiscated and turned over to parents. Where appropriate, further disciplinary action may be taken.

In like manner, staff are expected to use media and technology consistent with MCI's mission and faith statements, and in a way that respects the sensibilities of the community.

Failure to abide by this code for technology use will result in the temporary or permanent loss of their right to use technology.

Smart Device / Cell Phone Use Policy

MCI's smart device policy is designed to encourage studious students in the classroom and to create an atmosphere of in-person social interaction. Students will be asked to use their Chromebook for use in class when needed. A smart device is considered a cell phone, tablet, or any electronic device that is not an assigned Chromebook.

During the academic day, the use of any type of smart device in the classroom will be strictly prohibited. Students carrying a smart device will be asked to put their device in a designated location in the classroom for the duration of the class. It can be picked up when class is over. An exception will be made for the Digital Photography class where a smart device can be used as a camera.

Chapel and lunch will be considered the same as class time. During chapel and in the dining room at lunch students will be responsible for their devices. They are encouraged to place their devices face down in the center of their table and engage in conversation with their table mates.

Any smart device being used during class time (during chapel and lunchtime in the dining room included) will be confiscated for the rest of the day. If a student has multiple offenses using their smart device, their device will be confiscated and a conversation with admin and a parent/guardian will determine the return of the device to the student.

Smart devices may be used in most areas of the school when students are not in class. We will encourage students to use their time wisely during spares. Parents/guardians who do not wish their student to have access to their smart device during a spare should contact the school to arrange smart device strategy. If students need to communicate with home, they may ask to use the school phone or use their smart devices outside of class time.

Disciplinary Consequences & Procedure

Philosophy

Our mission is to educate students in a Christ-centered community that allows students to recognize their full potential in all aspects of life. This learning happens in relationship with God and the people around them – teachers, staff members, community members and fellow students. As a result of living and learning in a community, our choices are not just based on how it affects us as individuals. Every choice we make can affect those around us. We hope to foster a community that leads to authenticity and healthy Christian character.

When we make disciplinary decisions, we will do our best to act out of care for the individual(s) involved and the greater community, emphasizing restoring healthy relationships.

Potential Disciplinary Actions

In the event that a student has broken the trust, or code of conduct as outlined above, disciplinary action will be taken. It's important to note that our goal is to restore relationships of trust and turn discipline into an opportunity for learning. However, we must take into consideration the impact one's actions have on both themselves and the school community.

Students that break the code of conduct will be dealt with in conversation with an MCI staff member. Any first offence will be dealt with in relationship and seen as a learning opportunity. In the case that students become repeat offenders, a behavioral contract will be drawn up together with the student. The emphasis is on addressing the root issue and learning to live with respect for the students/community around them. If students cannot abide by their agreed upon contract, students can expect a suspension or expulsion in extreme circumstances.

Below are a few exceptions to the above paragraph, which will result in immediate action.

- *Illegal Activity:* In the case that students are involved in any illegal activity (ie. Drugs, Alcohol, Weapons etc.) on MCI campus or at any MCI functions, it will result in an immediate suspension, and the potential for expulsion.
- *Property Damage:* Any student(s) that intentionally damage school property will be expected to pay the full cost of repair and may be subject to subsequent suspension or expulsion.
- *Harming Others:* Any student that intentionally harms a fellow student will be subject to suspension and/or expulsion.
- *Entering the Opposite Sexes Dormitory:* Any student found entering, hosting, or assisting an opposite gender visitor will result in immediate suspension and/or expulsion.

Summary of Potential Fines

Damage to or defacing school property.....	full cost of repair
Tampering with fire & safety equipment.....	\$500
Climbing on to the roof.....	\$100
Smoking/Vaping in buildings	\$100
Crawling through Windows/Popping doors.....	\$50 (+damages)
Text & Library Books not returned.....	\$10/book (+replacement)

NOTE: In the case of a fine, the student's parents will be contacted.

Academic Integrity

Integrity is an important character trait to develop in a world where anything goes. Knowing that what you do and how you do it matters, impacts relationships and is integral to building trust is essential to demonstrating growth and maturity.

With the rise in AI apps and other online access, there is a rise in opportunities to use such resources to create works that may not be legitimate work by the students themselves. Artificial Intelligence resources such as ChatGPT, Quillbot, Grammarly, etc. are tools that can be used to generate information that is not the student's own thoughts or has not been researched by the student and appropriately referenced.

The Oxford dictionary defines **plagiarism** as "the practice of taking someone else's work or ideas and passing them off as one's own."

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In the case that students become repeat offenders, an academic contract will be drawn up together with the student. The emphasis is on addressing the root issue and learning to live with respect for the students/community around them. Parents will be informed of or invited to participate in the creation of the academic contract by the principal.

If students cannot abide by their agreed upon contract, students can expect a suspension or expulsion in extreme circumstances.

Please note, opportunities will be provided during classes and on Day 3, to teach students how to use AI as a tool and help.

Procedure for Appeals

In the unfortunate event that disagreement about decisions involving the code of conduct should arise, a process has been identified for parents/guardians to engage in discussion with staff and

board to resolve the matter. Parents/guardians may also wish to appeal the decision of staff/administration on a given matter. They may do so as follows:

- (a) Speak directly with the staff member involved.
- (b) Speak/meet with administration to resolve the matter when Step 1 is unsatisfactory.
- (c) Appeal to the Board of Directors in writing, addressed to the Chair.

Conclusion

Infractions in any of these areas will result in a disciplinary process. Fines, suspensions, work assignments, or expulsions may be used to underline the expectations of the code of conduct. However, when students voluntarily support the major behavioral standards outlined above, the climate in our school community is considerably enhanced.

It is the wish of the board of directors and staff that we grow together with students in appreciation of each other, our friends, parents, the church, and God. To help achieve growth of this kind, we must strive together to create a cooperative climate that enables the best to emerge from everyone, even in difficult situations. MCI's purpose is to offer the best education possible in a healthy and supportive community.

Dormitory Handbook

For many years, the MCI dormitory has been a place where students have had the opportunity to live and learn as a community. We hope to offer you, as a student, an opportunity to develop meaningful relationships with fellow students and staff members. We truly believe that if you choose to engage fully in the everyday life of the community - from contributing to the cleanliness, to creating spaces where people can feel seen and known – your experience in the dormitory can be one of the highlights of your teen years!

We're thrilled to have you committed to this community and look forward to growing together this year! We hope and pray that each of you finds moments in the year that will contribute to your education, maturation and growth as a disciple of Christ.

Respect

In the dormitory, one of our core values and the base for our community will be *respect*. To live in a community like this, it is imperative that we learn to respect one another, not just despite our diversity but because of our diversity. All of our structures will be based on the understanding that we trust and respect one another until that is broken. It is important to MCI that we are a safe environment for all students to feel protected and nurtured emotionally, psychologically, physically and spiritually.

We want to invite you to learn what it means to respect your peers and the dormitory staff. At times, due to broken trust or infractions, dormitory staff may need to conduct campus searches and reserve the right to do so at any time. It's important to note that this is only necessary when there is a lack of respect or trust.

Dormitory Staff

At the MCI dormitory, you can expect to have a team of Deans that take on the primary responsibility of guiding dorm life. The Director of Operations & Advancement will oversee this team. This team will be responsible for all dorm life, from planning special activities, leading bible studies, mentoring you as students, and giving general leadership to dorm life. They are excited to journey with you throughout the year on a personal, interpersonal and spiritual level. Throughout the day, teachers may also serve as "deans" at times, whether that be at meal duty or occasionally on weekends. However, the majority of responsibility still lies with the dormitory team.

Deans will be responsible for daily discipline if needed and will include parents and the Principal, and the Director of Operations & Advancement when needed. *Please take some time to read the MCI Code of Conduct which outlines a bit more of our philosophy of discipline.*

There are 'dormitory suites' on campus that provide the opportunity for our dormitory staff to live on campus permanently. This allows there to be 24-hr adult supervision on campus. We ask that

you, as students, please respect their area and recognize that this is their home. During school hours, the dormitory is locked.

Student Leadership in the Dorm

Our dormitory student leaders have offered and been selected to provide leadership in their respective dormitories. Dorm leaders will be working closely with the deans in a mentorship capacity. You can expect them to be a support for you as students and be a part of planning/providing some fun activities throughout the year.

Facilities and Guidelines for Their Use

At MCI, we have a beautiful campus at our disposal. We want to take care of this space and respect the rooms available to us in the evening. The gym is an excellent place for staying active. But gym privileges can be revoked at any time if the equipment is not taken care of or cleaned up properly. Buhler Hall, the Alumni Lounge, and all classrooms are off-limits unless given specific permission from a staff member. It is essential that if permission is granted that you respect the space by cleaning up after yourself.

Dormitory rooms are grouped into modules, or *mods*, with four to five double-occupancy rooms in the west wing and six double-occupancy rooms in the east wing. Each room features two floor-level twin-sized beds, two study desks with bookshelves, two closets, a column of open shelving, and a large mirror. A washroom is adjacent to every student room. Each module also has its own lounge.

Some specific guidelines for using facilities follow:

1. Beds

All students must provide their own twin mattress cover. The covers should be quilted with elastic edging all around, like fitted sheets. Mattresses are not to be stacked or moved around without the permission of a Dorm Staff.

2. Posters and Room Decorations

Students are encouraged to make their room feel like home. Therefore, we ask that students use adhesive hooks (such as command hooks) for hanging decorations. Fun Tack is acceptable but can cause rips in the paint/drywall at the end of a year. Screws and/or tape are NOT acceptable for hanging art, and there are fines for wall damage.

All articles or pictures displayed in the room are expected to conform to Christian standards of decency. Pictures with provocative poses, pictures of drugs or drug paraphernalia, or alcohol or

tobacco advertisements and logos, are unacceptable. Any picture or room decoration deemed inappropriate by the staff will be removed and disposed of.

Lights are allowed to be hung up in rooms. However, we ask that these be LEDs lights.

3. Pets

In the interest of public health, **pets** are not allowed at school or in the dormitory with the exception of ONLY fish. These must be approved by a Dorm Staff.

4. Cleanliness

We expect students to keep the dormitories, mods, and individual rooms to a certain standard of cleanliness. You are all responsible for keeping your room and washroom clean. If you are sharing a washroom, you are expected to take turns cleaning these facilities and to do so regularly. In each bathroom, you will find a checklist that outlines our expectations of what a clean room/bathroom should look like. Dormitory staff will work closely with students to help form constructive habits and systems around cleanliness.

Similarly, each mod member is responsible for keeping their mod lounge clean and tidy on a rotating schedule. Mod leaders will be responsible for clearly communicating a cleaning schedule to their fellow Dorm members. Dormitory staff will help enforce consistent follow-through of cleaning tasks by all Mod members. Dormitory staff will conduct room checks on a regular basis to ensure that regular cleaning is completed.

Students who, at the time of their departure, leave messy rooms or mod lounges will not receive their damage deposit and may be assessed additional cleaning fees.

5. Energy Conservation

The temperature in each Mod is controlled by a central thermostat. Please ask Dorm Staff for any changes to thermostat settings that may be required. Remember to turn off lights, stereos and appliances when you leave your room or Mod. **We ask that you conserve water by not running your faucet or shower for extended periods of time.** Fans, lights, and alarms should be turned off when leaving for the weekend. There are recycling boxes that are to be used for paper, aluminum, plastic, glass, and cardboard waste products.

6. Laundry Facilities

Coin-operated laundry facilities and irons are available. Please use washers and dryers only between 3:45 and 7:55 p.m.; and between 9:30 and 10:45 p.m. Also, please use the irons only in the laundry room. *Cost: \$0.75/wash or dryer usage. The laundry rooms will be locked at 10:45pm. Please plan ahead.*

7. Appliances and Equipment

For community health and safety, there are a number of items that are not permitted in student rooms. Please see the list of permitted and prohibited items.

Permitted

Radio
Stereo
Computer
Hair Dryer
Hair Curler
Hair Straightener

NOT Permitted

TVs (Mod Lounge Only)
DVD Players
Toasters
Microwaves (Supplied by School)
Any appliance with an open element
Gaming Consoles/Systems (Mod Lounge Only)
Rice Cookers (Mod or Student Kitchen Only)
Kettle

8. Fire Prevention

To minimize the risk of fire, students should unplug curling irons and hair straighteners when not in use. Similarly, other appliances should be treated with an eye to safety. For the sake of fire prevention, open fires—candles, incense sticks, smoking or fireworks—are prohibited in the dormitory. Students who light fires or smoke in any school building will be fined \$100 and subject to additional disciplinary action.

Tampering with smoke detectors or fire alarms is a serious offence. Fire doors are for emergency exits only. Students are to enter and leave the building via the main doors. Exceptions may be granted for special purposes, such as moving in or out of the dorm.

9. Keys

At the time of registration, each student is issued a room key. If students lose their key, they will be issued a new key. Students will be charged a rekeying fee for each key they lose. All rekeying charges will be assessed to their account in June.

Any school keys that are not authorized need to be returned to the dormitory supervisor or the school principal. If students are caught with a set of unauthorized keys, they will be subject to additional disciplinary action.

10. Security

In the interest of security, students are encouraged to bank large amounts of money. Cheques can be cashed at the Access Credit Union. We also encourage students to get into the habit of locking their rooms, particularly during longer absences.

Unauthorized entry into locked spaces (rooms, storage, windows, buildings, etc.) is a serious breach of safety, respect, and trust and, as such, will be taken very seriously by the administration. Depending on the severity, fines, suspension, or expulsion are all appropriate responses to incidents of unauthorized entry into locked spaces.

Incidents of theft should be reported to the dormitory staff. The school will not be responsible for property that is lost or stolen.

Damage Policy

We want to live in a community that values respect. One of the ways we can respect each other is to respect the space we are living in. We recognize that there will be accidents, and in the case of accidental damage, the school will repair the damage at no cost to the student.

However, if damage occurs intentionally or through carelessness and vandalism, we will charge the student(s) responsible the full cost of repair.

Unfortunately, there will be times when damage occurs where the person chooses to remain unknown. In these cases, the damage will be assigned in the following order:

<i>Area of Damage</i>	<i>Person(s) Responsible</i>
Within a dormitory room	Occupant(s) of the room
Within a bathroom	Occupant(s) of the rooms accessible to the bathroom
Within a Mod/Mod lounge	All members of the Mod
Dormitory hallways/stairwells	All members of the Male or Female Dorm
Dormitory Lounge or Mezzanine	All Female & Male members of the Dorm

At the time of registration, students will be asked to provide a **\$250 damage deposit**. Maintenance reviews all dorm spaces before the school year and have a "Room Damage Form" on each room. This form will be assessed three more times throughout the year.

Routines and Expectations

When living in a community such as at MCI, we want to ensure there is the freedom to create some of your own norms. However, there will also be certain routines that are important for everyone to follow! Below we've outlined what a typical day in dorm 'could' look like.

7:45 - 8:15am	Breakfast (Breakfast Check-in Required)
8:40am-3:40pm	Academic Day
4:00-5:30pm	Practices Free Time Recreational Activities
5:30-6:00pm	Supper
6:00-7:55pm	Practices Free Time Recreational Activities
8:00-9:15pm	Study Period
9:15-9:30pm	Hall Duty Mod Duty Room Cleaning

9:30-10:30pm	Free Time Snack Evening Activities
10:15pm	Kick-in (To Male/Female Dorm)
10:45pm	Kick-in to own room
11:00pm	Lights out

Study Period (8:00-9:15pm)

We've tried to create time and space for students to work on schoolwork. This hour and fifteen minutes are a mandatory period every day. Study happens in student rooms. Requests can be made to Deans to study in the Mod, Dorm Lounge or Cafeteria. Social media, tv/movies & gaming are not permitted during this time. In the case of students being caught doing any of these, they will be moved to supervised study in the cafeteria. students may be asked to hand in their phones to a dean to eliminate distractions.

Once a week, there will be supervised study for all students in a classroom in the academic wing.

If students are gone during study, we encourage them to create space to complete homework. This often occurs during busy sports seasons or musical seasons.

Supervised Study

To help encourage students to follow through with the little things, there will be a supervised study period for anyone that skips a duty, or mandatory event (i.e. Missing breakfast, missing/late for chapel, skipping kitchen duty, not giving notice for missing a meal, etc.)

Supervised study can be requested by teachers or parents also. Supervised study will happen in the library. No phones are allowed. Students are encouraged to work ahead with homework or reading.

Room Checks

Every Tuesday evening, Deans will do a full room check. It is expected that your room & bathrooms will be fully cleaned by the start of study (8:15pm). If your room is not up to standard, students will be expected to keep cleaning before they are welcome to leave for free time/snack. **In the case that this becomes a repeat problem**, Deans have full authority to administer further discipline.

Off-Campus

Students are free to be off-campus in Gretna between 3:40pm and supper (5:30pm) and again between 6:00pm – 7:55pm as long as they tell a supervising staff member where they are going. If visiting anyone or desiring to go to Altona after school, **permission must be granted by a supervising staff member**. All students are expected to be on campus for supper.

Students wanting to go farther than Altona require parental permission.

Dorm Activities

Our purpose and aim of dorm activities include:

- To create fond, lasting memories and create opportunities to make and develop friendships.
- To combat passivity and instill initiative, can-do spirit, and a sense of adventure.
- Creates opportunities for meaningful adult-youth interactions and mentorship.
- Engages multiple intelligences and stimulates the mind, body, and senses.
- Helps students develop life skills.

Throughout the week, there will be activities available for students to participate in. We have created 4 categories of activities:

1. Faith, Fellowship & Discovery
2. Physical, Outdoor & Recreation Education
3. Arts, Culture & Exploration
4. Interest & Life Skill Development

Students will be asked to participate in a minimum of 15 dorm activities per term, with at least 1 activity coming from each of these categories.

Snack | Free Time

During this time, students are all expected to remain on campus. Students are fully responsible for being on time and in the dormitory for study and snack time. Students will be expected to be in their rooms by 10:45pm every night unless otherwise outlined.

Romantic Relationships

If romantic relationships form on campus, we hope to engage in open and honest conversations around respect and healthy boundaries. We want to foster healthy conversations around being in a relationship while also respecting the people we share the space with.

Exclusive Relationships

Living in the dorm at MCI means that you are choosing to live in the community. Living in a community means not being able to choose all the people around you. We hope that dorm, and MCI as a whole, can be an excellent place for friendships to form and be built. We also want to encourage an atmosphere of inclusivity and relationship building. When relationships between individuals or groups become exclusive to others joining them, it becomes harmful to the community. We wish to encourage healthy conversation and boundaries in all forms of relationships and encourage community health and engagement in the dorm.

The Student Lounge

The dorm is equipped with a large co-ed lounge area. This space has been provided to create a safe space for students to hang out. In the lounge, students will find a pit area which is a great place to simply relax or have group activities; a study corner where students can sit and study, read, or just hang out with friends; and the 'café' for students to play games, have a coffee or tea, and simply relax.

Student Kitchen

The student kitchen will be available to dorm students only and be open for select hours (to be determined by Deans). The kitchen is available for students to use for recreational cooking/baking, **not** as a replacement for school-provided meals.

1. The kitchen area will only be available during specified after-school hours, not including mealtimes.
2. Students will be encouraged to wipe all cooking surfaces and utensils before use and required to clean the full kitchen before departure.
3. Cleaning Includes: Washing of any dishes used, wiping of all counters, and used surfaces, and sweeping the floor.

TV | Gaming

The lounge is equipped with a TV, and gaming inputs. If you'd like to host a movie night, watch a sports game or TV show, feel free to check in with the Deans. Censorship is at the discretion of the MCI staff.

Meals & Cafeteria

Mealtimes are a great opportunity for you to build relationships with one another. It's common that students will find a table or space where they always tend to sit. We would encourage you to use this as a space to get to know more people and sit at different tables. Get out of your comfort zone, you'll be surprised by the connections you can build as you fellowship over a meal. Remember to be polite and considerate of one another when waiting in line and enjoying meals together.

Manners and Dress

We expect all students to participate in every meal. Students are expected to always be wearing a shirt and shoes, and presentably dressed. Pajamas are unacceptable in the cafeteria. *No bare feet or sock feet in the cafeteria! This includes breakfast.*

Meal Rates for Visitors

Breakfast: \$5 | Lunch: \$7 | Supper: \$10

Meals Off Campus

Students wishing to leave the campus for supper on a weekday evening or night are expected to arrange this with the Deans. It is preferred if students ask 24hrs in advance. If a group of students of 4 or more wishes to miss a meal in the cafeteria, it is required that they ask the day before. This is out of respect for the cooks preparing the meals, and making sure all appropriate arrangements are made with the parents and staff. In the case that students do not give appropriate notice, they will be receiving supervised study.

Note: If you have special dietary needs, you must inform the kitchen/MCI in September.

Visitors

All visitors are expected to report to the dormitory office and will be expected to abide by all campus regulations during their visit.

Visitors present on campus are expected to:

1. All visitors to the dorm will need to sign in/out at MCI's dorm entrance.
2. Visitors are only welcome to be in the dorm lounge, with the only exception being parents/guardian.
3. Visitors wanting to stay for meals must be arranged at least 24 hours in advance so that cooks are aware and can make sure enough food is prepared. They will be charged for meal according to the rates listed above.

Drive-in students may sometimes wish to spend the night. This can be arranged with the Director of Student Life, with parent permission. There is a fee for overnight stays and occasional van rides.

Emergencies

Fire Precautions

Please note the position of all fire alarm stations and all emergency exits. These exits are to be used in emergencies only. The deans will review an emergency plan with students upon their arrival. Please **DO NOT** play with the fire safety equipment at any time. These are there to keep you safe in the case of an emergency, tampering with them could cost someone their life.

Tampering with safety equipment fine: \$500

Medical Emergencies

First aid supplies and medications are available at the Dean's office. We ask that students inform the Deans in any case where medical attention may be required. Parents will be notified as soon as possible.

Prescription Medications

In all cases, it is important that Deans have been advised about what medications a student is taking. We ask that all medications be kept in the secure cabinet in the dorm office. In rare cases, we may determine an agreement for students to keep their own medication in their room.

Cleaning Duties/Expectations

Students are all expected to assist with a variety of duties to help keep our spaces clean, and welcoming. Part of living in a community is a willingness to contribute to the overall well-being of those around you. An important part of this is taking care of the spaces we share with others and being willing to step up and help when required. Below are a few outlined duties that all students will be a part of.

Kitchen Duties

All Students will take turns being involved in kitchen duty. These duties are expected to begin promptly after every meal. Students that intentionally skip out on these duties or forget to find a substitute will be subject to added duties throughout the week, possibly including supervised study or work duty.

Mod/Hall Clean Up

Students will be expected to help keep the dormitory clean via a number of different duties. Tuesdays at 9:15pm Hall Duty will be completed, and Thursday at 9:15pm Mod Duty will be completed. These duties include cleaning of the halls, vacuuming and cleaning the dorm lounge, cleaning their own rooms, and mod clean-up. The Deans will help direct this process and give clarity of expectations to the students.

Students' Vehicles

The general understanding is that vehicles are to be used only for coming to school and returning home. For all other purposes, students will be asked to follow the '*conditions of use*' section.

Vehicle Registration

You will be required to register your vehicle at the beginning of each week by simply signing in with a Dean. This will allow the Deans an actual update on which vehicles, and how many vehicles are expected on campus each week.

NOTE: At the beginning of the year, we will ask parents to sign a form outlining their permission for vehicle usage. If this changes throughout the year, parents will be asked to contact the Deans.

Conditions of Use

Weekday Usage: For any trip during the week, students will have to be authorized by parents and a Dean. We recommend that students plan shopping trips, or other outings for Fridays after 3:30pm or on weekends.

Lending/Borrowing: Students are not permitted to lend out their vehicle – even for driver education - without the authorization of parents and a dean.

Recreational Vehicles (Motorcycles, dirt bikes, four-wheelers, snowmobiles, etc.): While under school jurisdiction, students wishing to give rides on or borrow any recreational vehicle must have the consent of parents and deans.

Parking

Students are asked to park in an assigned space, the Deans will assign this in the second week of school. If a student doesn't have a designated space, they are asked not to park in the visitor and staff parking spaces. In the case that a student would like to leave their vehicle on campus for extended time periods – such as spring break – they will be asked to leave their keys in the Dean's office.

NOTE: Violation of any of the above conditions may result in an immediate suspension of vehicle privileges and/or the confiscation of keys for a period of time.

Dress Code

During school hours students are expected to be in uniform. After school, students are asked to dress in a clean, neat and modest manner. As members of a community that lives and studies together, we want to be respectful to those we live with, and visitors that come to MCI. We ask that students not wear short shorts, spaghetti straps with bra straps showing, clothing that exposes the midriff or tank tops with large armholes. It's considered inappropriate to be working out or walking around the school without a shirt. Clothing that displays inappropriate logos or profane language will be asked to be taken home or confiscated.

We strive to make the MCI Dormitory feel like home to all students that come. But we must realize that while the Dorm is a home, it is also a school. The dress code ensures that we maintain a professional environment for visitors and guests in the building. Pajamas, housecoats, onesies, or clothes of this nature (as long as appropriate) are okay in the Dorm Lounge or Mods, but are not appropriate for the dining room, hallways, or Buhler Hall.

Weekends

Staying in Dorm

We encourage all students that live near the school to go home for weekends. It's a great opportunity to connect with friends, family and just feel refreshed for the next week. However, we welcome students to spend the weekend here on weekends where the dormitory is not closed. This may create the perfect space to 'catch your breath', prepare for an exam, or attend a sporting event. We want to make sure students still find time to participate actively in their home churches and family life.

Signing in/out for Weekends

Wednesday Deadline: All students will be expected to indicate their weekend plans by Wednesday supper time to the Deans.

Staying with a Friend

All dormitory students planning to spend the weekend with a friend or relative - instead of going home – will be expected to provide the Deans with clear parental consent. Deans will also require confirmation of consent from parents/guardians directly.

Weekend Activities

We encourage students to get creative and help initiate activities on the weekend. These could include going to a movie in Winkler, shopping in Winnipeg, going to a concert, or some sort of group activity on campus. Students are encouraged to plan these together with the supervising staff member. Movies or TV shows are only to be shown if approved by the supervising staff member.

Leaving Campus: If students wish to leave campus, they must clear it with the supervising staff member. If they plan to travel further than Altona, we will expect them to have parental permission.

Weekend Mealtimes

Saturday Brunch: 11:00am
Sunday Breakfast: 8-9:00am
Sunday Lunch: 12:00pm
Suppers (Fri, Sat, Sun):5:00pm

Weekend Kick-In/Lights Out

On campus by: 11:00pm
Kick-in to Dorm: 11:30pm
Lights out: 12:00am (midnight)

Sunday Mornings

We encourage students to attend a local church. We look to provide transportation to a few churches in Altona on Sunday Mornings. This is something that is organized based on interest.

Returning after a Weekend

On any regular weekend, we ask that students return any time prior to *10:15pm*. If they are returning in time for supper, they need to make that clear when signing out with the Deans, so that the kitchen staff can be ready for them.

During closed weekends, students won't be able to arrive before 6:00pm on the day before classes resume. Note, there will be no suppers available on a closed dormitory weekend. If a student plans to return to the dorm on the morning of class resuming, they must be sure to notify the Deans beforehand.

School Calendar 2023-24

(dates may be subject to change)

September 5 (Tues)	Admin Day
September 6 (Wed)	PD Day for staff
September 6 – 7 (Wed-Thurs)	Student Leadership Retreat (arrive between 4 and 5:30 Wed)
September 7 (Thurs)	Student leadership retreat (AM) Registration (2-5:30 PM, Supper at 5:00 PM, Program at 6:30 p.m.)
September 8 (Fri)	Classes begin
September 8-10 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM-Sun 5 PM)
September 13 (Wed)	Get Acquainted Social
September 15-17 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM-Sun 5 PM)
September 18 (Mon)	Leadership Conference at CMU (Student Council)
September 20 (Wed)	Staff meeting (early dismissal)
September 22-24 (Fri-Sun)	Open Dorm Weekend
September 23 (Sat)	Homecoming/Yearbook distribution Alumni volleyball tournament
Sept. 27 – 29 (Wed PM-Fri)	Christian Life Retreat at Red Rock
Sept. 29-Oct. 1 (Fri-Sun)	Closed Dorm Weekend (Truth and Reconciliation) (Fri 4PM – Sun 5PM)
October 3 (Tues)	Election Day – No classes, PD for Staff
October 6 – 9 (Fri – Mon)	Closed Dorm Weekend (Fri. @ 4PM – Mon. @ 5PM) Thanksgiving
October 9 (Mon)	Thanksgiving Day (no classes)
October 10 (Tues)	School picture day
October 13-15 (Fri-Sun)	Open Dorm Weekend
October 19 – 22 (Thurs – Sun)	Closed Dorm Weekend (Thurs 4PM – Sun 5PM)
October 20 (Fri)	MTS PD Day (no classes)
October 24 (Tues)	Parent-Staff Meetings (3:00 PM – 7:00 PM)
October 25 (Wed)	Staff Meeting (early dismissal)
October 27-29 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM - Sun 5 PM)
November 3 (Fri)	Soup & Pie; Fall Concert
November 3-5 (Fri-Sun)	Open Dorm Weekend
November 10-12 (Fri – Sun)	Closed Dorm Weekend (Fri 4 PM to Sun 5 PM)
November 15 (Wed)	Photo Retakes (tentative)
November 17 (Fri)	½ Day Admin (morning classes)

November 17-19 (Fri-Sun)	Closed Dorm Weekend (Fri 1PM-Sun 5 PM)
November 18-19 (Fri-Sat)	Cottonwood Rehearsal weekend (Tentative)
November 20 (Mon)	AGM (Tentative)
November 24 (Fri)	Staff Meeting (early dismissal)
November 23-25 (Thurs – Sat)	Community Drama Performances (Tentative)
November 24-26 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM-Sun 5 PM)
December 1-3 (Thurs-Sat)	Closed Dorm Weekend (Fri 4PM-Sun 5 PM)
December 8-10 (Fri-Sat)	Open Dorm Weekend
December 13 (Wed)	Christmas Banquet
December 15 (Fri)	Staff Meeting (early dismissal)
December 15-17 (Fri - Sun)	Closed Dorm Weekend (Fri 4PM-Sun 5 PM)
December 21 (Thurs)	Christmas Concert @ 7:30 PM
Dec. 22 – Jan. 7	Christmas Break (Fri. Dec 22 @ 4:00 PM to Sun. Jan 7 @ 5 PM)
January 8 (Mon)	Classes resume
January 9-12 (Tues-Fri)	Grade 12 English Provincial Exam
January 12-13 (Fri-Sat)	Youth Orbit
January 12-14 (Fri-Sun)	Open Dorm Weekend
January 19 (Fri)	Staff Meeting (early dismissal)
January 19-21 (Fri-Sun)	Closed Dorm Weekend (Fri 3PM - Sun 5 PM)
January 23 (Tues)	Grade 12 Applied Mathematics Provincial Exam
January 24 (Wed)	Grade 12 Essential Mathematics Provincial Exam
January 25 (Thurs)	Grade 12 Pre-calculus Mathematics Provincial Exam
January 26-28 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM - Sun 5PM)
Jan 31 – Feb 1 (Wed-Thurs)	Semester One Exams (gr. 9 – 12)
February 2 (Fri)	Admin Day (no classes)
February 1-4 (Thurs-Sun)	Closed Dorm Weekend (Thurs 4PM – Sun. 5PM) Semester Break
February 5 (Mon)	First Day of Semester two
February 9-11 (Fri-Sun)	Open Dorm Weekend
February 16 – 19 (Fri – Mon)	Closed Dorm Weekend (Fri. 4PM – Mon. 5PM) Louis Riel
February 19 (Mon)	Louis Riel Day (no classes)
February 23 (Fri)	Staff Meeting (early dismissal)
February 23-25 (Fri-Sun)	Closed Dorm Weekend (Fri 3PM - Sun 5 PM)
March 1-3 (Fri – Sat)	Musical Rehearsal Weekend Open Dorm Weekend

March 6 (Wed)	Musical Dress Rehearsal (12:30 PM)
March 7-9 (Thurs – Sat)	Musical Performance @ 7:30 PM (Sat. Matinee @ 2PM)
March 8-9 (Fri – Sat)	Open House (Fri @7:30 PM and Sat @ 2PM)
March 9-11 (Sat-Mon)	Closed Dorm Weekend (Sat 11PM - Mon 5PM)
March 11 (Mon)	PD (no classes)
March 15 – 17 (Fri-Sun)	Closed Dorm Weekend (Fri 3PM - Sun 5PM)
March 15 (Fri)	Staff Meeting (early dismissal)
March 20 (Wed)	Parent-Staff Meetings (3PM – 7PM)
March 22 – April 1 (Fri – Sun)	Spring Break (Dorm closed) (Fri. 4PM – Mon. 5PM)
March 29 (Fri)	Good Friday (No school)
April 1 (Mon)	PD (no classes)
April 5-7 (Fri-Sun)	Open Dorm Weekend
April 12-14 (Fri-Sun)	Closed Dorm Weekend (Fri 4 PM - Sun 5 PM)
April 19-21 (Thurs-Sun)	CAMS Musicfest (MBCI)
April 19 (Fri)	Admin ½ day (classes AM only)
April 18-21 (Thurs-Sun)	Open Dorm Weekend
April 24 (Wed)	Staff Meeting (early dismissal)
April 26-28 (Fri-Sun)	Closed Dorm Weekend (Fri 4 PM - Sun 5 PM)
May 3-5 (Fri-Sun)	Open Dorm Weekend
May 4 (Sat)	Spring Fundraising Event (Subject to Change)
May 10-12 (Fri-Sun)	Closed Dorm Weekend (Fri 4 PM - Sun 5 PM)
May 15 (Wed)	Staff Meeting (early dismissal)
May 17 – 20 (Fri – Mon)	Closed Dorm Weekend (Fri 4PM – Mon 5PM)
May 20 (Mon)	Victoria Day (no school)
May 24-26 (Fri-Sun)	Closed Dorm Weekend (Fri 4 PM - Sun 5 PM)
May 27-30 (Mon-Thurs)	Grade 12 English Provincial Exam
May 29 (Wed)	Staff Meeting (early dismissal)
May 31-June 2 (Fri-Sun)	Open Dorm Weekend
June 2 (Sun)	Saengerfest
June 5 (Wed)	Farewell Social
June 7-9 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM - Sun 5PM)
June 8 (Sat)	MCI Golf Tournament
June 10 (Mon)	Sports banquet

June 11 (Tues)	Grade 12 Pre-calculus Mathematics Provincial Exam
June 12 (Wed)	Grade 12 Essential Mathematics Provincial Exam
June 13 (Thurs)	Grade 12 Applied Mathematics Provincial Exam
June 12 (Wed)	Community Spirit awards
June 12 (Wed)	Staff meeting (early dismissal)
June 12-14 (Wed-Fri)	Grade 12 exams
June 14-16 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM - Sun 5PM)
June 15-21 (Sat-Fri)	Grad trip
June 19 (Wed)	Academic awards (grade 9-11)
June 20 – 25 (Thurs-Tues)	Grade 9 – 11 Final Exams
June 21-23 (Fri-Sun)	Closed Dorm Weekend (Fri 4PM - Sun 5PM)
June 23 (Sun)	Graduation (ceremony @ 2:30 PM; banquet @ 5:30 PM)
June 26 & 27 (Wed, Thurs)	Admin Day (no classes)
June 28 (Fri)	Academic Reports Available /New Student Orientation

