



APPLICATION INFORMATION FOR
St. Maurice School
Grades 7 to 12
2012-2013 School Year

Different Application Information Sheets are required for:

- International Students
- Applicants with Disabilities

Please visit the school's website (www.stmaurice.mb.ca) or request a copy from the school office.

Each applicant will be required to:

- a) Submit a completed St. Maurice School Application Form for each individual student applying.
- b) Submit an application fee of \$100.00 per individual student applying. Payment may be made in cash or by cheque made payable to "St. Maurice School". Please note:
 - If the applicant is accepted, \$35.00 of the application fee is a processing fee and the remaining \$65.00 will be used toward various school fees such as the Religion Program Fee, Locker Use Fee, Student Council Fee, etc.
 - If the applicant is not accepted, \$65.00 of the application fee will be refunded. The remaining \$35.00 will be retained as an application processing fee.
 - If the applicant is placed on the waiting list *due to a lack of space*, the application fee will be held until the applicant requests to be removed from the waiting list. (Only \$65.00 is refundable)
 - *If the applicant chooses to withdraw his/her application, no refund will be made.*
- c) Provide a copy of the student's most recent report card from their current school.
- d) If applying for Grade 11 or 12, a high school transcript showing all high school credits earned to date will also be required at the time of application.
- e) If applying for Grade 10, 11 or 12, a copy of the student's high school transcript or final report card showing all high school credits earned to the end of the current school year must be submitted prior to August 15th. Students applying for Grades 10, 11 and 12 will only be conditionally accepted pending the final outcome of their current high school credit courses, to be verified for final acceptance by the complete transcript required by August 15th.
- f) Provide a copy of the student's birth certificate. If the student is not a Canadian citizen, Proof of Permanent Resident Status must also be provided.
- g) Provide a copy of the student's baptismal certificate (if applicable).
- h) Have a Sending School Questionnaire (SSQ) completed and returned to St. Maurice School by the student's current school Principal. The parent or guardian of the student must sign as indicated near the top of this form to permit the current Principal to release the requested information (as required by FIPPA, the Freedom of Information and Protection of Privacy Act (Manitoba), and PHIA, the Personal Health Information Act). The parent or guardian of the applicant is responsible for providing this signed form to the Principal of the applicant's current school. The Principal is asked to complete and fax this Sending School Questionnaire directly to St. Maurice School (fax: 452-4050) as soon as possible.
- i) Write an entrance exam (maximum time allowed is 3 hours). The exams are for all applicants, for Grades 7 to 12, and will cover English Language Arts and Mathematics. Calculators are not permitted.
- j) Attend an interview for the student with a St. Maurice School Administrator.

Applicants will be notified by phone or by mail of their appointment time(s) for the entrance exam and interview.

Your son or daughter's application will only be processed once ALL of the required documentation has been received by St. Maurice School.

PUBLIC OPEN HOUSE ON THURSDAY, FEBRUARY 16th, 2012 AT 7:00 PM

THE PRIORITY DEADLINE FOR ALL APPLICATIONS IS FRIDAY, MARCH 16th, 2012

It is strongly recommended that the school office receive your complete application on or before the priority deadline above - some grade levels will become full, as will some option courses in the high school.

Applicants accepted after the priority deadline may need to be placed on a waiting list.

NO APPLICATIONS FOR 2012-2013 WILL BE CONSIDERED AFTER FRIDAY, AUGUST 24th, 2012

Note:

- **Applications for International Students:** Please obtain a copy of the International Students Application for St. Maurice School. Such applications require additional documentation and are subject to various conditions outlined in that document.
- **Applications for students with Level II or Level III disabilities:** Please obtain the Application Information Sheet for Students with Level II or Level III Disabilities. Such applications require additional documentation and must be submitted on or before the last school day of February 2012 for consideration for the 2012-2013 school year.
- **Applicants currently registered in a home-schooling program** will be required to supply additional information and documentation, depending upon the grade level applied for. Please contact a St. Maurice high school administrator as early as possible to discuss the applicant's specific situation.

CONTACT INFORMATION FOR ST. MAURICE SCHOOL

Address: 1639 Pembina Highway, Winnipeg, MB R3T 2G6
Telephone: 204-452-2873 or 204-453-4020
Fax: 204-452-4050
Email: info@stmaurice.mb.ca
Website: www.stmaurice.mb.ca

St. Maurice Daycare: 1619 Pembina Highway Telephone 204-475-4045
St. Maurice Before and After School Program for K-6: Telephone 204-284-0881

ACCEPTANCE POLICIES

Our acceptance process sets out to match the needs of individual applicants with the educational setting and atmosphere of St. Maurice School.

Information regarding each applicant for Grades 7-12 is obtained through a process which develops a Student Applicant Ranking, with a maximum of 100 points:

- ▶ Entrance Examination [max 25 points]
- ▶ Personal Interview [max 30 points]
- ▶ Most Recent Report Card [max 25 points] and high school transcript if applying for 10, 11 or 12
- ▶ Sending School Questionnaire [max 10 points]
- ▶ Catholicity [max 10 points, according to the scale shown below]
 - 10 Registered parishioners of St. Vital Roman Catholic Church
 - 8 Catholic students who are presently attending and finishing at another Catholic school
 - 6 Catholic students who are attending a public school
 - 4 Non-Catholic students who are presently attending and finishing at another Catholic school
 - 0 Non-Catholic students who are presently attending a public school

Note: Students for Grades 10, 11 and 12 will only be conditionally accepted pending the final outcome of their current high school credit courses. If conditionally accepted, a copy of the student's high school transcript or final report card showing all high school credits earned to the end of the current school year must be submitted by mail or fax addressed to the "High School Vice-Principal" prior to August 15th.

A student applicant will be eligible for acceptance into St. Maurice School unless:

- a) space is not available. Unfortunately our physical facilities and programs limit the number of applicants that can be accepted at different grade levels.

Provided all other criteria are met, preference for an available space will be given to a:

- 1) Registered parishioner of St. Vital Roman Catholic Church with a sibling(s) attending St. Maurice School
- 2) Registered parishioner of St. Vital Roman Catholic Church
- 3) Catholic student who is presently attending at another Catholic school
- 4) Catholic student who is attending a public school
- 5) Non-Catholic student who is presently attending at another Catholic school
- 6) Non-Catholic student who is presently attending a public school.

- b) the program offered by the school is not suited to the ability or aptitude of the student.
- c) enrolling the student would be detrimental to the continuity of the student's education.
- d) special staffing, programs, equipment, or physical facilities required by the student are not available.
- e) the student's moral behaviour is not in keeping with the practice of the Catholic Faith at St. Maurice School.

ACADEMICS

All students attending St. Maurice School must be enrolled as full time students. The high school program at St. Maurice requires that students are registered for a minimum number of credits at each level: (Grade 9 - 8 credits, Grade 10 - 8, Grade 11 - 8, Grade 12 - 6.5). This credit course schedule includes all compulsory courses required for high school graduation in Manitoba under the Senior Years English Program. St. Maurice School offers courses over the full school year, and not on a semester system. St. Maurice offers a variety of option courses in Grades 7 to 12. Please refer to the current Grade 7&8 Course Descriptions Sheet, or the current Grade 9, 10, 11 or 12 Course Descriptions Booklet.

Religious Instruction: All students attending St. Maurice School are required to take part in Religion. Religion courses and activities such as religious retreats are compulsory at all levels. Attendance at grade Masses and school Masses is an integral and compulsory part of the Religion program.

Homework: All learning does not take place in the classroom. It is expected that each student spends time on homework and study on a daily basis. Homework such as class assignments, projects and reviewing should take precedence over other activities. The typical guideline times for daily after school work are: Grades 7 & 8: 1-1½ hours; Grades 9 & 10: 1½-2 hours; Grades 11 & 12: 2-3 hours.

Examinations: Grade 8 students write 2 hour examinations in January and June for English Language Arts, Mathematics, Science, and Social Studies. Grade 9 to 12 students write 3 hour examinations in January and June for most courses. Grade 8 to 12 students may earn exemptions from the June exams. Students are required to write provincial examinations and/or standards tests as prescribed by Manitoba Education.

Reporting periods: The school year is divided into 2 main reporting periods. The First Term Final Report will be issued in February after the first term examinations. The Final Report issued at the end of the school year will record the final grade earned in each course which is calculated as the average of the Term 1 and Term 2 marks. Progress Reports are issued midway through Terms 1 and 2. Parent Teacher Interviews are scheduled after the November and February reporting periods.

ATTENDANCE

Regular and punctual attendance for all classes is required for a student to be successful in his/her academic endeavour. Parents are asked to contact the school if a student is going to be absent. Parents will be contacted by the school in the case of an unexplained absence. Attendance is taken by each teacher for each class. Parents who allow their children to be absent for such reasons as athletic events, employment or vacations must not expect teachers to provide make-up work, special assistance or extensions for missed work. Teachers will make accommodations for serious illness, etc.

STUDY PERIODS / SPARES

Grade 10 students are scheduled for one supervised study period in each six day cycle. The study period is designed to allow for the completion of individual assignments, although the supervising teacher may permit quiet group work.

Grades 11 and 12 students have the privilege of an open campus spare when they are not scheduled for a class or study period. Students who choose to stay in the school during a spare must remain in uniform and be in a designated area (e.g. Library, Cafeteria). Grades 11 and 12 students choosing to leave campus during a spare must sign out in the high school office as they leave and sign in as soon as they return to the school. Grades 11 and 12 students must attend all School Masses, Class Masses and all special school events (e.g. guest speakers, Student Council events, etc.), even if they have a spare scheduled to occur during such events.

SCHOOL HOURS

The school doors are opened by 8:30 a.m. and close at 3:45 p.m. No supervision is provided before 8:30 a.m. or after 3:45 p.m. except where students are participating in an approved extra-curricular activity. St. Maurice School operates on a 6 day cycle, with the school day divided into 45 minute periods:

<i>Grade 7&8 Students</i>	<i>Grades 9 to 12 Students</i>
8:45 a.m. morning home room	8:45 a.m. morning home room
8:55-12:10 four morning classes	8:55-11:20 three morning classes
12:15-1:00 lunch period	11:25-12:10 lunch period
1:05-3:30 three afternoon classes	12:15-3:30 four afternoon classes
3:45 p.m. school closes, except for students involved in supervised extra-curricular activities	3:45 p.m. school closes, except for students involved in supervised extra-curricular activities

There is a before and after school supervised study hall for Grade 7&8 students, which is ordinarily available daily from 8:00 a.m. to 8:30 a.m., and from 3:30 p.m. to 5:00 p.m., both for nominal fee. Parents and students are expected to make transportation arrangements such that students are not waiting outdoors after the end of their school day or extra-curricular activity.

LUNCH

Students in Grades 7 to 12 have access to a full service cafeteria during their lunch period. A variety of hot and cold menu items are available for sale daily.

Grades 7 and 8: Students in Grades 7 and 8 must stay on the school property between the hours of 8:45 a.m. and 3:30 p.m. Grade 7&8 students may leave the school grounds to go out for lunch only if a signed and dated note from the parents or guardians is provided to the home room teacher before the morning home room period that day.

Grades 9 to 12: Students are permitted to leave the school over the lunch period, but must return on time for their afternoon classes.

EXTRACURRICULAR ACTIVITIES

St. Maurice School offers a number of extracurricular activities throughout the school year (subject to staff availability, student interest and financial constraints). Students who sign up to participate in any school activity must be prepared to make a commitment of their time, talent and energy in order to make each project a success.

LOCKERS

Lockers are assigned at the beginning of the school year. Students are required to provide their own locks and must advise their home room teacher of the combination or provide their home room teacher with the second key. All lockers are the property of the school and are subject to inspection by the school administration at any time.

FEES

The following fees are payable at the beginning of the school year. All fees are subject to change without notice. For newly accepted students, \$65.00 of the application fee will be applied towards these fees*.

Total fees due per student: \$190.00 - 65.00* = \$125.00 owing, includes:

- Religion Program Fee
- Locker User Fee
- Student Council Fee
- Computer User Fee
- School Agenda Purchase
- Yearbook Purchase
- Textbook Caution Fee*

*the Textbook Caution Fee is refundable upon request when the student graduates or withdraws from St. Maurice School, less any amount owing for books which are damaged, lost or returned late after the Textbook Return Deadline. Parents/guardians will be billed for any amount owing over the \$100 caution fee amount.

St. Maurice School - Uniform Requirements - Grades 7 to 12

St. Maurice School students must wear the St. Maurice School Uniform. The uniform promotes school unity and reduces competition. The school uniform consists of the following specific garments. **THOSE ITEMS IDENTIFIED WITH ♦ ARE TO BE PURCHASED ONLY THROUGH THE SCHOOL.** Students will not be allowed to wear uniform garments that have been purchased elsewhere, even if garments come close to matching school uniforms. Otherwise, the fairness of the school uniform policy is jeopardized. Please contact the school office for ordering information.

BOYS

- ♦ White oxford dress shirt with button down collar and crested with the St. Maurice School logo (long or short sleeved)
- ♦ Navy blue school dress pants
- ♦ Crested navy blue school tie
- Navy blue or black dress socks
- Black dress shoes

GIRLS

- ♦ White oxford dress shirt with button down collar and crested with the St. Maurice School logo (long or short sleeved), OR
- ♦ White tailored ladies blouse crested with the St. Maurice School logo (long or short sleeved)
- ♦ Navy blue school dress pants for ladies, OR
- ♦ Blackwatch kilt (no shorter than 3 inches above the bottom of the kneecap)
- ♦ Crested navy blue school tie
- Plain navy blue tights, plain navy blue knee-highs, or neutral nylons
- Navy blue or black dress shoes

BOTH SEXES

- ♦ Optional:
 - Navy blue fleece cardigan crested with the St. Maurice School logo, or
 - Navy blue knitted V-neck sweater crested with the St. Maurice School logo

7&8: SUMMER UNIFORM FOR BOTH SEXES, GRADES 7 AND 8 ONLY

- ♦ Navy blue walking shorts (permitted during September, October, April, May and June only)
Note: The walking shorts replace the kilt/pants only. All other uniform items and requirements apply. The walking shorts must extend down to the top of the kneecap.

All students must wear the school uniform in a proud and presentable fashion.

Please refer to the St. Maurice School Student Handbook for other Student Uniform information.

PHYSICAL EDUCATION UNIFORM (Grades 7 to 12)

- ♦ Blue T-shirt crested with the St. Maurice School logo
Please contact the Phys. Ed. Coordinator for ordering information.
- Navy blue shorts
- Non-marking runners
- Navy blue sweatpants and/or a navy blue crewneck sweatshirt (no hoodies) may also be worn at the discretion of the Phys. Ed. Teacher (particularly for outdoor activities in the fall or spring).

UNIFORM ORDERING INFORMATION

The bulk order for students accepted for the upcoming school year is placed with the manufacturer in May. Parents are advised of the newly-accepted student fitting dates in the Letter of Acceptance. The school uniform shop only carries a limited amount of stocked items throughout the year, but will be able to address the uniform needs of any new students accepted after the May fitting dates. Please also consult the uniform requirements information sheet above for other required items not available through the school.

ST. MAURICE SCHOOL TUITION SCHEDULE

SCHOOL YEAR: 2012-2013

KINDERGARTEN - PART TIME, per student	\$150.00 per month	\$1,500.00 annually
KINDERGARTEN - FULL TIME, per student	\$200.00 per month	\$2,000.00 annually

GRADE 1 TO GRADE 6:

First Child	\$175.00 per month	\$1,750.00 annually
Second Child	\$100.00 per month	\$1,000.00 annually
Each additional Child	\$ 50.00 per month	\$ 500.00 annually per child

The family plan for two or more children can only be offered for students in Grades 1 to 6.

GRADE 7 AND 8, per student: \$200.00 per month \$2,000.00 annually

GRADES 9 TO 12, per student: \$325.00 per month \$3,250.00 annually

INTERNATIONAL STUDENT TUITION, K-12, per student: \$9,500 annually, due in full before the first day of classes

The tuition fees are subject to change at the discretion of the St. Maurice School Board.

If your child/children are accepted at St. Maurice School, tuition payment may be made in full or with 10 post-dated cheques† (dated the 1st, 15th, or last date of each month, September-June), unless previous arrangements have been made with the finance department. Cheques for the tuition should be made payable to “**St. Vital Parish**”. A surcharge of \$20.00 will be applied for any cheque returned to us by your financial institution, regardless of the reason. (†monthly payments not available for international students)

A charitable donation receipt for the tuition fees of St. Maurice School is calculated according to Revenue Canada information circular #75-23. In part the circular reads as follows:

An official donation receipt will be issued for that portion of a payment which is in excess of the pro-rated “cost per pupil” for academic training. If the family has more than one child in attendance at the school, the “cost per pupil” portion will be multiplied by the number of children in the family.

Note: Parents who voluntarily withdraw their child/children from St. Maurice School Inc. during the school year will be subject to a 10% penalty fee based on the yearly tuition. Any remaining post-dated tuition payments will be returned by regular mail, less the 10% charge mentioned above.

St. Maurice School also collects on behalf of the Archdiocese of Winnipeg the Archdiocese of Winnipeg Catholic Schools (AWCS) Assessment. Payment may be made in cash or by cheque to “St. Maurice School”. The assessment amount for 2012-2013 is \$31 per student in Grades 1 to 12, and \$15.50 per student in Kindergarten (whether half time or full time). These assessment amounts are subject to be changed by the Archdiocese of Winnipeg Catholic Schools.

If further clarification regarding this tuition schedule is needed please contact:

Mrs. Dionisia Roman-Osicki, Assistant Director, phone 204-453-0933