



APPLICATION INFORMATION FOR  
**St. Maurice School**  
Grades 7 to 12  
2024-2025 School Year

Additional Application Information is required for:

- International Students
- Students with Special Needs

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

**Each applicant will be required to:**

- Submit a completed St. Maurice School Application Form for each individual student applying.
- 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:
  - In all cases, \$50 of the application fee is a *non-refundable* processing fee.
  - If the applicant is accepted, the remaining \$50 will be held as payment to the school's Programs Enrichment Fund (PEF), which is to be paid annually by every student attending St. Maurice.
  - If the applicant is not accepted, the \$50 PEF portion of the application fee will be refunded.
  - If the applicant is placed on the waiting list due to a lack of space, the entire \$100 application fee will be held until the applicant requests to be removed from the waiting list or the school determines that a space will unfortunately not be opening up for the applicant, in which cases the \$50 PEF portion of the application fee will be refunded. All waiting lists will expire on September 29<sup>th</sup>; parents/students still interested in St. Maurice School for the next school year will be required to complete all components of a new application process for St. Maurice School.
  - If the applicant chooses to withdraw their application, the \$50 PEF portion of the application fee will be refunded.
- Provide a copy of the student's most recent report card from their current school. If the application is submitted prior to March 1<sup>st</sup> for a September entry into St. Maurice School, parents are asked to submit an updated report card as this becomes available from the applicant's current school.
- 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.
- If accepted 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 15<sup>th</sup>. 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 15<sup>th</sup>.
- Provide a copy of the student's Canadian birth certificate. If the student is not a Canadian citizen, proof of Permanent Resident Status in Canada must also be provided.
- International students (all those who are not already Canadian Citizens or Permanent Residents) must also complete the school's Proof of Status in Canada Form and supply the required supporting documentation. Please be sure to check the box for "International Student" at the top of the Application form. Applications for international students will only be considered for students who are already attending an English program school, and whose fluency in the English language is comparable to a grade-appropriate peer in Manitoba.  
Note: Applicants who are already Canadian Citizens or Permanent Residents have priority for available seats.
- Provide a copy of the student's baptismal certificate - *required* if the applicant is indicated as being Catholic.
- If the parents and student are parishioners of St. Vital Roman Catholic Parish, the parent is *required* to complete and submit to the St. Vital Parish Office a Parishioner Status form (available from the school office, parish office, or from the school's website). Parish staff will complete the form and forward it directly to the St. Maurice School office. The Parish Office must confirm the parishioner status of the child/family in order for the applicant to be considered a "parishioner" according to the definition of parishioner for the purposes of the school's Admission Policy (see below).
- Have a Sending School Questionnaire (SSQ) completed and returned to St. Maurice School by the student's current school Principal or delegate. 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 have this Sending School Questionnaire form completed and faxed directly to St. Maurice School (fax: 204-452-4050) as soon as possible.

- k) 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.
- l) Attend an interview for the student with a St. Maurice School Administrator. Student applicants in the highest priority levels (see the Admissions Policy below) will have an interview with a St. Maurice School administrator during the exam-writing time for the student. Should space still be available for the grade level, the School will contact families in the next highest priority level(s) to arrange an interview as spaces become available.

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

***APPLICATIONS FOR 2024-2025 WILL BE ACCEPTED AFTER OCTOBER 2<sup>nd</sup>, 2023.***

Please note that there is no first-come served prioritizing; all complete applications received by the priority deadline will be considered in one pool of new applicants for each grade level.

**Join us for our *PUBLIC OPEN HOUSE for GRADES 1 TO 12*  
*ON THURSDAY, FEBRUARY 8<sup>th</sup>, 2024 AT 6:30 PM***

**Location: St. Maurice School main campus Gym  
Enter using the blue doors from our parking lot accessed from Manahan Avenue**

***THE PRIORITY DEADLINE FOR ALL APPLICATIONS IS FRIDAY, MARCH 15<sup>th</sup>, 2024.***

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.

Applications submitted after the priority deadline may need to be placed on a waiting list.

- **Applications for International Students:** Such applications require additional documentation and are subject to various conditions outlined in the Proof of Status in Canada Form, available from the St. Maurice School website. Note: Applicants who are already Canadian Citizens or Permanent Residents have priority for available seats.
- **Applications for Students with Special Needs (Level II or Level III exceptionalities):** Please obtain the Application Information 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 2024 for consideration for the 2024-2025 school year.

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## **CONTACT INFORMATION FOR ST. MAURICE SCHOOL**

Address: 1639 Pembina Highway (enter from Manahan Ave.), Winnipeg, MB R3T 2G6  
Telephone: 204-452-2873 or 204-453-4020  
Fax: 204-452-4050  
Email: [office@stmaurice.mb.ca](mailto:office@stmaurice.mb.ca)  
Website: [www.stmaurice.mb.ca](http://www.stmaurice.mb.ca)

St. Maurice Daycare: 1619 Pembina Highway  
St. Maurice Before and After School Program for K-6:

Telephone 204-475-4045  
Telephone 204-284-0881

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## ADMISSION POLICY, Grades 7 to 12

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

Information regarding each applicant for Grades 7-12 is obtained through a process which includes the review of:

- the applicant's Entrance Examination
- a Personal Interview with the student applicant
- the Sending School Questionnaire
- the most recent Report Card, and High School Transcript if applying for Grade 10, 11, or 12.

Note: Applicants currently registered in a home-schooling program will be required to supply additional information and documentation regarding the curriculum/program followed, assessments conducted and outcomes attained.

Note: Applicants 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 to St. Maurice School, addressed to the "High School Vice-Principal" prior to August 15<sup>th</sup>.

### Criteria for Admissibility

The information collected is used to determine if:

- all special staffing, programs, equipment, and/or physical facilities required by the student are available,
- the academic program offered by the school would provide an educational environment beneficial to the student's learning potential,
- the student's moral behaviour is in keeping with the practice of the Catholic Faith at St. Maurice School, and
- the student's behaviour and attitude is in keeping with the standards of St. Maurice School

### For Grades 7 to 12:

Provided the admissibility criteria are met, priority for an available space will be given to a:

- 1) Registered parishioner\* of St. Vital Roman Catholic Church with a sibling(s) already attending St. Maurice School
- 2) Registered parishioner\* of St. Vital Roman Catholic Church
- 3) Catholic with a sibling(s) already attending St. Maurice School
- 4) Catholic child of a graduate alumnus of St. Maurice School
- 5) Catholic who is presently attending at another Catholic school
- 6) Catholic
- 7) Non-Catholic with a sibling(s) already attending St. Maurice School
- 8) Non-Catholic child of a graduate alumnus of St. Maurice School
- 9) Non-Catholic who is presently attending at another Catholic school
- 10) Non-Catholic

\*The St. Vital Parish Office considers a "parishioner" to be a practicing Roman Catholic who has registered, is attending, and has been contributing to the Parish for at least six months and is known to one of the priests in the parish. If the parents and child are parishioners of St. Vital Roman Catholic Parish, the parent is *required* to complete and submit to the St. Vital Parish Office a Parishioner Status form. Parish staff will complete the form and forward it to the St. Maurice School office. The Parish Office must confirm the parishioner status of the child/family in order for the applicant to be considered a "parishioner" according to the definition of parishioner for the purposes of priority placement per the school's Admission Policy (see above).

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## 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 - 7, 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 8 to 12. Please refer to the current Grade 8 Course Descriptions Sheet, or the current Grade 9, 10, 11 or 12 Course Descriptions Booklets (which are posted on the school website).

**Religious Instruction:** All students attending St. Maurice School are required to take part in Religion. Catholic 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. Non-Catholic students are called to develop an understanding of the Catholic Faith, while being encouraged to maintain and grow in their faith development according to their own religious tradition.

**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 9 to 12 students write 3 hour examinations in January and June for most courses, and 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 Grade 7-12 school year is divided into 4 main reporting periods, with Progress Report Cards issued in November, February and April, and the Final report Card issued at the end of June. Parent Teacher Interviews are scheduled upon request 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 late or 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 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. Grades 11 and 12 students are expected to attend all School Masses, Grade Masses and all special school events (e.g. guest speakers, high school assemblies, etc.), even if they have a spare scheduled to occur during such events.

## SCHOOL HOURS

No general supervision is provided before 8:00 a.m. or after 4:00 p.m. except where students are participating in an approved extra-curricular activity or supervised study hall. St. Maurice School operates on a 6 day cycle, with the school day divided into 45 minute periods:

<i>Grade 7&amp;8 Students</i>	<i>Grades 9 to 12 Students</i>
9:00-12:20 four morning classes	9:00-11:30 three morning classes
12:25-1:10 lunch period	11:35-12:20 lunch period
1:15-3:40 three afternoon classes	12:25-3:40 four afternoon classes
4:00 pm school closes, except for students involved in supervised extra-curricular activities	4:00 pm 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 7:30 to 8:30 am, and from 3:45 to 5:00 pm, each session 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. A high school study hall space is available daily from 7:30 to 8:30 am and from 3:45 to 5:00 pm.

## **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 am and 3:40 pm. 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 period 1 subject teacher 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.

## **UNIFORMS**

Please visit the school website at [www.stmaurice.mb.ca](http://www.stmaurice.mb.ca) To review the "Uniform Requirements" information sheet. Note that students new to St. Maurice may only place their order from our uniform supplier after receiving their official letter of acceptance.

## **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 dedicated 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 Student Advisory Group teacher of the combination or provide their SAG 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.

## **TEXTBOOK CAUTION FEE**

In the first year a student registers at St. Maurice School, the Textbook Caution Fee (damage deposit) is \$100.00, payable by the Friday of the first week of school. Students/Parents are responsible for paying for any lost, missing or damaged books, such that the deposit remains \$100.00 at the beginning of each school year thereafter. If all school books are returned by the June deadline with little or no damage, the \$100.00 amount is refunded to the parent upon the student's graduation or non-return to St. Maurice School for the following school year. Lost or damaged textbooks or School Library books must be paid for by the student to whom they were assigned.

## **THE ST. MAURICE SCHOOL PROGRAMS ENRICHMENT FUND (PEF)**

The collection for the St. Maurice School Programs Enrichment Fund has replaced the major fundraising drives formerly required of all families and will ensure that all families contribute equally towards the betterment of the programs at the school for all children in attendance. This fund will be used to provide "enrichment" to such programs as library, physical education, resource, classroom libraries, and to establish a reserve fund that can be used towards larger expenses that support existing school programs or create new programs. Please note that organizations and groups within the school (Parent Guild, Student Council, Social Justice Committee, Graduation Committee, etc.) will still offer some small scale fundraisers throughout the year in support of their causes and charities. However, students/parents/guardians will be under no obligation to purchase or sell the products offered. These small scale fundraisers will thus continue to provide a convenience and a service to parents who would like to purchase the items offered for sale, (which can vary year to year), while also providing an opportunity for student groups to learn organizational and leadership skills. St. Maurice Daycare and the Before & After School Program operate fundraisers independently from St. Maurice School.