



## **Kildonan-East Collegiate 2019-2020**

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## **SECTION I - INTRODUCTION**

### **PRINCIPAL'S MESSAGE**

Welcome to *KILDONAN-EAST*. This handbook has been published to provide you with some basic information and guidelines to help you have a successful year at the school. The day-to-day features of the book are provided to assist you in organizing your life as a student.

Kildonan-East is an exciting school, whose goal is to promote a positive environment. We encourage you to contribute to Kildonan-East by engaging academically and by getting involved in student activities. Involvement is one of the keys to obtaining a good education.

We endeavour to treat all students with respect and we expect students to do the same. We follow the divisional code of conduct and use it as our guide to a safe and respectful learning environment.

The staff is a dedicated group of professionals who create a learning environment that encourages all students to reach their potential. I look forward to a memorable and rewarding school year.

We encourage you and your parents to read this handbook and familiarize yourselves with its information. Please consult our staff to clarify any questions that you might have.

### **BELIEF STATEMENTS**

The following statements reflect the views of parents, staff and students regarding those ideas that form the cornerstone of education at Kildonan-East Collegiate.

- Education creates an informed citizenry, a necessary requirement for democracy.
- Effective education is the shared responsibility of students, parents, staff and community.
- Individuals excel when they participate fully in a variety of challenging learning environments.
- Each individual has the potential to succeed.
- Positive learning experiences occur in a safe and supportive environment.
- Respect provides a foundation for positive learning.
- An enriching and inspiring educational environment supports diversity and facilitates growth.
- Effective communication forms the basis for all educational experiences.

### **KILDONAN-EAST COLLEGIATE'S MISSION STATEMENT**

- provide a quality education within a safe, supportive environment.
- challenge all individuals to discover and develop their personal strengths.
- assist students in becoming successful, contributing members of society.
- foster a spirit of lifelong learning.

### **SCHOOL PHILOSOPHY**

The purpose of Kildonan-East is to develop a community of informed and caring individuals who are academically, socially, emotionally, and physically prepared for responsible participation in an ever-changing, dynamic world. We believe that all students strive for excellence, and we place great emphasis on producing higher caliber graduating students.

In order to achieve this purpose, we believe that the student's welfare must be of highest priority. Therefore, the educational system must address the needs of the students that it is designed to serve. We are committed to a comprehensive program that accommodates these unique needs and changing interests of our diverse student body. Kildonan-East provides educational programs in an invigorating atmosphere that fosters skill building, problem-solving, creativity, and critical thinking. The school promotes learning processes that cultivate self-awareness, individual worth, tolerance, and respect for others.

Kildonan-East provides a wide range of academic and technical programs that emphasize development of individual potential and prepare students for post secondary institutions and employment. The school strives to develop graduating students who will become good citizens and who contribute to the welfare of others in our democratic society.

We believe that students must be provided with an appropriate array of opportunities which encourage student participation and involvement in the decision-making process. Only through the continued involvement from students, the staff, and the community, can Kildonan-East realize its desired goals.

## **BASIC SKILLS THAT ARE FOSTERED AT K.E.C.**

### **RATIONALE**

Students at K.E.C. should attain the knowledge, skills, and behaviour necessary to communicate, solve problems, make informed decisions, and maximize their potential as individuals. Where appropriate, technology will be incorporated to enhance student learning.

### **PERSONAL QUALITIES**

- Demonstrates initiative and motivation to achieve
- Assumes responsibility for his/her own learning
- Exhibits pride in achievements
- Demonstrates an energetic, healthy lifestyle
- Relates positively with peers and other age groups
- Adjusts to changing situations and demands
- Recognizes one's own strengths and weaknesses
- Functions successfully and appropriately with minimal supervision
- Possesses self-confidence and self-respect
- Able to access and analyze information using technological resources
- Able to communicate effectively in many ways, including the use of computer technology/telecommunications
- Attempts to make meaningful connections between knowledge learned and related activities
- Demonstrates honesty
- Develops creativity

### **TEAMWORK SKILLS**

- Actively participates in groups
- Demonstrates decision-making ability
- Understands the impact of one's behaviour on others
- Demonstrates leadership skills
- Able to work effectively with students from a variety of cultures
- Exhibits an open mind to the views of others

### **PERSONAL MANAGEMENT SKILLS**

- Demonstrates time management skills
- Sets realistic and challenging goals
- Responds positively to situations and people
- Shows responsibility to task
- Displays organizational skills
- Develops a personal portfolio
- Follows written and oral instructions and directions
- Demonstrates a willingness to learn new skills, showing flexibility and adaptability to change
- Works independently
- Understands the relationship between emotion and behaviour
- Utilizes conflict management skills when necessary

### **ACADEMIC SKILLS**

- Demonstrates effective communication skills
- Willingness to learn quickly and efficiently
- Develops a long-term approach to learning
- Understands the use of math and science to solve problems

- Develops basic literacy and numeracy skills
- Develops technical, scientific, and media literacies
- Speaks and writes in the language in which business is conducted (technical writing)
- Uses technology to solve problems
- Demonstrates effective study techniques including note taking skills, memory skills, and test-taking skills.
- Demonstrates research skills
- Demonstrates critical thinking skills
- Participates responsibly and successfully in a global society.

## **HOURS OF OPERATION FOR 2019-2020**

NOTE:

**Regular Day:**

Before School	7:50 a.m. – 8:25 a.m.	35 minutes
Period 1	8:30 a.m. – 9:36 a.m.	66 minutes
Period 2	9:40 a.m. – 10:46 a.m.	66 minutes
Period 3	10:50 a.m. – 11:56 a.m.	66 minutes
Lunch	11:56 a.m. – 12:54 p.m.	58 minutes
Period 4	12:54 p.m. – 2:00 p.m.	66 minutes
Period 5	2:04 p.m. – 3:10 p.m.	66 minutes

**\*Teacher Advisor Meeting:**

Before School	7:50 a.m. – 8:25 a.m.
Period 1	8:30 a.m. – 9:36 a.m.
Period 2	9:40 a.m. – 10:31 a.m.
T.A. Meeting	10:31 a.m. – 11:01 a.m.
Period 3	11:05 a.m. – 11:56 a.m.
Lunch, Periods 4 and 5 as per regular schedule.	

**\*\*Early Dismissal Schedule (45 minutes):**

Before School – regular schedule.	
Periods 1 - 3 and Lunch as per regular schedule.	
Period 4	12:54 p.m. – 1:37 p.m.
Period 5	1:41 p.m. – 2:25 p.m.

Note: Before school classes are designated for delivery of the compulsory grade 11 and grade 12 Physical Education courses. Music classes scheduled before school begin at 7:30 a.m.

## **SECTION II - SCHOLASTIC INFORMATION**

### **PRINCIPAL'S HONOUR ROLL AND HONOUR BOARD**

A *PRINCIPAL'S HONOUR ROLL* is published by the administration once a year. The Honour Roll is a listing of the students who have achieved an overall average of 80% or better with no mark below 70%. In order to be named to the Honour Roll, a student must be enrolled in at least five courses for the year. The Honour Roll will be posted in the school.

### **GRADUATION REQUIREMENTS**

All students require a minimum of 30 credits for graduation. The credits are composed of compulsory and optional courses as defined by Manitoba Education. A credit is gained upon successful completion of a course of study, which includes 110 - 120 hours of classroom instruction. Students must pass a course in order to obtain a credit and be prepared for the next level. The majority of courses have a value of one credit.

### **CHALLENGE FOR CREDIT**

Students enrolled in Grade 9 to Grade 12 courses in River East Transcona School Division may challenge for credit any Manitoba curriculum that is taught in the Division. This opportunity is intended to permit students in unique circumstances to demonstrate that they can meet the outcomes of a particular course. Students wishing to challenge for credit will be required to demonstrate that there is a reasonable expectation that they will be successful in their challenge. Students interested in learning more about the challenge for credit option should see an administrator or guidance counsellor in their school.

### **AWARDS & SCHOLARSHIPS**

Various certificates, awards, scholarships and the Governor General's Medal are given out at Convocation to graduating students who have exhibited excellence in the academic and vocational areas of study. Students may also apply for various other awards and scholarships available through post secondary institutions, business and private organizations. A list of scholarships and awards is available in the guidance office. A counsellor is available to help students with the application process. A Student Recognition Evening is held near the end of the school year. Athletic awards are given out at the Athletic Banquet in June.

### **PROGRAMS**

For program information, please visit our school handbook at this link: [KEC Student Handbook](#)

**REPORT CARDS**

Report cards indicating your progress in courses and your attendance in classes. Report cards will be published to the Parent Portal and Student Portal on the following dates:

- Semester One:      Term 1 Report – November 15, 2019  
                                  Term 2 (Final) Report – February 7, 2020
- Semester Two:      Term 3 Report – April 24, 2020  
                                  Term 4 (Final) Report – June 30, 2020

**COURSE CHANGES**

If you wish to make a course change, your subject teacher and parents should be consulted before a decision is made. The change can be made only by a guidance counsellor or an administrator. Parental consent may be required.

**SEMESTER**

Our school year contains two semesters. Semester One includes terms 1 and 2 and Semester Two includes terms 3 and 4.

**School Year Time Frames:**

Sept	Nov	Jan	Feb	April	June
Term 1 (Report Per. 1)	Term 2 (Report Per. 2)	Term 3 (Report Per. 3)		Term 4 (Report Per. 4)	

**Course Credit Time Frames:**

Sept	Nov	Jan	Feb	April	June
Single Credit Academic Courses and Vocational Exploratory Courses		Single Credit Academic Courses and Vocational Exploratory Courses			
Single Credit Double Period Vocational Courses	Single Credit Double Period Vocational Courses	Single Credit Double Period Vocational Courses	Single Credit Double Period Vocational Courses	Single Credit Double Period Vocational Courses	Single Credit Double Period Vocational Courses
Single credit, year-long courses, alternating days.					

## **SECTION III - COMMUNICATION**

### **FIPPA (Freedom of Information and Protection of Privacy Act) Regulations**

Written permission from any student who reaches the age of majority during the school year is necessary prior to the release of information on their school progress. The Freedom of Information and Protection of Privacy Act precludes schools from disclosing information on a child who has reached the age of majority. Students and parents of students who will reach the age of majority during the school year will be contacted in the month of the student's birthday. Students must sign a waiver form authorizing the school to continue to contact parents with information about academic progress, attendance, and behaviour. Failure to sign the waiver form results in restricted access to the information. (For example – teachers may not contact parents directly with academic concerns unless the student has waived the privacy restrictions in writing.)

### **NEWSLETTER**

A newsletter containing a calendar, announcements regarding events, references to policy, and news about the students, staff and school in general, is sent out to parents a minimum of four times a year.

### **STUDENT/PARENT/TEACHER CONFERENCES**

Parents and students are encouraged to attend the Student/Parent/Teacher conferences. The dates for the interviews are published in the newsletter and in this agenda book.

### **TELEPHONE INTERVIEWS**

Teachers will call parents to report about student attendance, academic progress or behaviour. Parents may call the teachers or administrators if they have any concerns.

### **K.E.C. ANNOUNCEMENT SIGN**

Upcoming events as well as congratulatory notices are posted on the K.E.C. sign located in front of the school.

### **AUTOMATED TELEPHONE MESSAGE**

From time to time the school may inform parents of special events through the use of an automated dialer and phone message and/or email message delivery system.

### **PARENT ADVISORY COUNCIL**

The Kildonan-East Parent Council supports, advises and promotes the goals and objectives of Kildonan-East towards the betterment of the students and the community. The Parent Advisory Council meets approximately six times a year.



## **SECTION IV - STUDENT RESPONSIBILITIES**

### **STUDENT FEES**

Student fees are payable on the first day of school for all students. The \$50.00 student fee covers the cost of a yearbook, locker, student I.D. card.

Refunds will be issued to students who withdraw from school during the first month only.

### **TEACHER ADVISOR SYSTEM**

Teacher Advisor groups are organized so that all students in the group are of the same grade level. Teacher Advisors stay with the same group of students for the three or four years that the student attends Kildonan-East. The role is to act as an advocate for the students and to assist students in personal, social and career development.

### **ATTENDANCE SYSTEM**

A student's attendance at school has a direct effect on his/her achievement. Therefore, to maximize achievement, students and parents should make every effort to restrict absences to those which are **unavoidable**. This models the accepted practice in any workplace situation. The staff of Kildonan-East Collegiate will make every effort to assist students in minimizing the effects of any **unavoidable** absences. Some absences may be avoided by scheduling appointments (e.g. medical, legal, etc.) outside of school hours, or on days when classes are not in operation (e.g. Administration or Inservice Days).

#### **Our Attendance System emphasizes the following:**

1. Explanations are required for all absences (see Explanation of Absences). All absences must be explained within 2 school days.
2. Communication to parents regarding absences (please contact the school if your contact information changes).
3. Referral to the Attendance Officer for habitually truant students under 18 years of age.
4. Continued truancy may result in withdrawal from class/or regular school programming.
5. Students may not withdraw themselves from any classes without office approval.

#### **The Attendance Policy at Kildonan-East Collegiate includes the following:**

- a. A tiered intervention attendance support model will be used to assist students and parents when students are not attending class as required by the Manitoba Public Schools Act.
- b. The dialer will contact the parent(s)/guardian(s) after each absence for students in Grade 9 – 12.
- c. For Grade 9 students only, a call-back system is used in the mornings and the afternoon.
- d. Regular reviews of student attendance and academic success will be conducted by each subject teacher. Teachers will implement appropriate supports to improve attendance and academic success.
- e. Teachers may refer to student services and or school administration if their implemented supports are unsuccessful.
- f. Parents/guardians are encouraged to be in contact with subject teachers to ensure that they have an accurate account of their student's attendance.

### **LATES**

- a. Students are expected to be in class on time. Students who arrive late miss important instruction and interrupt the learning of others.
- b. Teachers will discuss concerns about chronic lateness with students and will contact parents when necessary.
- c. Students who are chronically late may be referred to administration.
- d. Administration may withdraw students from courses if interventions due to chronic or excessive lateness have not been successful.

## **EXPLANATION OF ABSENCES**

All absences from class(es) must be explained within two school days.

Parents are asked to phone the school's Absence Line – 204-669-6036 - before or during the day of each absence to confirm and explain the absence.

We require the following information:

- Student's Name
- Student Number
- Day and Date of Absence
- Explanation
- Identity of caller

Students who are 18 years of age or older may make their own phone calls to the Absence Line. If consent for parent communication has been granted, the school may consult parents to confirm these calls.

## **STUDENT DRESS CODE**

Parents and students should be aware of the following River East Transcona School Division policy with respect to student dress.

- (1) Students shall dress in a manner that is appropriate for a learning and working environment. Parents and students are responsible for appropriate student attire.
- (2) In keeping with the division's objective to make all students and staff feel safe, welcome and comfortable in the River East Transcona School Division, offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted.
- (3) School administrators will have the authority to address inappropriate attire in their schools.  
(Refer to RETSD Policy JICA)

The school environment is a work environment for learning where clothing should not be a distraction to student learning. Short shirts, muscle shirts and bare midriff are not appropriate dress for school. More specifically, shirts must meet the waistline; the neckline must be of a modest nature that provides appropriate cover to the upper body. Shirts must have shoulder straps a minimum of half an inch (no strapless or spaghetti straps). Hats should be removed for O Canada and when in the office. Students are not permitted to wear sunglasses in the school building.

## **STUDENT PARENT EXPECTATIONS IN SENIOR YEARS SCHOOLS**

1. Student parents are not permitted to bring their child to school during the school day except under special circumstances outlined by administration.
2. In circumstances where a student parent is given permission by administration to bring their child to school they carry their child or have them in a stroller or a car seat. Toddlers are not to be walking in school hallways during regular school hours.
3. Student parents are not permitted to give permission to other students to take care of their child at school during school hours.
4. Lunch time visits are not allowed unless there is advance approval by administration.

## **RIVER EAST TRANSCONA SCHOOL DIVISION CODE OF CONDUCT**

*To fulfill our purpose and in our journey toward our vision, River East Transcona School Division is committed to providing relevant, progressive educational programming and supportive services in a safe, stimulating learning environment.*

*The purpose of the Code of Conduct is to promote a healthy school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect.*

River East Transcona School Division schools, parents/guardians, students and community will promote the development of beliefs and attitudes that foster a safe and caring learning environment. Pupils, parents and staff are to behave in a respectful manner and comply with the code of conduct.

- An active student voice will be encouraged in all schools.
- Community school initiatives will be encouraged.
- A continuum of supports and services will be utilized to address the unique academic and behavioural needs of students.
- Problem-solving and conflict management skills will be developed.
- Parents will initiate dialogue regarding their child through the classroom teacher or school administration.

(Refer to RETSD Policy Manual, KEC *Concern Protocol*.)

### **ROLES AND RESPONSIBILITIES**

The Division believes that all staff, parents and students have a responsibility to maintain a safe, caring and responsible environment.

#### **Staff will:**

- provide relevant learning experiences based on the diverse needs of students.
- approach the education of students in a respectful manner.
- provide a classroom environment that is safe and respectful.
- participate in creating a positive school culture.
- communicate information about student progress, attendance and behaviour to students, parents/guardians and administration.
- respect and demonstrate consideration for other cultures.
- respect confidential information about students and staff.
- support and implement proactive and reactive intervention strategies offered through a continuum of supports and services.

#### **Student will:**

- be polite, respectful and cooperative to all people within the school community.
- develop self-discipline.
- resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel.
- demonstrate and support a safe, respectful and caring school environment.
- respect that fellow students have a right to a school environment that is free from violence.
- respect school property and the personal property of others.
- dress appropriately for classes and for activities.

#### **Parents/Guardians will:**

- instill in their child:
  - the desire to work to the best of his/her ability;
  - an understanding of the importance of education;

- a recognition of the authority of the school staff to provide a safe, respectful and caring environment;
- respect for the rights of others;
- respect for the property of resources.
- recognize the authority of the school staff to provide a safe, respectful, and caring environment.
- communicate regularly with school and advocate for their child's success.
- ensure regular, punctual attendance and contact the school when their child is absent.
- support and work collaboratively with school personnel to ensure their child's success and appropriate behaviour.
- encourage the peaceful resolution of conflict and discourage disrespectful, violent or aggressive behaviour to solve a problem.

## **PROACTIVE STRATEGIES**

The teaching and learning of expected student behaviour forms the cornerstone of a proactive, preventative approach. The following are the key components in promoting a positive school climate:

- schools will participate in creating a positive school culture.
- staff and parents/guardians will encourage participation in activities that promote a safe, respectful and caring environment.
- school plans will reflect outcomes related to positive school culture.
- schools will implement a continuum of school-wide behavioural supports.
- schools will develop, maintain and strengthen their working relationships with parents, community members and organizations.
- schools will employ active supervision.
- schools will implement validated prevention and intervention programs.

## **INTERVENTION STRATEGIES**

The Division believes that effective student management teaches students appropriate behaviour and incorporates an appropriate range of consequences.

The division will apply a wide range of consequences for behaviour that interferes with safety, learning and work. Which consequences are applied will depend on the severity of the incident, the diverse needs of the student, and the frequency of the behaviour. The following is a list of some options available when working with students regarding their behaviour:

### **Informal Interview**

School personnel talk with the student to reach an agreement regarding the student's behaviour. The parent/guardian will be contacted if necessary.

### **Parental Involvement**

Contact is made with the parent/guardian to discuss the specific behaviour of the student and steps that are necessary to change behaviour. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent/guardian, student and school personnel.

### **Formal Interview**

A conference is held with the student, the school team and the parent/guardian to develop a plan for changing the student behaviour.

### **Support Personnel Involvement**

The school support team may consult with divisional support personnel when developing a behaviour intervention plan (BIP). Parents/guardians will be involved.

## **Detention**

The student is detained at school for inappropriate behaviour. When such detention exceeds 15 minutes beyond the regular school hours or causes a student to miss a school bus, the parent/guardian will be informed.

## **Withdrawal from Classroom Setting**

When inappropriate behaviour is deemed to have a negative impact upon the classroom environment, the student is temporarily removed to an alternate supervised location to complete his/her assignments.

## **Removal of Privileges**

Privileges are removed under certain circumstances. These can include access to the school grounds, library, cafeteria or lunchroom, or participation in extra-curricular activities.

## **Restitution**

The student and/or parents/guardians are required to compensate for damages caused by the student.

## **Behavioural/Performance Contract**

In some instances, the student may be required to meet specific behavioural outcomes that are identified in a written contract. Such expectations are developed and agreed upon by the school, the parent/guardian and the student. Such an agreement is documented, with copies provided to all concerned parties.

## **Student Services**

Personnel may become involved to assist in developing appropriate proactive and reactive approaches for unacceptable behaviour. Such involvement may include placement in an alternate or treatment center if deemed appropriate.

## **Outside Agency Involvement**

In some circumstances, the student's behaviour may involve the violation of the law (e.g., drugs, theft or assault) and police involvement will be required; parents/guardians will be informed immediately of any such action. Other circumstances may require a referral to Manitoba Child and Family Service. In all circumstances, the safety of the student and others will be the key factor for determining such action.

## **In-School Suspension**

School administrators may assign a student to an in-school suspension. Teachers will provide students with appropriate work during the in-school suspension. Parents/guardians will be contacted when such action is taken.

## **Suspension**

Suspension is the temporary stopping of a student's right to attend school classes. When a student's conduct is deemed injurious to the welfare of the school or injurious to the school's educational purpose, suspension is sometimes necessary to ensure the safety of other students in the school. Suspensions are applied when other disciplinary measures have been found to be ineffective or when the student's behaviour disrupts the learning of others, endangers fellow students, teachers, or school officials or damages property.

(Refer to RETSD Policy Manual, Policies JKD *Student Suspension and Expulsion*, and JICH *Alcohol and Other Drug Use by Students*)

## **Expulsion**

Expulsions are applied when a student's behaviour has been a serious danger to other students, teachers, school officials or school property, or when the behaviour has been shown to be habitual. Expulsion is a function of the Board of Trustees.

(Refer to RETSD Policy Manual, Policies JKD *Student Suspension and Expulsion*, and JICH *Alcohol and Other Drug Use by Students*)

## **Threat Assessment**

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk

threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community.

In the event that such a situation arises, the resulting investigation will be extensive in scope and may include the involvement of agencies such as the Child Guidance Clinic, the police and others. Any child who poses a high risk to self-harm or who threatens harm to others will undergo an intense investigation.

All high-risk behaviours will be taken seriously and high-risk students will be assessed accordingly. When a high-risk threat to self-harm or to harm others occurs, it is essential to assess safety, to put in place the required interventions to ensure safety, to analyze appropriate next steps, and to determine appropriate consequences.

No student who has posed a threat of harm to him/herself or to others will be permitted to attend school until safety is assured.

This information serves as *fair notice* that incidents of threat to self-harm or to harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parent/guardian cannot immediately be contacted. Continued efforts will be made to contact parent/guardian.

## **APPEAL PROCESS**

River East Transcona School Division recognizes that, on occasion, concerns may arise. Students or parents/guardians of students may raise their concerns or appeal decisions as follows:

- a. The decision of a teacher is first to be discussed with the teacher. If the parties are unable to come up with an agreeable solution, this decision may be appealed to the principal.
- b. The decision of the principal may be appealed to the superintendent.
- c. The decision of the superintendent may be appealed to the board of trustees. A letter outlining the concerns should be sent to the board of trustees in care of the board chairperson.

(Refer to RETSD Policy Manual, Policy BEDH *Public Participation at Board Meetings, Section 3*)

## **SAFE SCHOOLS IN RIVER EAST TRANSCONA SCHOOL DIVISION**

The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba. The Safe Schools Charter (Province of Manitoba, S.M. 2004, c. 24) sets forth guidelines that apply to students and staff regarding behaviour.

Behaviours that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

- Bullying, including cyber-bullying, or abusing physically, sexually or psychologically, in writing, verbally or otherwise
- Inappropriate use of electronic mail, the Internet, digital cameras, cell phones, cell phones equipped with digital cameras, text messaging sent by cell phone or pager, and other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable, students taking photos, video recordings and images of staff or students on school property without the permission of authorized school personnel.
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code
- using, possessing or being under the influence of alcohol or illicit drugs
- gang involvement on school sites
- possessing a weapon as “weapon” is defined in Section 2 of Canada’s Criminal Code

(Refer to Safe Schools Charter of Manitoba (2004) and RETSD Policy Manual, Policies IJND *Computer Technology-Internet*, and JICJ *Student Use of Cell Phones and Electronic Communication Devices*)

**Kildonan-East Collegiate Student Behaviour Expectations**  
**At KEC, REIVERS ARE BELIEVERS!**

**We believe in**  
*Excellence*  
*Safety*  
*Respect*  
*Responsibility*  
*Citizenship*

All classrooms and specialized areas of our school have clear behavior expectations posted for students that are taught and reviewed regularly.

**Common Area Expectations:**

	<b>SPARES</b>	<b>TRANSITIONS</b>	<b>LUNCH TIME</b>	<b>DURING O'CANADA</b>
<b>RESPECT</b>	Follow staff direction Use a talking voice Use respectful language	Speak in a respectful manner Allow others space to walk through doorways, stairwells and/or hallways	Use a talking voice Speak in a respectful manner	Take off hats and hoods Turn off your electronic devices Remove your earbuds
<b>RESPONSIBILITY</b>	Cafeteria respectfully socializing Studying, reading and homework library	Go directly to your next destination Share your space Report to staff any concerning behaviour	Clean up your area and put away your garbage Tuck in your chairs when you leave a table	Stop what you are doing and stand when you hear the announcement
<b>EXCELLENCE</b>	Use your time productively Be kind	Place garbage and recycling in appropriate containers Open the doors for others	Contribute to school community (by joining a club or participating in intramurals)	Reflect what we have to be thankful for in Canada
<b>CITIZENSHIP</b>	Be respectful of classes in session Encourage others to regularly attend class	Greet Staff and peers in a positive and friendly manner	Use recycling bins and garbage bins appropriately	Remain in place until anthem is over
<b>SAFETY</b>	Be clear of hallways quietly and quickly	Walk in a manner that is safe Walk on the right-hand side of the hallway and stairwell When using electronic devices, be aware of your surroundings	Keep feet out of the walking areas Keep doorways and hallways clear Keep hands and feet to yourself If you see someone report this to a staff member	Standing respectfully during anthem

## **KILDONAN-EAST COLLEGIATE POLICY ON APPROPRIATE USE OF COMPUTERS**

Kildonan-East Collegiate provides and maintains a network of over 175 computers, plus other stand-alone computers, to support students in their learning and staff members in their teaching. It is critical that this system remains fully operational every day.

Inappropriate use of the computers can lead to disruption of teaching and learning, and result in many hours spent solving and fixing problems. Therefore a strict policy regarding inappropriate use of computers will be enforced.

Inappropriate use of computers includes (but may not be limited to): tampering, defacing or physically damaging equipment, damaging files, network/workstation “hacking”, use or **possession** of a computer virus program, “hacking” program, or trojan program, use of computers to “hack” other systems.

Any student who is involved in the inappropriate use of computers may face any or all of the following consequences:

- loss of computer privileges
- suspensions or withdrawal from the class
- suspension or withdrawal from school
- referral to Superintendents’ Office
- referral to the justice system

All students are encouraged to report any activity of this type to the teacher or administrator. Please help to keep our computers and network environment in good health! (Refer to RETSD Policy IJND)

## **EMAIL**

Students at Kildonan-East Collegiate will be assigned an email address. This may be used for personal and school use. The *Acceptable Use of the Internet Agreement* signed by all students and their guardians will apply to use of the email system. Any student found to be using inappropriate language or sending or receiving messages not suited to a school environment will have his or her email address revoked and be referred to the administration.

(Refer to RETAD Policy IJND)

## **KILDONAN-EAST COLLEGIATE APPEAL POLICY FOR STUDENT GRADES**

Students at Kildonan-East Collegiate can request the re-evaluation of a grade for a major assignment, a test or an examination. The following information outlines Kildonan-East Collegiate’s policy with respect to the re-evaluation of student work.

- To request the re-evaluation of an assignment, a test or an examination result, the student must talk to his or her Subject Teacher or the Department Head within one week of receiving the grade or mark.
- The calculations that generated the mark on the student’s assignment, test or exam will be first checked for errors.
- The subject teacher will then re-evaluate the content of the assignment, test or examination.
- If the student wishes to appeal the result further, the teacher shall inform their Department Head that a re-evaluation has been requested. The Department Head shall notify an Administrator that such a request has been made.
- A Re-evaluation Committee consisting of The Department Head and a minimum of one other department member shall, in a timely manner, re-evaluate the student assignment, test or examination according to the criteria established for the original assignment, test or examination. In cases where a student is appealing a grade assigned by a Department Head, the committee shall consist of an Administrator and two other department members.
- If there is a mark change to be made, the Department Head will ensure that the appropriate steps will be taken to record the new mark.



- Students whose papers are re-marked shall be notified of the results of the re-evaluation in a timely manner by the Subject Teacher. Students who request a re-evaluation of an assignment, test or examination should be aware that the mark awarded by the Re-evaluation Committee will be the final mark, whether it is higher or lower than the originally contested mark.

## **WORK SUBMISSION DEADLINES**

The following guidelines will be used to determine deadlines to submit work:

1. All students are expected to meet deadlines for submission of assignments, projects, and work.
2. Late submissions must be submitted no later than one week prior to the end of the term 1 and 3, and one week prior to the commencement of exams in term 2 and 4. Teachers may set deadlines for assignments that are earlier than the end of term. These will be clearly communicated to students.

## **ACADEMIC HONESTY GUIDELINES**

River East Transcona School Division recognizes the value of academic honesty. Divisional staff will strive to promote and reinforce the principle of academic honesty in all students. Students will understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work. Cheating, lying and plagiarism are not acceptable. Consequences for academic dishonesty shall be age and developmentally appropriate.

### **Definition of Academic Honesty**

Aspects of academic honesty include not *cheating* (e.g., copying others' work, using reference notes), not *lying* (e.g., misrepresenting contributions to group work, lying about circumstances to obtain extensions), and not *plagiarizing* (submitting or representing someone else's work as one's own).

### **Teacher and Principal Responsibilities**

The principal and teachers are responsible for ensuring that expectations for academic honesty are communicated and reinforced frequently and consistently with all students. At the beginning of each school year, schools are to communicate this information in school newsletters, websites and course outlines. Teachers and principals have the following responsibilities:

- Educate students, e.g., properly citing sources
- Communicate and reinforce expectations of academic honesty with students
- Respond appropriately to academic dishonesty
- For externally based assessments such as AP exams and the Provincial Standards Tests schools will follow the required practices. For school-based assessments teachers will follow the divisional policy and regulations

If a student demonstrates academic dishonesty, teachers need to consider the nature of the assignment, the age and maturity of the student, the individual circumstances of the student, frequency of incidences and the potential impact of the consequence on subsequent learning and motivation. Whatever the consequence, students should complete the work in an honest way.

A teacher may consult with administration if they are unsure whether a breach of academic honesty has occurred.

For dishonest behaviours, teachers need to:

- Inform the student's parent/guardian promptly
- Document the incident and if required
- Report the incident to administration
- Ensure that the student completes the work honestly

In addition, the teacher and administration may determine that one or more of the following additional consequences will be implemented:

- Enforce the loss of privileges for the student at school
- Report this behaviour on the report card
- Detention
- Suspension

- Other disciplinary measures as determined by the teacher and administration

## **ALCOHOL AND OTHER DRUG USE BY STUDENTS**

The use or possession of alcohol and/or any other drug prior to or at school or any school sponsored activity is prohibited. The following substances are included in this policy:

- alcohol;
- restricted drugs (misused prescription or over the counter drugs, including steroids);
- illegal drugs (including steroids);
- pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs;
- products misused for the purpose of mind altering affect (aerosols, solvents).

The following actions are included in this policy:

- attempting to secure or purchase
- using or having used
- possessing
- intending or attempting to sell or distribute
- selling or distributing
- being knowingly present when used, possessed or consumed
- possession of paraphernalia

Students who are in possession of five or more individually wrapped packages of illegal drugs will be considered to be in possession for the purpose of dealing or trafficking in these drugs. Students who give or sell any amount of alcohol or other drug to a student at school, on any school or divisional property or at any school activity or function will be considered to be dealing or trafficking in illegal drugs.

### **Consequences:**

For the first and second offense other than trafficking:

- minimum five day out of school suspension
- parents/guardians notification of action taken and procedure for re-entry
- students may be suspended for up to six weeks
- students will be required to complete an alcohol/drug assessment
- the incident may be referred to police for legal action.

For the third offense other than trafficking:

- the student will be suspended indefinitely pending a discipline review by the superintendent and the board
- parents/guardians will be informed of the board decision and conditions for appeal;
- the incident may be referred to the police for legal action.

### **Trafficking**

In the event of trafficking/dealing in drugs or being in possession of five grams/packages or more:

- the student will be suspended for a minimum of 5 days pending a review by the superintendent or designate
- the incident will be referred to the police for legal action.
- the superintendent/designate will review the case and may recommend expulsion to the board

(Refer to RETSD Policy JICH)

## **SEARCH AND SEIZURE**

The River East Transcona School Division policy on searching students and/or their personal effects is based on the need to maintain order and provide a safe environment for all of our students. There are specific guidelines to be followed when school administrators (or designate) intend to conduct a search. School administrators must have reasonable grounds to suspect that a student is in violation of a Board Policy, or poses a threat to the proper order and discipline of the school,

before performing searches. Lockers and desks are school property and as such are subject to inspection by school authorities at any time without notice, without student consent and without a search warrant, whenever a school authority has reasonable cause to believe that such a search is necessary. Student vehicles parked on school property are also subject to the same inspection. Student's personal effects may be searched and students can be required to empty their pockets or remove their shoes and socks. Staff will not directly search the student and only the Principal or designate may authorize a search of a student's clothing or possessions. School authorities will assign such disciplinary consequences or law enforcement involvement as deemed appropriate by the results of the search and within the context of Board Policy.

(Refer to RETSD Policy JIH and JIH-R)

### **SMOKING AND VAPING**

Smoking, vaping, or possessing vapes/vape juice on Kildonan-East Collegiate school property is prohibited. On a student's second or greater offence, he/she will be suspended out of school.

### **ILLNESS**

Students who are ill during school hours are asked to report to the office. If it is necessary for the student to go home, the parent will be contacted.

### **COMMON LUNCH HOUR**

The lunch hour for all staff and students will be 11:56 a.m. - 12:54 p.m. each day. The designated area for the lunch break will be the cafeteria, library, and main floor hallways. Students are required to return their lunch trays to the cafeteria and to place all garbage in the provided receptacles. Students violating hallway rules during the lunch break will be subject to disciplinary action, including exclusion from the school. Visitors are not allowed on campus during school hours or the lunch break.

### **STUDENT UNASSIGNED TIME**

It should be emphasized that it is the responsibility of each student to organize and utilize his/her unassigned time in a manner that will help to improve the student's performance in his/her educational program. During unassigned time, a student may study in the library or work in the cafeteria. Working in these areas will ensure that no classes are disturbed. We cannot take responsibility for students if they leave the grounds during lunchtime, spares, etc. Students are not to congregate, sit, or wander in the halls during this time.

### **ELECTRONIC COMMUNICATION DEVICES**

The River East Transcona School Division recognizes that the use of cellular phones and other electronic communication devices is continuing to grow and expand. Furthermore, the division recognized the value of such electronic communication devices to students, families and schools.

It is the intent of this policy to manage the use of these electronic communication devices in the school to prevent interference with teaching and learning opportunities.

This policy applies to the formal school day, including school-sponsored events, e.g. intramurals, extracurricular activities and field trips.

All electronic communication devices must be kept out of sight and turned off while on divisional transportation, during school programs/presentations and in the classroom except when used with the prior permission of the teacher/school for the purposes of calendaring, calculating, note taking or other activities as directed by the teacher/school. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment.

The use of electronic communication devices to invade personal privacy or contribute to behaviour that is injurious to another will be addressed through the divisional Code of Conduct.

Students who use an electronic communication device to send or receive personal messages, data or information that would

contribute to or constitute cheating will be subject to consequences as determined by the school.

School officials, including classroom teachers, may confiscate electronic communications devices from students if they are used for an authorized purpose or at unauthorized times. Repeated unauthorized use may lead to further action as determined by the school.

The River East Transcona School Division will assume no responsibility in any circumstances for the loss, destruction, damage or theft of any electronic communication device or for any communication bill associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items.  
(Refer to RETSD Policy JIC-J)

## **GUIDELINES FOR USE OF ELECTRONIC COMMUNICATION DEVICES IN CLASSROOMS**

The River East Transcona School Division recognizes that electronic communication devices including but not limited to laptops, ipads, notebooks, can support student learning.

Students have the option of bringing these personal communication devices to the classroom with teacher permission with the following understandings:

1. The device will only be used for classroom learning activities.
2. The device will not be connected to the River East Transcona School Division network (either direct connect or wireless).
3. The school is not responsible for loss/theft, damage, security, technical support, or maintenance of the device.
4. Students need to follow policies JICJ (Student Use of Cell Phones and Electronic Communication Devices) and IJND (Computers Technology Use) and the River East Transcona School Division Code of Conduct.

**Note:** This is an opportunity, not a divisional or school requirement.

## **SCHOOL VISITATIONS**

Students who wish to visit other schools in River East Transcona School Division for non-school related activities must first receive permission from the administration of that school for their visit. Failure to follow this procedure or failure to behave in a responsible manner while at the school will result in disciplinary measures up to and including suspension from school.

## **DISRUPTIVE SCHOOL VISITOR(S)**

The schools of the River East Transcona School Division are places of learning, teaching and reflection, where differences are resolved through processes that model civil behaviour and demonstrate an abhorrence to violence and the threat of violence. The River East Transcona School Division believes that all students and staff have the right to work in an environment that is safe, secure and non-threatening. Moreover, all staff have a responsibility to ensure that all working environments in the River East Transcona School Division are safe, secure and non-threatening.

The River East Transcona School Division does not excuse or countenance any form of verbal abuse or threats to its students or employees. Accordingly, any individual who disrupts the orderly environment of Kildonan-East Collegiate or who threatens students or staff of Kildonan-East Collegiate will be asked to leave the school and may be charged under the appropriate section of the criminal code.

## **CHANGE OF ADDRESS**

The office should be informed of any changes of your address or phone number so that messages will reach the proper destinations.

## **SECTION V - SAFETY REGULATIONS**

### **EVACUATION AND LOCKDOWN DRILLS**

Evacuation Drills are conducted on a regular basis. Fire is a constant possibility in a school such as ours and fire drills must be taken seriously. All students and staff must leave the building during an evacuation drill and they must proceed to exits as quickly and as quietly as safety will permit. The school may be re-entered when the school bell is rung or the appropriate signal is given. Fire exits are posted in each area.

In order to further ensure the safety of our school community, the practice of school-wide lockdown drills and hold-and-secure drills will be implemented twice during the school year. The expectations and procedures for these drills are clearly outlined in school/divisional documentation. This information will be shared and understood by all members of our school community.

### **TECHNICAL AREAS**

Many of the Technical areas and Science laboratories contain equipment that can pose a serious hazard to students and staff. Please see the Student Handbook for information regarding specialized information necessary in each location.

### **ACCIDENTS**

A list of first aid providers is posted in each area. When an accident occurs, the appropriate first aid will be administered to ensure that the student is in no danger. In the case of all accidents, the parent will be contacted either by the teacher in charge or an administrator depending on the severity of the injury. The administration will generally decide on the most appropriate mode of transporting the student to professional medical care. Confirmation will be obtained from the parent that suitable action is being taken, and an accident report will be filled out promptly.

### **STUDENT ACCIDENT INSURANCE**

Students may enroll in the group Student Accident Insurance program. Forms are available in September from Teacher Advisors. Students involved in sports and in the shop areas are encouraged to enroll in the plan.

### **PERSONAL INFORMATION**

Where personal information is requested on (application) forms, only minimum amount of personal information required for the stated purpose will be requested/collected. Should you have any concerns regarding the information you are asked to supply, please contact the Records Officer at 204-667-7130 ext. 2226.

### **SCHOOL NEWSLETTERS**

Newsletters are routinely created and may contain information and pictures regarding new students, individual student achievements, school activities, sporting events and highlights. Profiles on individual students will be distributed to other facilities including other schools, Transportation Department, Administration Offices, Trustees and as well, may be posted on the school's website.

### **YEARBOOKS**

Middle and Senior years schools produce and publish yearbooks annually. These may be retained in school libraries as memorabilia and are sold to past/present students, parents and faculty.

### **STUDENT PICTURES**

To assist in ensuring the safety of the students in our school, we will include a photograph of all students in our secure

school computer administration system(s). Should you have any concerns regarding this practice, please contact the school administration.

In order to make staff aware of students with severe medical alerts, pictures and conditions are posted in non-public domains (i.e. staff rooms) throughout the school. Efforts are made to ensure the health information contained is pertinent and available only to individuals who require it. Should you have any concerns, or require additional information, please contact the principal or nurse educator.

## **SECTION VI - STUDENT SUPPORT SERVICES**

### **GUIDANCE**

Counsellors are available to meet with students and/or parents to provide information and counselling services. They will deal with concerns regarding career development, course selection, and planning for post secondary education in addition to assisting with personal, family and social issues.

### **RESOURCE**

Teachers are available to provide assistance to students who require academic support. Resource teachers work with subject teachers to provide academic support. Peer tutoring, which involves students helping their peers with specific subjects, can also be arranged through the resource teachers.

## **SECTION VII - SCHOOL SERVICES**

### **KILDONAN-EAST COLLEGIATE LIBRARY SERVICES AND RESOURCES**

The Library offers a wide range of services and resources to meet the informational and recreational needs of all K.E.C students. Assistance in the location and use of the resources is available throughout the school day. Students are scheduled during classes in the library to learn information literacy skills, which will enable them to become efficient at locating appropriate resources to meet their information needs.

There are a variety of electronic resources available through the K.E.C. Library Homepage. They can be accessed outside of the school through any computer that has the internet. To access them directly, go to the KEC Homepage, and pull-down the Library Page on the menu.

### **CAFETERIA**

The Food Service sector has become one of the fastest growing industries in Canada, and because of this there is a tremendous shortage of well-trained entry-level Cooks and Bakers. The Culinary Arts and Pastry Arts courses are designed to prepare students to enter the labour force or to continue their education at Red River College.

Food will be prepared daily for cafeteria service by the students in the program. Selections will include hot entrees, soups, sandwiches, salads, snacks, beverages and desserts.

### **TEXTBOOK LOSS/DAMAGE POLICY**

When students are issued text books they are expected to take proper care of them. If a book is lost, or excessive or willful damage occurs, the student will be assessed a fine.

### **LOCKS AND LOCKERS**

Students must obtain a locker for storing books, school materials and clothing. Teacher Advisors assign lockers and combinations in early September. **Students are strongly advised not to leave money or other valuables to school.** To increase safety of personal belongings and valuables that are brought to school, students are to ensure that these items are locked in their lockers and that locker combinations are not shared with others. Theft has occurred from locked lockers. **Lockers are not a guarantee of protection and the school can assume no responsibility for loss of property.** Students

are required to clean out their lockers and hand in locks prior to summer break. For students in Physical Education classes, lockers are available in the Change Rooms during each class time. Students must put their own lock on their change room locker at the beginning of the class and remove it at the end of the class each day. Locks left on Change Room lockers at the end of day may be removed by the staff or administration of Kildonan-East Collegiate. Students may purchase gym locks from the Phys. Ed. Staff at a cost of \$5.00. Any locker may be opened and searched any time the administration of the school perceives it is necessary to maintain the health, safety, and security of students and staff.

## **STUDENT PARKING**

Student parking is available only in the student parking lot at the east side of the building. Students wishing to park in this area must register their car with an office secretary. A student parking fee is charged per semester (September to January – Semester 1 and February to June – Semester 2) and is non-refundable. The City of Winnipeg Parking Authority may ticket vehicles without valid parking passes. Students are not permitted to park in either the staff lot or the visitor parking lot at the front of the school, or the angled parking spaces in the student parking lot.

## **TELEPHONES**

Pay phones are available for your personal use in the main hallway in front of the office and by the gymnasium. The phones in the office are reserved for school business.

## **LOST AND FOUND**

Enquiries into lost items may be made either at the main office or in the gymnasium.

## **SCHOOL PICTURES**

Professional photographers take school pictures in the fall of every year. All students will have their pictures taken at this time for the yearbook and for a student transit I.D. card. This card is required for Library and Internet access and there is no fee for this service. If you wish to purchase photo packages you must pay for them at the time the photographs are taken. Student who register for 2<sup>nd</sup> Semester only, will have their pictures taken in early February.

## **TRANSPORTATION INFORMATION**

Transportation by school bus is no longer available to students living in the River East Transcona School Division unless your residence is beyond the Perimeter Highway. Application forms are available in the main office.

## **SECTION VIII – EXTRA-CURRICULAR ACTIVITIES**

### **STUDENT COUNCIL LEADERSHIP**

Being a member of Student Council Leadership (SCL) provides growth and development in leadership, responsibility, and organizational skills. We promote school spirit and encourage student involvement at KEC. Its members work closely with staff and students to foster a sense of unity and co-operation among the entire school body.

### **ATHLETICS - INTRAMURALS**

Intramural activities are offered throughout the year during the lunch period, and are open to all students. They are offered for student enjoyment and students simply sign up as the activities are bulletined. Activities vary throughout the year, basketball, badminton, floor hockey, volleyball and indoor soccer are popular. All students have the opportunity to participate in supervised "open gym" during the lunch hour including access to the weight room.

### **ATHLETICS - INTERSCHOOL**

Kildonan-East Reivers are members of the Kilcona Peguis Athletic Conference, (K.P.A.C.) which involves interschool competition with the Maples, Mennonite Brethren, Lord Selkirk, Garden City, West Kildonan, River East, Miles Macdonell Collegiate, Transcona Collegiate, Murdoch Mackay, and Springfield Collegiate. If you are interested in participating on one of the school teams at K.E.C., you should contact one of the Physical Education teachers for more information. K.P.A.C. sports include: cross country running, golf, volleyball, basketball, indoor track, curling, badminton, soccer, track and field, bowling and field lacrosse. In addition, KEC fields a football team that competes the Winnipeg High School league.

### **AND THERE'S MORE**

*THE GRAD COMMITTEE* is active throughout the year planning not only all of the graduation activities, but also events which help to raise money to subsidize these activities.

K.E.C. students take pride in the *YEARBOOK* which we publish annually.

***EXPAND YOUR HORIZONS THROUGH PARTICIPATION  
AND REMEMBER  
REIVERS ARE BELIEVERS!***

***We believe in  
Excellence  
Safety  
Respect  
Responsibility  
and  
Citizenship***