

**Kildonan-East Collegiate
Student Agenda
2021-22**

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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 Collegiate 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.

At KEC, we work hard to live by the five **Reiver Beliefs**:

- Citizenship
- Safety
- Respect
- Responsibility
- Excellence

We are looking forward to having you here at KEC as a Reiver! 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 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 growth.
- Effective communication forms the basis for all educational experiences.

KILDONAN-EAST COLLEGIATE'S MISSION STATEMENT

At Kildonan-East Collegiate, our purpose is to provide a rich and inclusive learning environment where students feel valued, inspired and supported as they grow in the skilled and caring community members.

HOURS OF OPERATION FOR 2021-22

For the 2020-2021 school year we have moved to a 6 period day. Students attend every second day, according to their schedules. The class times are as follows:

Period 1	8:30 a.m. – 9:33 a.m.
Period 2	9:37 a.m. – 10:40 a.m.
Period 3	10:45 a.m. – 11:48 a.m.
Period 4	11:52 a.m. – 12:55 p.m.
Period 5	1:00 p.m. – 2:03 p.m.
Period 6	2:07 p.m. – 3:10 p.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 annually 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 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 a guidance counsellor.

COMMUNITY SERVICE STUDENT INITIATED PROJECT CREDIT

Students who are enrolled in Grade 9 to Grade 12 courses in River East Transcona School Division, and who participate as volunteers in worthwhile causes or organizations, may be eligible for a Community Service Student Initiated Project Credit. This credit is based upon the civic skills, knowledge and attitudes obtained by the student through his/her involvement in the community service activity. Students interested in this credit should see their counsellor.

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 with the application process.

PROGRAMS

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

SEMESTER

Our school year contains two semesters. Semester One includes terms 1 and 2 and Semester Two includes terms 3 and 4. Most courses span an entire semester, though some classes are scheduled as year-long courses.

COURSE CHANGES

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

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.)

WEBSITE, PARENT AND STUDENT PORTAL

Please visit the school website for up to date announcements, dates, calendars and information. Additionally, all students have access to the student portal and parents/guardians have access to the parent portal – the portal includes student schedules, report cards and attendance information. If you need help accessing the portal, please call the front office.

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.

KEC ANNOUNCEMENT SIGN

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

AUTOMATED TELEPHONE AND EMAIL MESSAGE SYSTEM

From time to time the school may inform parents of special events or important announcements 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.

SECTION IV - STUDENT RESPONSIBILITIES

STUDENT FEES

Student fees are payable on the first day of school for all students. The \$35.00 student fee covers the cost of a yearbook and student I.D. card. Please check your balance prior to paying student fees, as some students have credits or amounts owing from the previous year.

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**. 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. 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.

EXPLANATION OF ABSENCES

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.

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 range of consequences. The division will apply a wide range of consequences for behaviour that interferes with safety, learning and work. The consequences applied will depend on the severity of the incident, the needs of the student, and the frequency of the behaviour. The following is a list of some options 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 relocated to an alternate supervised location to complete 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 may be 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*)

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:

	SPARES	TRANSITIONS	LUNCH TIME	DURING O'CANADA
RESPECT	Follow staff direction Use a talking voice Use respectful language	Speak in a respectful manner Maintain social distancing	Use a talking voice Speak in a respectful manner	Take off hats and hoods Turn off your electronic devices
RESPONSIBILITY	Cafeteria respectfully socializing Studying, reading and homework library	Go directly to your next destination 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
EXCELLENCE	Use your time productively Be kind	Place garbage and recycling in appropriate containers Open the doors for others	Contribute to school community	Reflect what we have to be thankful for in Canada
CITIZENSHIP	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
SAFETY	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	Keep doorways and hallways clear Keep hands and feet to yourself	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. 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
- 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 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 on Kildonan-East Collegiate school property is prohibited. On a student's second or greater offence, he/she will be suspended out of school.

ELECTRONIC COMMUNICATION DEVICES

The River East Transcona School Division recognizes 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.

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 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. Students in the Auto Body and Automotive Technology shops are required to have safety boots and overalls. Students in the Carpentry and Climate Control Technology shops must have safety boots and safety glasses. Students must wear the safety equipment required by their vocational area. Failure to do so may result in withdrawal from the program. Students are provided with lockers in the shop area where their shop and street clothing may be kept.

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.

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 are experiencing academic difficulties. Resource teachers work with subject teachers to provide academic support. Peer tutoring, which involves students helping their peers with specific subjects, can 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 internet. To access them, go to the KEC Homepage, and pull-down the Library Page on the menu.

TEXTBOOK LOSS/DAMAGE POLICY

When students are issued textbooks 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.

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.

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 2nd Semester only, will have their pictures taken in early February.

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

We believe in:
Excellence
Safety
Respect
Responsibility
Citizenship