

KILDONAN - EAST COLLEGIATE

845 Concordia Avenue ▪ Winnipeg, MB R2K 2M6 ▪ Telephone 204-667-2960 ▪ Fax 204-667-1203 ▪ www.kec.retsd.mb.ca

August 2021

Dear Parent/Guardian:

On behalf of the staff of Kildonan-East Collegiate, I wish to welcome your child to our school. The staff have been working very hard in preparation for the arrival of the students at KEC! We are excited to offer a wide range of courses and activities which should prove to be interesting and challenging for all.

Please find attached information that will facilitate the opening of the first semester of the school year starting **Wednesday, September 8, 2021**. Please visit the calendar on our school website for important dates for the year. The website has the most up to date information regarding changes in the school schedule.

During this coming year, we know that there will be changes to educational plans as a result of COVID-19 circumstances. We will maintain contact with you through our website (www.kec.retsd.mb.ca), our parent/student portal, automated dialer phone messages and emails.

Student schedules will be available on the parent/student portal as of August 16th, 2021. It is important to note that these schedules may be subject to change, depending on direction we receive from the Province of Manitoba. Information related to school start up and any necessary changes will be sent out in late August when we have more information regarding COVID-19 adjustments.

If you have questions or concerns about your child's academic progress, we encourage you to make direct contact with the teacher(s) first. The staff of Kildonan-East includes guidance counsellors (Ms S. Hocken-Attwell, Mr. S. Proskurnik, Ms T. Rak, Ms D. Sands, Mr. D. White) and resource teachers (Mr. S. Lindsay, Ms P. Jerrard, Mr. D. Kulas, Ms. L. Ashton), who are also available to assist with concerns.

A student fee of \$35.00 is due on the first day of school. Please view your fee balance in the Parent Portal prior to forwarding fees, as some students have credits or amounts owing from the previous year. Should you experience difficulty with the timing of this payment please contact an administrator as soon as possible. If your child is new to the school, please send payment on the first day.

At KEC, we are very proud to have a welcoming tradition in our school. Historically, our senior students have been very friendly and helpful to those who are new to our community. We fully expect these positive behaviours to continue.

The school division will provide transportation to those students who qualify. Divisional transportation will operate on the regular schedule beginning on September 8, 2021. Please check the parent portal in late August for any adjustments to this date as well as specific bus information for qualifying students.

Additional information from our electronic student agenda book is attached. The entire book can be found on the KEC website (www.kec.retsd.mb.ca). We encourage you to review this information with your child.

If you have any questions, please feel free to contact me or one of the vice-principals. We will be in school beginning Tuesday, August 31, 2021.

Sincerely,
Mr. D. F. MacFarlane
Principal

Vice-Principals:
C. Colorado
G. Zubricki
B. McIntyre

Message to Parents Regarding Student Course Changes for 2021-2022

We are pleased to be using the **Conference Manager** site <https://retsd.schoolsoft.com> to schedule student requested course changes for the 2021-2022 school year. Course changes will take place on August 31 and Sept 1, 2021.

We strive to ensure that students get the courses that they request each year. There are times when it is not possible to meet every student's course request due to course conflicts or lack of course availability. When scheduling, we must also keep in mind class sizes, especially in our vocational areas where safety is a top priority. Due to these constraints, we will not be able to accommodate course changes due to teacher or time of day preference. If you have taken classes in summer school or failed a course in the spring and need to make a course change, please use the Conference Manager system (<https://retsd.schoolsoft.com>) to make an appointment with your TRIAD counsellor. Please refer to the information below regarding your grade to determine who your counsellor is. If you are a Grade 10 student in the upcoming school year, please note that you have a new counsellor for next year.

Grade 9 students book with Ms Hocken-Attwell
Grade 10 students book with Ms Rak
Grade 11 students book with Ms Sands
Grade 12 students book with Mr. White

Conference Manager Information:

A **Parent Account** is required to use the Conference Manager. If you have already created an account for Parent teacher conferences you do not need to create a new account. **To register** in the Conference Manager, use the link above and click the "Register Now" button and complete the registration form. Your login credentials (email and password) will remain in the system to make it easy to access the Conference Manager in the future. Please choose the appropriate school(s) from the dropdown menu for each child (Note you can update your Parent Account at any time by logging in and updating your profile).

Can't remember your password?

In the future, if you forget your password, go to <https://retsd.schoolsoft.com>, select "Forgot your password" and enter the email address you used to register in the system. If the problem persists, please contact the office and ask them to access your Parent Account, confirm your email address and reset your password.

Step 1 - Conference Manager opens to parents – August 20th at 9:00 A.M.

Step 2 – Book your son/daughter's interview time and select the counsellor with whom you want to book interview. You will see each counsellor's schedule. After booking your appointments you can print off your schedule. You will also receive an email confirming your bookings. You can log into the system at any time to view your bookings, print, cancel or re-schedule appointments.

2021-2022 KILDONAN-EAST COLLEGIATE STUDENT AGENDA BOOK

The following are excerpts from the 2021-2022 Kildonan-East Collegiate student agenda book. The entire agenda book will be available prior to school start up on September 8 on our website, (www.kec.retsd.mb.ca). We ask that you review the student agenda book along with your student.

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*.)

Threat Assessment

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviour 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 behaviour will be taken seriously and students who demonstrate high-risk behaviour 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 themselves 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 the parent/guardian.

STUDENT PICTURES

Student pictures will be included in our annually published school yearbook. 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 a school administrator.

In order to make staff aware of students with severe medical alerts, pictures and conditions may be posted in non-public domains 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 a school administrator.

VAPING AND SMOKING

The River East Transcona School Division is a smoke-free environment. Out of consideration for the health and well-being of students, staff, parents and community members, smoking and/or the use of tobacco, tobacco products, as well as the possession and/or the use of electronic vaporizer devices and related products is prohibited on all school division property, including all buildings, grounds and school division vehicles. (Policy JICG)

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 (Refer to RETSD Policy JICH):

- 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

The exception to this policy is the purchase and/or consumption of alcohol by students of legal age at the graduation dinner and dance if the sale of alcohol is part of the graduation arrangements.

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 of 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 illegal drugs.

Consequences:

For the first and second offense other than trafficking:

- minimum five days out of school suspension
- parent/guardian notification of action taken and procedure for re-entry
- students will be required to complete an alcohol/drug assessment
- the incident may be referred to police for legal action
- will submit a suspension report to the superintendent or designate

For the third offense other than trafficking:

- the student will be suspended indefinitely pending a discipline review by the superintendent and the board
- parent/guardian will be informed of the board decision and conditions for appeal;
- the incident may be referred to the police for legal action
- will inform the parent/guardian of the results of the appeal and, if the student is reinstated, the conditions of the reinstatement. This includes but is not limited to placement in an alternate school. Reinstatement will include a re-entry meeting for the student, his/her guardian, the school principal or designate and the superintendent or designate

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 and inform the parent/guardian of the decision

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 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)

GRADUATION REQUIREMENTS

All students are required to accumulate a minimum of 30 credits for High School graduation. The credits are composed of compulsory and optional courses as defined by Manitoba Education and Literacy. A credit is gained upon successful completion of a course of study, which is planned around 110-120 hours of classroom instruction. Students must pass a course in order to obtain a credit and to move on to the next level. The majority of courses are given a value of one credit.

Students and parents need to work closely with the Teacher Advisor to ensure that the student has all the courses that are required for graduation. It is important to note that entry into programs at the college or the university level may have specific requirements. It is the responsibility of the student to be sure that he/she is earning credits that will admit him/her to the post-secondary program of choice. If you have questions or require assistance, please contact one of our guidance counsellors.

PARENT ADVISORY COMMITTEE

A group of volunteer parents will provide input and respond to school and divisional policies and procedures for the administration and staff. This committee will meet during the year to discuss topics of concern, and those that can enhance the school experience for our students, parents and staff.

STUDENT CARDS

All students must have a Student Card. Student Cards are used for purchasing Transit Go-Cards. There is no charge for the first card. All students must have their picture taken on our **Photo Day, Wednesday, October 13, 2021 (8:30 a.m.)**. Retakes will be on Wednesday, November 17, 2021. Students/Parents may go online and purchase a personal photo package at this time. More information will be provided at a later date. Returning students must use their Student Cards from the previous year until new cards are issued.

EXPECTATIONS OF STUDENTS

It is our hope that all students will be active learners in their educational and career path. Students will find an increased emphasis on assuming responsibility for their own learning. Educational choices become exceedingly more critical as students move through their senior year's studies. Additionally, all students are expected to abide by the RETSD Code of Conduct.

There are certain courtesies that are expected of all individuals at Kildonan-East Collegiate. Unacceptable actions such as aggressive or abusive behaviours, damaging property and offensive language such as swearing, ethnic-based or sexist comments are inappropriate to an educational setting.

Clothing, decals or jewelry that may be perceived as promoting the use of illegal substances or that may be perceived as racist, sexist, or otherwise offensive, are not permitted to be worn in school. Students are not permitted to wear outerwear in the building.

Detailed information regarding student expectations can be found in the student's electronic agenda book (found online). We hope that you share this information with your son/daughter prior to the opening of classes.

ATTENDANCE SYSTEM

A student's attendance at school has a direct effect on their achievement. Therefore, to maximize achievement, students and parents should make every effort to restrict absences to those that 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 In-service Days).

Our Attendance System for 2021-2022 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) 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.
- d) Teachers may refer to student services and or school administration if their implemented supports are unsuccessful.
- e) Parents/guardians are encouraged to be in contact with subject teachers to ensure that they have an accurate account of their student's attendance.
- f) If a student reaches 8 or 12 unexplained absences in a course, the primary contact will receive an email notifying them, as regular absences impact academic success.

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

All absences from class(es) must be explained within two school days. Parents are asked to phone the school's **Student 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/Grade
- 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.

REMINDERS:

Students new to the building are asked to bring the student fee of \$35.00 on Wednesday, September 8th

Basic Supplies Required:

- Binder(s)
- Loose-leaf Paper
- Pens & Pencils
- Scientific calculator (those students registered in Applied Math require a TI-83 graphing calculator)
- Information concerning other supplies needed will be shared on the first day of classes by subject teachers.

Grade 9 Additional Supplies:

- 1 package of markers
- 1 package of Highlighters
- 1 package of graph paper
- 1 geometry set