



## Murdoch MacKay Collegiate

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Student Handbook 2021 - 2022

## **PRINCIPAL'S MESSAGE**

Welcome to all students and staff as we begin the 2021/22 school year at Murdoch MacKay Collegiate! You have chosen a great school as you move through the high school years. Murdoch MacKay staff is committed to providing a rich and rewarding school experience for all of our students.

All students are capable of learning and we invite you to be involved in your education and take advantage of all of the academic learning opportunities available at Murdoch MacKay Collegiate.

I would also invite you to become involved in the many extracurricular activities that are available for students at our school. Student responsibility, ownership and pride are all enhanced when students take an active role in school activities. Get involved!

The school motto is Carpe Diem - it means seize the day/opportunity. Your high school years go quickly and I encourage you to use them to the fullest.

Once again, welcome to Murdoch MacKay Collegiate and best wishes for a great school year!

**Our school motto is  
Carpe Diem – Seize the Day**

The school's philosophy is:  
**Murdoch MacKay Collegiate endeavors to provide a safe, caring environment in which the values of respect, responsibility, excellence, integrity and kindness are fostered.**

**Hello! from the Murdoch MacKay Student Council**

Welcome to a new and exciting year at Murdoch! Every year, Student Council looks for students Grade 9 through 12 to create a more fun-filled school year! Let's boost our school spirit and show everyone what great things Murdoch can accomplish! Anyone and everyone are welcome to join our Student Council, so holler at us with your crazy ideas and come down and join our crew!

**Remember to challenge your limits at Murdoch MacKay and to follow our five school values:**

- ✓ **Integrity**
- ✓ **Respect**
- ✓ **Kindness**
- ✓ **Excellence**
- ✓ **Responsibility**

**Teacher Advisor Meeting (TA)  
PURPOSE AND PRIORITIES 2021 - 2022**

The Purpose of TA is to improve student success and engagement at Murdoch MacKay Collegiate by developing relevant connections to issues in the school and in the Community.

We believe that TA:

- Provides students an opportunity to network and make connections, both between peers and staff;
- Allows students an opportunity to reflect and make meaning in the areas of social and ethical action;
- Provides leadership opportunities for students in an effort to develop these skills in our building;
- Reinforces school-wide beliefs and annual themes in a low student to teacher environment.

**Registration Fee Payment Per School Year**

Student Fees (yearbook, student council, lock/locker) ..... \$ 35.00  
Graduating Student Fees (covers cap & gown and diploma - non-refundable) ..... \$ 60.00

**Fee payments can also be made online through our Parent Portal.**

Cheques are payable to **Murdoch MacKay Collegiate.**

The student fee will also entitle you to receive:

- A yearbook
- A student card

This card will identify you as a Murdoch MacKay Collegiate student, so that you may use the school library and computer labs, as well as being admitted to movies, school dances, sports events, and other activities at a reduced admission price.

### **Contact Information for Administrators and Teachers**

**Administration:** Principal: Mr. B. Straub  
Vice-Principals: Mrs. N. Schroeder, Mr. J. Zoppa

**Staff E-Mail Addresses:**

1. First letter of their first names.
2. Followed by the staff member's last name
3. Followed by @retsd.mb.ca

For example, the e-mail address for Mr. B. Straub (Principal) is:  
bstraub@retsd.mb.ca

**Department Heads:** Ms. J. Blazek, Mathematics  
Ms. R. Grehan, English  
Ms. K. Mann-Simpson, Student Services  
Mr. D. Simpson, Phys. Ed.  
Mr. A. Westwood, Science  
Ms. K. Dudek, Social Studies  
Ms. G. Hoorne, Vocational  
Mr. R. Walc, Ind. Arts/H. Ec.  
Mr. B. Campbell, Business/Arts

**Counsellors:** Mrs. K. Mann-Simpson, Mr. J. Yvon-Moreau  
**Resource:** Ms. J. Calver, Ms. K. Heisinger, Ms. A. Shymko  
**Learning Centre:** Mr. S. Irving, Ms. A. Shymko

**Teachers & their major subject areas:**

Ms. C. Bakke	Online English/sTeam Intensive
Ms. J. Barton	Teacher Librarian
Ms. S. Beaudin	Social Studies
Mr. S. Bell	Building Construction/Woods
Ms. H. Blahey-Hasay	Fashion Technology
Ms. J. Blazek	Math
Mr. B. Campbell	Music/Band/Choir/Guitar/English
Mrs. K. Campanella	Family Studies/Foods
Mr. M. Chan	Family Studies/Foods
Mr. L. Carvelli	English/Social Studies
Ms. J. deBoer	Science
Mr. K. Dixon	Automotive Technology/Welding
Mr. C. Doyle	Automotive Technology
Ms. K. Dudek	Social Studies/Drama/International Students
Ms. J. Fil	Math
Ms. C. Grafenauer	Social Studies/Psychology/Foods
Ms. R. Grehan	English
Mrs. V. Harms	Science
Mr. D. Hiebert	Building Construction
Mr. G. Hoorne	Metals - Welding
Ms. D. Jansen	Learning Center
Mr. B. Johnson	Art/Social Studies
Mr. T. Lange	English/French
Ms. K. Link	Mathematics/Social Studies
Ms. S. MacPhail	Special Education Teacher
Mr. A. Mauthe	English
Mr. D. McDonald	Math/Learning Center
Mr. G. Miklovic	Graphics/Electronics
Mr. T. Morley	Metals - Machining
Mr. C. Moroski	Math/sTeam Intensive
Mrs. S. Neuendorff	Math/Social Studies
Ms. J. Ollson	Computer/Social Studies/Science/ICT Tech
Mr. E. Pieczonka	Phys. Ed.
Ms. J. Reid-Hodgert	Flex Program
Mr. D. Salichuk	Automotive Technology
Mr. D. Savoie	Science
Ms. J. Sidhu	Mathematics
Mrs. J. Sigurdson	Business Ed./Social Studies
Mr. D. Simpson	Phys. Ed.
Ms. B. Street	English/sTeam Intensive
Mr. S. Sturby-Highfield	Building Construction
Ms. H. Thompson	Phys. Ed.

Ms. T. Tilston-Jones	Phys. Ed./Science
Mr. R. Walc	Graphics
Ms. L. Webster	Math
Mr. A. Westwood	Science

## SCHOOL CALENDAR 2021 - 2022

### Semester I

#### September

7	Coordinated Day (no classes)
8	Opening Day Students (Day 2)
21	School Picture Day
30	National Day for Truth and Reconciliation (no classes)

#### October

4	Co-ordinated Day (no classes)
11	Thanksgiving (no school)
22	Coordinated Day (no classes)

November  
5 School Picture Retakes  
10 Remembrance Day Ceremony  
11 Remembrance Day (no school)  
19 Mid-Term Reports posted to Parent Portal  
26 Coordinated Day (no classes)

December  
22 Last day of classes/Christmas Break

January  
6 Classes Resume (Day 2)

### **Semester II**

February  
4 Coordinated Day (no classes)  
7 Semester II Begins (Day 2)  
11 Semester I Reports posted to Parent Portal  
21 Louis Riel Day (no classes)

March  
18 Co-ordinated Day (no classes)  
25 Last Day of Classes Prior to Spring Break

April  
4 Classes Resume (Day 2)  
15 Good Friday (no classes)  
25 Co-ordinated Day (no classes)  
29 Mid-Term Reports posted to Parent

May  
2 AP Chemistry 42 exam (12pm)  
3 AP Psychology 42 exam (12pm)  
9 AP Calculus AB 42 exam (8am)  
11 AP Biology 42 exam (12pm)  
12 AP Physics 1 42 exam (12pm)

23 Victoria Day (no classes)

June  
30 Last Day of School

## SCHOOL SCHEDULE

Warning Bell 8:42 a m

### REGULAR

Period 1	8:45 – 9:49
Period 2	9:53 – 10:57
Period 3	11:01 - 12:05
Period 4	12:09 – 1:13
Period 5	1:17 – 2:21
Period 6	2:25 - 3:29

## SCHOOL AND SCHOOL DIVISION POLICIES AND PROCEDURES

**Parents/Guardians: Please read and review the following policies with your son/daughter. Your signature at the front of the Agenda will acknowledge that you have read these policies with your child.**

### Attendance

The River East Transcona School Division believes that regular attendance and punctuality are positive behaviors that should be fostered in our school system. Regular attendance is necessary for a student to gain the full benefits of educational instruction. The provincial department of education has established a minimum of 110 hours of instruction required for credit.

Under the *Manitoba Public Schools Act*, a student must attend school regularly until the age of eighteen. A student who is not of compulsory school age is required to attend regularly once he/she enrolls. A student who refuses to attend or is habitually absent from school is guilty of an offense under the *Manitoba Public Schools Act*. The parent/legal guardian must ensure that their son/daughter is in school, otherwise is guilty of an offense under the *Manitoba Public Schools Act*.

#### (2) Responsibility for Attendance

Responsibility for attendance rests jointly with the student and his/her parent(s)/guardian(s).

Absences:

(a) Student absences are categorized as:

(i) Excused

(ii) Explained



(b) Absences are considered excused if the activity is initiated by the school. Excused absences may include, but are not limited to, field trips, sports trips, special group trips, conferences, suspensions, etc.

(c) Absences are considered explained if they are for unavoidable cause and are supported by a written note or telephone call from a parent or guardian.

(d) An unexplained absence is an act of truancy.

### **(3) Attendance Protocol**

(a) Each high school will publicize the attendance policy and their procedures which will be communicated to students/parents/legal guardians at the beginning of the school year or at the time of registration.

Policy JEC – High School Attendance Page 2 of 3

(c) Where the parent(s)/guardian(s) has determined that the student must be absent from school, the parent(s)/guardian(s) must inform the school prior to the scheduled time for that class or no later than one day immediately after the student's return to school. Students who are 18 years of age or older may phone in their own absence reasons, in lieu of their parent(s)/guardian(s).

(d) In the case of long-term illness, the student's absences must be supported by a medical certificate.

### **(4) Absences**

(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) Where exceptional circumstances warrant, such as a documented chronic illness, the school administration may grant an extension to students who have accumulated excessive absences allowed under this policy.

(c) Where a student misses a test or examination due to an explained/excused absence, alternate arrangements will be made by the student/teacher/principal. Where a final examination is missed due to illness, a medical certificate is required.

(d) Where a student is suspended from school, each day of the suspension will be recorded/counted as an excused absence for attendance purposes. While the suspension is in effect, the student will not be allowed to participate in extracurricular or school-sponsored activities. Tests or exams may be administered during this time at an alternate time and location as determined by school personnel.

e) Provincial exam protocols for attendance will be followed for all standards tests.

### **Extended School Absence**

Extended absence is discouraged as it affects school performance. Therefore, we encourage families to vacation during regular school break times. Students who need to be absent from class for an extended time must obtain a form available at the office entitled "REQUEST TO BE ABSENT FROM CLASS". The form must be signed by all subject teachers and approved by the Principal. Students requesting special leave must have a good record of attendance.

### **Early Leaving**

- If you must leave before or during a regularly scheduled class, you must first contact the school office.
- *The office will email teachers* when the office has received a telephone call from a parent or guardian.
- Teachers will release the student at the appropriate time.
- With the alternating day schedule, please try to schedule appointments on a students remote learning day.

### **Code of Conduct**

#### **Mission Statement**

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/guardians 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.

### **Roles and Responsibilities**

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

#### **Staff will:**

- Provide relevant learning experiences based on the diverse needs of the 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 pro-active and reactive intervention strategies offered through a continuum of supports and services.

#### **Students 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 property and 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.

### **Pro-active Intervention Strategies**

The teaching and learning of expected student behaviour forms the cornerstone of a pro-active, 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 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 as required.

***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 must 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 playground, library, cafeteria or lunch room or participation in extracurricular 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*** - May become involved to assist in developing appropriate pro-active and reactive approaches for unacceptable behaviour. Such involvement may include placement in an alternate or treatment centre 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 Child and Family Service workers. 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.

***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.

***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 agenda serves as ***fair notice*** that incidence 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.

*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 several 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 at school
- Gang involvement on school sites
- Possessing a weapon as a "weapon" is defined in Section 2 of Canada's Criminal Code

#### REFERENCES

The River East Transcona School Division Policy Manual can be viewed at [www.retsd.mb.ca/site/about/policy/polmain.html](http://www.retsd.mb.ca/site/about/policy/polmain.html).

The Safe Schools Charter of Manitoba can be viewed at [web2.gov.mb.ca/laws/statues/204/c2404e.php](http://web2.gov.mb.ca/laws/statues/204/c2404e.php) or ordered from the Statutory Publications Office at 945-3101.

- 1 RETSD Policy Manual, Policy KE Concern Protocol
- 2 RETSD Policy Manual, Policies JKD Student Suspensions and Expulsions, and JICH Alcohol and Other Drug Use by Students
- 3 RETSD Policy Manual, Policy BEDH Public Participation at Board Meetings, Section 3
- 4 RETSD Policy Manual, policies IJND Computer Technology-Internet, and JICJ Student Use of Cell Phones and Electronic Communication Devices

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

In the interest of the health, safety, social and emotional well-being of all students, the board has adopted the following policy to address student alcohol and other drug use during school or at school related activities and functions.

The policy will have three principle components:

**Prevention**: a curriculum designed to present age appropriate accurate information to students to help them make positive and healthy lifestyle choices and prevent alcohol and drug use.

**Intervention**: a program designed to identify and intervene with students with alcohol and/or drug related behaviour and problems.

**Consequences**: a set of disciplinary actions that address alcohol or other drug infractions.

### **(1) Prevention**

The goal of the prevention component is to provide an educational process that encourages students to demonstrate knowledge, attitudes and skills which promote positive lifestyle behaviour and well being concerning alcohol and drug use. The purpose of a preventative curriculum is to reduce the incidence of alcohol and drug use and subsequent problems through a comprehensive education and appropriate activities. Within the curriculum, specific objectives will be identified for each grade level and will be consistent with the students' age and developmental style.

#### **Strategies**

The provincial department of education's physical education/health education curriculum includes compulsory drug and alcohol prevention within a curriculum, which helps students understand:

- (a) Healthy and positive lifestyle choices;
- (b) The effect of alcohol and other drugs on the body;
- (c) The factors that influence people to use or not to use drugs;
- (d) The decision adolescents face to use or not to use drugs;
- (e) The alternatives to drug use;
- (f) The skills needed to resist peer pressure.

The division will continue to implement the physical education/health education curricula and will provide programs and/or school initiatives for all students which will assist in the promotion of healthy choices and discourage alcohol and drug use.

The division will provide support services to assist students in decision making and skill development.

### **(2) Intervention**

The goal of early intervention is to reduce the use of alcohol and drugs through education, assessment, and counseling and referral services.

Identification of concerns may occur by:

- (a) Student self referral;
- (b) Parent/Guardian, or staff may refer students;
- (c) Compulsory referral as a result of disciplinary action for alcohol or drug use at school, on school property or at a school sponsored event or activity;

(d) Assessment and counseling will be provided by appropriate divisional or community agencies to students who require assistance.

**(3) Consequences**

The goal of disciplinary action is to intervene appropriately with those students whose behaviour and actions are harmful to themselves and to protect the health and safety of all students.

This policy refers to the following substances:

- (a) Alcohol;
- (b) Restricted drugs (misused prescription or over the counter drugs, including steroids);
- (c) Illegal drugs (including steroids);
- (d) Pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs;
- (e) Products misused for the purpose of mind altering affect (aerosols, solvents)

The following actions involving these substances would incur consequences:

- (a) Attempting to secure or purchase;
- (b) Using or having used;
- (c) Possessing;
- (d) Intending or attempting to sell or distribute;
- (e) Selling or distributing;
- (f) Being knowingly present when used, possessed or consumed;
- (g) 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 safe 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 in these drugs. Students who give or sell any amount of alcohol or other drug to a student at school, on any school or division property or at any school activity or function will be considered to be dealing or trafficking in illegal drugs.

**(a) First Offence (Other Than Trafficking)**

The principal or designate:

- (i) Will suspend for five days;
- (ii) Will notify parents/guardians of action taken and the procedure for re-entry to school;
- (iii) Will submit a suspension report to the superintendent or designate;
- (iv) May recommend indefinite suspension or expulsion;
- (v) Will refer the student for alcohol/drug assessment;
- (vi) May refer to police for legal action.

**(b) Second Offence (Other Than Trafficking)**

The principal or designate:

- (i) Will suspend for five days;
- (ii) Will notify parents/guardians of action taken;
- (iii) Will submit a suspension report to the superintendent or designate who:
  - a) May suspend for a minimum of five additional days;
  - b) In consultation with the principal, will establish conditions and expectations for re-admittance to school. This will include a re-entry meeting for the student, his/her guardian, the school principal or designate and the superintendent or designate.

- c) In consultation with the principal will require the student to complete Addictions Foundation of Manitoba assessment and counseling;
- d) May recommend to the board of trustees extended suspension or expulsion from the division schools;
- e) Will inform the parents of the action taken;
- (iv) May refer to the police for legal action.

(c) **Third Offence (Other Than Trafficking)**

The principal or designate:

- (i) Will suspend for five days;
- (ii) Will notify parents/guardians of action taken;
- (iii) Will submit a suspension report to the superintendent who:
  - a) Will inform the parents that the student has been suspended indefinitely pending a discipline review by the board;
  - b) Will inform the parents of the board decision and conditions for appeal;
  - c) Will inform the parents/guardians 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 educational program.. Reinstatement will include a re-entry meeting for the student, his/her guardian, the school principal designate and the superintendent or designate.
- (iv) May refer to the police for legal action.

(d) **Repeated Offenses**

- (i) Students with continued involvement with alcohol and/or other drugs after the interventions/consequences listed above will be suspended pending a meeting with the superintendent or designate to determine the conditions of reinstatement in school, if any. The superintendent may recommend an appearance before the board of trustees.

(e) **Trafficking**

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

The principal or designate:

- (i) Will notify parents/guardians that the student has been suspended for five days;
- (ii) Will inform parents that the superintendent or designate will determine the length of the suspension/expulsion;
- (iii) Will refer the case to the police for legal action;
- (iv) Will submit a report to the superintendent or designate.

The superintendent:

- (i) Will inform the principal of the length of the suspension;
- (ii) Will review the case and if expulsion make a recommendation to the board;
- (iii) Will inform the parents of the decision of the board;
- (iv) Will inform the parents of the appeal process;
- (v) Will inform the parents of the results of the appeal and if the student is reinstated the condition(s) of the reinstatement.

(4) **Communication**

As awareness of the policy is key to acceptance by the stakeholders, it is essential that staff, students, parents and the community be informed of the policy. This information will be delivered through staff meetings, school newsletters, school assemblies, student handbooks, or through the local media. Schools are encouraged to discuss the policy with students throughout the year.

**(5) Staff Training**

Staff training is a critical part of implementation. Training will include information to assist staff with the following:

- (a) Recognition of the signs of students under the influence;
- (b) Recognition of students affected by their own or others involvement with alcohol or other drugs;
- (c) Signs of students involved in trafficking;
- (d) Recognition of direct student involvement with alcohol or other drugs;
- (e) Steps involved in the intervention process outlined by the policy;
- (f) Development of intervention skills and strategies;
- (g) Reporting procedures.

Staff training and/or information for parents may come through in-servicing, awareness sessions, and delivery of the health curriculum and/or community forums.

**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 J1H and J1H-R)**

**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).

**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 cheat 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 and IB 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.

The River East Transcona School Division response to academic dishonesty at the Senior Year's level.

A teacher may consult with administration if they are unsure whether a breach of academic honesty has occurred and whether it would be considered at a minor level (teachable moment) or at a major level (office intervention).

If the severity of the dishonest behaviour is at a minor level, then it will be a teachable moment. Depending on the nature of the dishonesty, the teacher may or may not contact the home. For dishonest behaviours, teachers need to:

- Document the incident and if required,
- Ensure that the student completes the work honestly.

If the severity of the dishonest behaviour is at a major level, then an office intervention is required. The teacher, in consultation with administration, will determine the level of consequences. The administration and/or teacher will:

- Inform the student's parent/guardian promptly
- Document the incident in the student's file
- 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

## COMPUTER ACCESS AGREEMENT

This is a summary of RETSD's "Acceptable Use Policy: code file EHAAB" for student use of computers. A complete copy of the policy is available at the office upon request.

- The RETSD "acceptable use policy" applies to **all** school computers.
- If you change, add or delete any file on any school computer, you may lose your computer privileges for the remainder of the school year.**

**Introduction:** There are positives and negatives to the use of a computer and the Internet. Students, parents, and all school staff have responsibilities to avoid abuse of the system.

### Usage Guidelines:

- Users shall have valid accounts.
- They will use authorized resources.
- Users will protect their accounts by not sharing passwords.
- Files may not be changed, copied, installed, or deleted without permission.
- Security bypass attempts are not allowed. Copyright is protected.
- Improper use includes: wasteful jobs, games, chatting, mass mailings, chain letters, invasion of privacy, unauthorized use of on-line time, removal of any computer equipment, harassment.
- Users will cooperate with system administration in investigation of

abuses.

- RETSD reserves the right to examine files, programs, passwords, accounting information, printouts, or other computing material without notice.
- Transmission of any material in violation of any law or regulation is prohibited.
- Product advertisement, political lobbying, and illegal activities are prohibited.

**Acceptable Use:**

- Use of the Internet is in support of education and consistent with RETSD's educational objectives

**Network Etiquette:**

- Be polite; use appropriate language.
- Do not reveal personal data—addresses, phone numbers of students or colleagues.

**Security:**

- If you identify a security problem, you must notify a system administrator.
- A security problem must not be revealed to others.
- Use of an identification other than yours will result in suspension or cancellation of your computer access.

**Vandalism:**

- Vandalism is an attempt to harm data or computer hardware: it includes uploading, downloading, or creating viruses.

**Penalties:**

- Your access to computer services will be cancelled.
- Legal action will be taken to recover costs of damages.
- School disciplinary action will be taken, such as suspension.
- You will be referred to law enforcement authorities for criminal code violations.

## **ORGANIZATION AND ADMINISTRATION**

### **School Pictures**

You will be called by grade level to have your picture taken on Sept 16 (last name L - Z) and Sept 17 (last name A - K) (Retakes on November 1st)

- You must have a picture taken. There is no charge for this procedure.
- This will be the picture for your school record card, your yearbook, and your student card/library card.
- A variety of packages will be available for student purchase.

### **Accidents**

- If you have an accident at school, go to the office where first-aid treatment and emergency services will be provided, if needed.
- If necessary, an ambulance will be called.
- Parents will be contacted in the case of accident/injury/illness.
- If you become ill during the school day, report to the office, and arrangements will be made for you to either go home or rest here.

### **Student Accident Insurance Policy**

RETSD offers the Student Accident Insurance plan to its students. The carrier for the plan is the Reliable Life Assurance Company. Forms will be distributed to you during the first day of school.

- This plan is only a recommendation.

- Your parents do have the option to purchase your accident insurance from any company of their choice.
- For students who are not extra-curricular minded, accident insurance is still a wise investment.
- If you are involved in extracurricular activities, you should have accident insurance.**

#### **Locks and Lockers**

- Lockers will be distributed on the first day of school.
- You will be assigned a locker once you have both produced your student fees receipt.
- Only 1 person per locker; students failing to observe this rule will have their locker privileges suspended until further review.
- You are not permitted to use your own lock on school lockers.
- If you need to replace your lock for any reason, the charge will be \$8.00.

#### **Care of Valuables**

- Do not leave any valuables in your locker or the gym changing room.**
- The school cannot assume responsibility for valuables lost or stolen.

### **LOST AND FOUND**

Enquiries about lost items may be made at the main office.

#### **Library**

- The library opens at 8:00 am and closes at 3:30 pm.
- Library books are signed out for a period of 20 school days. You need your student card to sign out books. Books may be renewed up to two times.
- There is a wide selection of magazines in the main part of the library and in the librarian's office. Magazines cannot be signed out.
- Reference books are to be used in the library with the exception of certain encyclopedias that can be signed out for a week.

#### **Smoking**

- RETSD is smoke and vape free.
- RETSD Policy does not permit smoking or vaping anywhere on school property (buildings, schoolyards, bus loops, parking lots, etc.).

### **STUDENT VEHICLES**

**STUDENT PARKING IS AVAILABLE ONLY IN THE SCHOOL'S NORTH PARKING LOT. STUDENTS WISHING TO PARK IN THIS AREA MUST REGISTER THEIR CAR WITH THE OFFICE AND PURCHASE A PARKING PASS.**

Student parking is half price this year due to covid (\$47.50 per semester) (September to January **and** February to June) and is non-refundable. Cars without valid parking window stickers will be ticketed by the Winnipeg Police. Students are not permitted to park in either the staff lot located at the back of the school or the visitor parking lot at the front of the school.

- If you use any form of motor vehicle, you are expected to follow all of the Highway Traffic Act Regulations.
- Obey all posted signs.
- Clearly display parking window sticker on the front left corner of the windshield of your vehicle.
- No loitering or smoking/vaping is allowed in or around the cars during the school hours.

Consequences of traffic and parking violations:

- ♦ lose your privilege of bringing your vehicle to school
- ♦ be given a traffic citation by the Winnipeg Police Service
- ♦ be towed at the vehicle owner's expense

#### **Fire Drills**

- A distinct, loud, intermittent bell is the fire alarm.
- When this alarm sounds, you are to file out immediately.

- All people shall leave the building and remain outside until told to return.
- An evacuation direction is posted above every door.

#### **Lockdown /Hold and Secure Drills**

- Lockdown drills will take place twice a year (once per semester).
- A Hold and Secure drill will take place once per year.
- Lockdown procedures will begin when the announcement "The school is in lockdown" is heard.

#### **Textbooks**

- Textbooks may be given to you during each term. It is your responsibility to take good care of them.
- It is also your responsibility to return books on request.
- You will be charged a fee for lost or damaged text(s).

#### **Report Cards**

- There are 2 reporting sessions per semester that are posted on the Parent/Student Portal:
  - A mid-term report half-way through each of the semesters
  - A final report at the end of each semester

#### **The Main Gym and Susan Auch Gymnasiums**

- You should have your equipment **clearly** marked with your name for easy identification
- You are to wear your gym runners in order to protect the gym floors
- You are not to take food or drink into the gymnasium at any time
- Because of the danger of injuries, adult supervision is required before any activity in the gyms occurs
- You are to arrange all gym or wellness centre activities through the physical education staff
- **DO NOT LEAVE ANY VALUABLES IN THE CHANGEROOM!**

#### **Bus Policy**

When you are on a school bus, you should:

- Be on time and board promptly
- Remain seated until the destination is reached
- Keep heads, arms and legs inside the bus at all times
- Not eat or drink
- Follow the Code of Conduct

#### **Student Dress Code**

- (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. Please be respectful and considerate of others by ensuring that:
  - Your clothing appropriately covers your chest and shoulders, undergarments and private parts
  - Your top and bottom meet so that your midriff is not exposed.
  - If you wear shorts, that they are an appropriate length, no short shorts.
- (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, drug paraphernalia, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted.

- (3) At Murdoch MacKay Collegiate, students may wear headwear In the following common

areas; the hallways, the cafeteria and the Cove. Please ensure that headwear is not worn in any other areas including all classrooms, the gym, the library, the office, during school wide assemblies and during our National Anthem. Please do not wear bandanas or hoods up when in the school.

- (4) School administrators have the authority to address inappropriate attire in their schools.

### **Student Use of Cell Phones and Electronic Communications Devices**

The River East Transcona School Division recognizes that the use of cellular phones, camera cellular phones, personal digital assistants (PDAs), pagers and other electronic communication devices is continuing to grow and expand. Furthermore, the 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 electronic communication devices to access, upload, download or distribute material that the school has determined objectionable will be subject to the provisions of 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 unauthorized purposes 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 circumstance 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.

### **Student/Staff Health and Wellness**

#### **a. Nutrition**

In the best interest of students' health and wellness, we have adopted the healthy choices guidelines as outlined in the Manitoba School Nutrition Handbook (2006).

#### **b. Life Threatening Allergies**

- Due to the number of staff and students that have severe and/or life threatening allergies...all staff and students are asked to minimize the use of perfumes and scented products such as: AXE, hand lotions, hair sprays, colognes, etc.
- The school is a "Peanut Free" zone. The use of peanuts, peanut butter, peanut oil, nuts, or products containing nuts is not permitted.

## **STUDENT SERVICES AND PROGRAMS**

### ***Counselling***

- Three counsellors are located in the offices near the north door.
- Counselling services - personal; career; academic planning; crisis counselling; referral to outside agencies.
- To make an appointment, fill in a slip from the red basket in the outer door and slide under counsellor's door.

### ***Timetabling Changes***

- Not all changes are possible.**
- If you fail a course, or if you want to change your program, you can change your timetable in the first week of a semester.
- Timetable changes will be made only with a note signed by your parents. You are to take the note from your parents to a counsellor.
- You must continue to attend regular timetabled classes until changes have been completed and new teachers notified.
- Missed classes will be counted as absences.
- Changes will only be made by the Resource or Counselling department.
- A priority placement will be given to students transferring into the school and to students who have failed courses.

### ***Resource***

- Four resource teachers and paraprofessionals are located in the Resource room to support student learning.
- If you require help in any of your subjects, a quiet work space, or a computer on which to work, come to the Resource room. There are also paraprofessionals available to assist you. The resource Centre is open from 8:45 a. to 3:30 pm.

### ***Learning Center***

- Students may access the Learning Center if they need to catch up on work, make-up class time, or are serving an in-school suspension or detentions.

### ***Public Health Nurse***

The Public Health Nurse will visit Murdoch MacKay Collegiate as requested, or students may visit at the Health Unit, 400A-1615 Regent Avenue West. Telephone: 938-5340. Public Health Services include:

- Referrals
- Communicable diseases
- Pregnancy
- A resource for health education.

### ***Challenge for Credit***

- Students enrolled in Grade 9 - 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.
- 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 an administrator in their school prior to beginning the activity. **(Refer to RETSD Policy IGCC-R1)**

### ***Honour Roll***

- Average over 80%, no mark under 70%
- Failure in Physical Education will prevent designation
- Minimum of 3 courses

## **Online Learning**

### **What is it?**

Online Learning, as offered in RETSD, is a web-based course that requires access to the Internet at school and/or at home. These courses have been developed by Manitoba Department of Education and are delivered by teachers from RETSD as well as other school divisions in Manitoba.

### **How does it work?**

The course is delivered through a web interface called WebCT. Each course has a homepage, which allows you to access the course content, the communication center and tools to assist you in organizing your course activities.

### **Method of Delivery**

Online courses are taken via the Internet. Students will be in contact with the teacher primarily via email and bulletins the teacher posts. Some courses may include some f2f (face-to-face) seminars, hands on work, or field trips.

### **Who is it for?**

An online learning course is an option for you when;

- Your school does not or cannot offer a particular course.
- You have a timetabling conflict.
- You are short a credit.
- You are home schooling.
- You are away from school for an extended period of time.

### **Is there a cost?**

Students who are accepted for registration into an online course will be required to pay a \$100 caution fee. If the student successfully completes the course the money will be refunded in full.

### **Is it for me?**

Answer each of the following questions to determine whether you are a potential online student.

1. Do you feel that high quality learning can take place without having face-to-face interaction?
2. Can you dedicate 6 to 8 hours a week (anytime during the day or night) to log into an online course?
3. Are you a self-motivated and self-disciplined person?
4. Do you enjoy reading?
5. Do you set goals for yourself?
6. Can you effectively time manage to get your assignments completed on time and study for tests?
7. Do you think increased learning will take place through sharing your work, life and educational experiences as part of the learning process?
8. Are you comfortable with email, computers and new technologies?
9. Do you have a reasonable typing speed?
10. Do you have a strong need to take this course in an online environment?

If you answered YES to six or more of these questions, then there is a good chance that you will be successful in our online learning program.

### **What courses are available?**

Please contact a Murdoch counsellor for current course listings.

### **How to register for an Online Course?**

Please contact the school administrator for further information on how to register for an online course.