

River East Collegiate



School Handbook

Phone: 204.338.4611

Fax: 204.338.9515

Website: www.rec.retsd.mb.ca

2023-2024

Table of Contents

Principal’s Message	3
School Bell Schedules	3
Mission Statement	4

SCHOLASTIC INFORMATION

Graduation Requirements	4
Awards & Scholarships	4
Commencement Awards	4
Honour Roll	4
Report Cards	4
School Terms	4
Course Changes	5
Assessment Policy	5
Evaluation	5
Academic Responsibility	5
Academic Honesty	6
Appeals	6

STUDENT RESPONSIBILITIES

Student Fees	7
Textbooks	7
Attendance System	7
18-Year-Old Students (FIPPA)	8
Study Time	8
Illness	9
Dress Code	9
Student Use of Student Supplied Personal Electronic Devices	9
Common Lunch	10
Electronic Vaporizer Devices and Tobacco	10
Alcohol and Other Drug Use by Students	10
Computer Technology Use	13

COMMUNICATION

Change of Address	14
Website	14
Student Parent Teacher Conferences	14
Telephone Interviews	14
REC Announcement Sign	14
Automated Telephone Message	14
Parent Advisory Council	14
Music Parents	14
Grad Parents	14

SAFETY REGULATIONS

Fire Drills	15
Lockdown/Hold and Secure	15
Accidents	15
Student Accident Insurance	15
Bus Evacuation	15
Search	15
Disruptive Visitors	18

STUDENT SUPPORT SERVICES

Teacher Advisor System	19
Counselling Services	19
Resource	19
Substance Use Services	19
Peer Tutoring	20

SCHOOL SERVICES

Library Services	20
Cafeteria	20
Locks and Lockers	20
Parking	21
Lost and Found	21
School Pictures	21

EXTRA-CURRICULAR ACTIVITIES

Athletics	23
Student Leadership	23
Travel	23
Human Rights, Peer Support, Service Clubs	24
Creative Arts, Math, Language	24
Canadian National ASPnet School – UNESCO	24

SCHOOL WIDE POSITIVE BEHAVIOUR

School Wide Positive Behaviour Supports	22
School Wide Positive Behaviour Matrix	25

CODE OF CONDUCT

Roles and Responsibilities	26
Proactive Strategies	27
Intervention Strategies	27
Appeal Process	28
Safe and Caring School Environment	29



PRINCIPAL'S MESSAGE

Welcome to River East Collegiate after what we hope was a relaxing and interesting summer. As the school year begins, we hope you will be an active learner and partner in all aspects of your school experience. A committed and balanced approach to your studies, and to the co-curricular and extra-curricular activities available, will enhance your high school experience. The friendships, experiences and memories will last a lifetime.

Students, parents and staff at River East Collegiate are partners in creating a school atmosphere of mutual respect that fosters a balance between students' privileges and responsibilities. Students are encouraged and supported in their efforts to make responsible decisions about their education and their behaviour. River East Collegiate enables students to develop skills necessary for successful participation as contributing citizens, entrance to post-secondary study, employment and meaningful use of leisure time. We are looking forward to a rewarding school year and welcome the opportunity to continue the tradition of excellence that is River East Collegiate.

The following information should help students and parents prepare for a good start to the school year.

REC SCHOOL BELL SCHEDULES

Regular School Schedule

WARNING BELL	8:18
Period 1	8:23 – 9:27
Period 2	9:30 – 10:34
Period 3	10:37 – 11:41
Lunch	11:44 – 12:48
Period 5	12:51 – 1:55
Period 6	1:58 – 3:02



T. A. Meeting Schedule

WARNING BELL	8:18
Period 1	8:23 – 9:10
T.A.	9:13 – 9:58
Period 2	10:01 – 10:50
Period 3	10:53 – 11:41
Lunch	11:44 – 12:48
Period 5	12:51 – 1:55
Period 6	1:58 – 3:02

} morning classes
are adjusted for advisor meeting

RIVER EAST COLLEGIATE'S MISSION STATEMENT

"River East Collegiate challenges individuals to explore and grow within changing environments by developing academic skills and by encouraging the development of personal and social values, leading to achievement at the highest possible levels."



SCHOLASTIC INFORMATION

GRADUATION REQUIREMENTS

You are required to accumulate a minimum of **THIRTY credits** for high school graduation in Grades 9, 10, 11 and 12. A minimum of four of those courses must be at the 40S level. A credit is gained upon successful completion of a course of study that includes 110-120 hours of classroom instruction. You 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.

AWARDS & SCHOLARSHIPS

Various certificates, awards, scholarships and the Governor General's Medal are given out at Commencement to graduating students who have exhibited excellence in academics, the arts and option 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. Athletic awards are given out at the Lettermen's Banquet in June.

COMMENCEMENT AWARDS

The awards will be selected using an average based on: TOP FIVE GRADE 12 CREDITS WHERE:

- (a) four must be 40S credits – those approved by the University of Winnipeg or the University of Manitoba
- (b) at least one credit must be a grade 12 English credit (c) at least one credit must be a grade 12 mathematics credit
- (d) four different subject areas are included (e) a minimum of five credits must be taken at River East Collegiate in the graduating year.

HONOUR ROLL

Honour roll will be calculated for the final report of the year. The following qualifications are required for honour roll recognition:

- (1) Grade 9, 10 and 11 students may qualify for the honour roll, provided that in addition to scoring an average of 80% or more, no score in any subject is below 70%. Students in grade 12 must complete a minimum of 5 courses for the year to qualify for the honour roll, in addition to scoring an average of 80% or more with no score in any subject below 70%. Grade 12 students who achieve an overall final year average of 90% and above with no mark below 80% and a minimum of 5 credits will be recognized at Commencement in June and receive a Certificate of Excellence.

REPORT CARDS

Report cards indicating your progress in courses and your attendance in classes will be given out at Teacher Advisor meetings. Please see calendar for dates.

SCHOOL TERMS

The school year is divided into two semesters.

SEMESTER I

First Report November 17, 2023
Final Report February 9, 2024

SEMESTER II

First Report April 26, 2024
Final Report June 30, 2024

COURSE CHANGES

If you wish to make a course change, your subject teacher and parents should be consulted before a decision is made. The change can be made only by a guidance counsellor or an administrator. Parental consent may be required. GRADE 9 students are not eligible to change core subjects.



VOLUNTARY WITHDRAWAL – Students must adhere to the voluntary withdrawal dates. Semester 1: December 14, 2023; Semester 2: May 10, 2024

ASSESSMENT POLICY RETSD Policy IKA (Instruction)

River East Transcona School Division recognizes that assessment promotes student, parent, teacher and system learning. Through the use of validated assessment practices and procedures supported by research, teachers of the division will enhance and promote learning, growth and development for all students in an inclusive educational environment. The overarching principles of assessment include the development of students who are diligent, honest, fair, lifelong learners. Strong assessment policy and practices will create the conditions to help all learners reach their full potential. **Please refer to RETSD Policy IKA - R (Instruction).**

EVALUATION

Evaluation is continuous and takes into account observations, product and conversations. Students who score a final mark between 25% – 49% may be eligible for "repeater" summer school classes. River East Collegiate does not have mandatory final exams for our courses, or an exam period/week. Teachers may have final evaluations that occur during regularly scheduled classes.

ACADEMIC RESPONSIBILITY RETSD Policy IKAF-R (Instruction)

In support of the policy on academic responsibility and to foster this value in students, River East Transcona School Division expects teachers to work in a supportive manner as well as applying age and developmentally appropriate consequences. Supportive strategies that shall be implemented include:

- (1) Establish and clearly communicate expectations regarding assignments. This includes but is not limited to:
 - communicating learning outcomes, stating the expected nature of the products or performances, the evaluative criteria and the sharing of exemplars.
- (2) Set and communicate reasonable timelines for assignments and support students in meeting these timelines. Teachers shall be mindful of other demands and involvement (music lessons, athletics, clubs etc.), student strengths and weaknesses as well as work assigned by other teachers. (General rule will require students to hand in term 1 assignments by the end of term.)
- (3) Other possible strategies include:
 - soliciting and consideration of student input;
 - collaborating with other staff;
 - sharing assignment timelines with colleagues;
 - teaching time management strategies to students;
 - providing anticipatory support to students;
 - extending timelines when necessary; and
 - involving parents in supporting their child.



Age and Developmentally Appropriate Consequences

If, after establishing and clearly communicating assignment expectations, setting and communicating assignment timelines and implementing supportive strategies, a student has not completed his/her work or work is submitted late, the following progressive consequences may apply based on the student's age and developmental stage as well as the teacher's professional judgment:

- (1) Confer with the student and, where appropriate, with the student's parents/guardians.
- (2) Develop a work completion agreement with the student.
- (3) Require the student to complete the missing work or alternative similar assignment, within a supervised setting. Teachers shall inform parents of this arrangement as appropriate.
- (4) Provide appropriate additional supports to the students. This may include student services support or English as an Additional Language support.
- (5) Provide differentiated or adapted assessment tasks to accommodate learning needs.

In applying the above progressive consequences, teachers shall consider the nature of the assignment, the students' individual circumstances, and the potential impact of the consequence on subsequent learning and motivation. Teachers are strongly encouraged to consult with school administration when considering progressive consequences.

ACADEMIC HONESTY

In support of the policy on academic honesty, River East Transcona School Division expects the following procedures to be followed. It is expected that teachers will consider the nature of the assignment, the age and maturity of the student as well as the individual circumstances and potential impact of the consequence on subsequent learning and motivation prior to addressing individual cases of academic dishonesty.

(1) Teachers and principals will communicate and reinforce expectations of academic honesty with students, which include not cheating, lying or plagiarizing work.

(2) Teachers and school administration will respond appropriately to incidents of academic dishonesty. Whatever the response, students should be expected to complete the work in an honest way.

(3) All decisions involving responses to academic dishonesty shall be made in consultation with school administration.

(4) The following progressive and remedial steps may be considered in response to incidents of academic dishonesty:

- (i) contact the parents;
- (ii) have the student redo the work honestly;
- (iii) enforce other disciplinary measure(s);
- (iv) document the incident in the student's file

APPEALS

In cases where students wish to appeal a mark on a particular assignment, test, or exam, the process is as follows:

Step 1 - Discuss the concern with the teacher.

Step 2 - If not resolved in discussion with the teacher, make an appointment with the department head who will consider the grounds for appeal and may arrange for reconsideration of the mark.

Step 3 - If not resolved at Step 2, meet with an administrator who will review the student's appeal.



STUDENT RESPONSIBILITIES

STUDENT FEES

Students registered at River East Collegiate are required to pay a student fee of \$50.00 at the time of registration or on the first day of school. **Refunds will be issued to students who withdraw from school during the first month only.**

- a) **Student Fees: (yearbook, student council, lock/locker)**

TEXTBOOKS

Textbooks are issued by subject teachers, and it is your responsibility to take care of them. **You must pay for lost or damaged textbooks.**

ATTENDANCE SYSTEM RETSD Policy JEC (High School Attendance)

The River East Transcona School Division believes that regular attendance and punctuality are positive behaviours that must be fostered in our school system. Regular attendance is necessary for a student to gain the full benefits of educational instruction. Students are expected to be punctual for all of their classes and to complete the requirements of the course of study.

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*.

(1) 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
- (iii) Unexplained.

- (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. Students who are 18 years of age or older may explain their own absence in lieu of their parent(s)/guardian(s).
- (d) An unexplained absence is an act of truancy.

(2) 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.
- (b) Attendance will be taken and recorded by teachers on a period-by-period basis each day.
- (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.

(3) Attendance Procedures

- (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 may be 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.

18-Year-Old Students:

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 (or attendance, attitude, etc.) The FIPPA precludes schools from disclosing information on a student who has reached the age of majority.

It is the responsibility of the student to sign a waiver form authorizing the school to continue to contact parents with information about academic progress, attendance, and behaviour. This form is available in the office. Failure to sign the form results in restricted access to student information. (for example, teachers may not contact parents directly with academic concerns unless the student has waived the privacy restrictions by signing the form)

If you are a parent of a student who has turned 18 (or will turn 18) during the school year, please make sure you discuss this with them, and have them sign the form in the office if you wish to remain in contact with the school regarding your child.

If you are a student who has turned 18 (or will turn 18) during the school year, please make sure you come to the office and sign this form to indicate whether or not you give permission for the school and your parents to continue exchanging information.

STUDY TIME

It should be emphasized that it is the responsibility of each student to organize and utilize his/her study time in a manner which will help to improve the student's performance in his/her educational program.

To prevent the disruption of classes, students are not to congregate or loiter in the hallways. **River East Collegiate is an open campus.**

Students who leave the school building during unassigned time are asked to observe the following:

- a) Do not congregate near the classroom doors and windows or block an entrance/exit.
- b) Remain clear of both the staff and student parking areas. Students are not to loiter in the bus drop-off zones.
- c) Keep school grounds free of litter. Litter should be deposited in the garbage containers provided.

ILLNESS

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

DRESS CODE

Student Dress Code – RETSD Policy JICA

The River East Transcona School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. Students shall dress in a manner that is appropriate for learning and working.

- (1) Parents and students are responsible for appropriate student attire.
- (2) Offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.
- (3) Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.
- (4) School administrators will have the authority to address inappropriate attire in their schools.

STUDENT USE OF STUDENT SUPPLIED PERSONAL ELECTRONIC DEVICES – RETSD Policy JICJ

The River East Transcona School Division recognizes that the use of student supplied personal electronic devices is continuing to grow and expand. Furthermore, the division recognizes the value of such electronic communication devices to students, families, and schools in terms of communication, collaboration, creativity and innovation.

It is the intent of this policy to manage the use of student supplied personal electronic devices in the school to prevent interference and also support teaching and learning opportunities.

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

Unless otherwise directed by the teacher/school, student supplied personal electronic devices must be kept out of sight and turned off during instructional time. Unauthorized use of these devices may disrupt the instructional program and distracts from the learning environment.

The use of student supplied personal electronic 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 student supplied personal electronic 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 or other divisional policies. Where deemed appropriate, conduct that has been determined injurious or objectionable may also be subject to discipline and/or police/legal action.

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 student supplied personal electronic 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 student supplied personal electronic 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.

LUNCH HOUR

During the lunch period students will be allowed to eat in the cafeteria as well as designated areas. It is expected that ALL students dispose of their own garbage in the containers provided.

ELECTRONIC VAPORIZER DEVICES AND TOBACCO RETSD Policy JICG and JICG-R

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. The exception to this policy is the participation in smudging and/or preparation of tobacco offerings in compliance with the divisional smudging protocol and guidelines.

The possession use and sale of electronic vaporizer devices and related products are not permitted on River East Transcona School Division property or at a school related activity or function. Further, the use and sale of tobacco or tobacco products are not permitted on River East Transcona School Division property or at a school related activity or function. The principal or designate will apply the procedures detailed below in the event a student is found to be in possession of, using, or selling any of these products on school property or at a school related activity or function contrary to this policy.

(1) First Offence

The principal or designate:

- (a) will provide a verbal warning;
- (b) will notify parent/legal guardian of action taken.

(2) Second Offence

The principal or designate:

- (a) will suspend for one day;
- (b) will notify parent/legal guardian of action taken;
- (c) will submit a suspension report to the superintendent or designate.

(3) Third Offence

The principal or designate:

- (a) will suspend for up to five days;
- (b) will notify parent/legal guardian of action taken;
- (c) will submit a suspension report to the superintendent or designate;
- (d) may request a re-entry meeting for the student, his/her guardian, the school principal or designate and the superintendent or designate

(4) Additional Violations

Students with continued involvement in tobacco, tobacco products, or electronic vaporizer devices after the interventions/consequences listed above will be suspended for a minimum of five days pending a re-entry meeting for the student, the student's parent/legal guardian, the school principal or designate and the superintendent or designate.

This policy is in addition to and must be read in conjunction with Policy JICH – Alcohol and Other Drug Use by Students

ALCOHOL AND OTHER DRUG USE BY STUDENTS RETSD Policy JICH – 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:

Education: 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.

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

Reactive Intervention: a set of disciplinary/responsive actions and supports that address alcohol or other drug infractions.

(1) Education

The goal of the education component is to provide a learning 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 curriculum and programming is to reduce the incidence of alcohol and drug use through comprehensive education. Within the curriculum, specific objectives are identified for each grade level which are consistent with the students' chronological age and developmental stage.

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 curriculum and will provide programming 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 supports to assist students in decision making and skill development.

(2) Proactive 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/legal 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;

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

(3) Reactive Consequences

The goal of progressive disciplinary/responsive action and supports 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) cannabis;
- (c) restricted drugs (misused prescription or over the counter drugs, including steroids);
- (d) illegal drugs (including steroids);
- (e) pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs;
- (f) products misused for the purpose of mind-altering affect (aerosols, solvents).

(collectively referred to as "prohibited substances")

The following actions involving prohibited substances will be actively investigated and addressed through progressive discipline/responsive actions and supports:

- (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. Drug paraphernalia is any equipment used to produce, conceal/contain and/or consume drugs or alcoholic beverages. This includes, but is not limited to pipes, bongos, roach clips, rolling papers, baggies, grinders, dabpens, cartridges, anything modified or designed to represent drugs/alcohol and bottles or cans from alcoholic beverages.

(a) Personal Use

The principal or designate:

- (i) will utilize progressive discipline/responsive support and actions that may include suspension up to five days;
- (ii) will notify parent/legal guardian and schedule a mandatory meeting to discuss actions taken and next steps and to review the policy;
- (iii) will submit a discipline referral;
- (iv) will require the student to complete Addictions Foundation of Manitoba assessment and counselling; and
- (v) may refer to police for legal action

(b) Additional Violations

Students with three (3) discipline referrals with prohibited substances will be suspended from regular classes pending a meeting with the Screening Committee and may be referred to the Specialized learning Environment (SLE) or alternative programming. Students who choose not to attend the Specialized learning Environment or alternative programming will be suspended pending a board of trustees decision.

(c) Trafficking

Students who sell any amount of prohibited substances to a student at school, or on any school or division property, or at any school activity or function will be actively investigated and considered to be dealing or trafficking in prohibited substances. In the event of trafficking/dealing in prohibited substances or being in possession of five grams/units/packages or more of illegal or restricted drugs (packages are defined but not limited to proportioned marijuana in bags, dab pen canisters, or pre-packaged/single serving edibles) the principal or designate:

- (i) will notify parent/legal guardian that the student has been suspended for five days;
- (ii) will inform parent/legal guardian that the superintendent or designate will determine extension to the suspension;
- (iii) will refer the case to the police for legal action; (iv) will submit a discipline referral. The superintendent:
- (iv) will review the case with the divisional screening committee and/or make a recommendation to the board for suspension/expulsion;
- (v) will inform the parent/legal guardian of the decision of the screening committee or the board;
- (vi) will inform the parent/legal guardian of the appeal process in the suspension letter;
- (vii) will inform the parent/legal guardian 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.

COMPUTER TECHNOLOGY USE (refer to RETSD Policy IJND)

It is the position of River East Transcona School Division that computer technology is a valuable support to the education process. The use of computer technology in River East Transcona School Division includes but is not limited to:

- (a) email
- (b) computer networks/Internet
- (c) hardware
- (d) software

The expectations and guidelines identified in this policy apply to all of the above areas. Abuse or misuse of River East Transcona School Division computing services may not only be a violation of this policy, the divisional code of conduct and user responsibility, but may also violate laws including the Criminal Code. Violations of this policy may result in a loss of access, other disciplinary measures, legal action or a demand for financial reimbursement.

Privileges

The use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use may result in a loss of those privileges or other appropriate consequences. Each student who will access the Internet will be informed as to the proper use of the network and will sign an acknowledgment to that extent. Based upon acceptable use guidelines outlined in this document, River East Transcona School Division administration will deem what is inappropriate use and their decision is final. Also, the system administrators and local teachers may deny user access at any time as required.

User Expectations

Users are expected to abide by the generally accepted rules of network etiquette, the divisional Code of Conduct as well as general school rules. Violations include, but are not limited to, the following:

- (a) sending or displaying offensive material;
- (b) sending or displaying violent or pornographic material;
- (c) using obscene language;
- (d) using information and communication technology to harass, insult or attack others (cyber-bullying);
- (e) damaging, altering or reconfiguring computers, computer systems or computer networks;
- (f) accessing, uploading, downloading or distributing material that the school has determined objectionable;
- (g) violating copyright laws;
- (h) using another's password;
- (i) trespassing in another's folders, work or files;
- (j) intentionally wasting any resources or introducing a virus or any destructive data into the network;
- (k) employing the network for commercial or illegal purposes.

COMMUNICATION

CHANGE OF ADDRESS

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

WEBSITE

Please refer to the R.E.C. website for important information. The address is: <http://www.rec.restd.mb.ca>

PARENT/TEACHER CONFERENCES

Students and their parents are encouraged to attend the Parent/Teacher conferences held with the first report of the 1st and 3rd terms. The dates for the interviews will be posted on the website and appointments will be booked through the Conference Manager online system.

TELEPHONE INTERVIEWS

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

REC ANNOUNCEMENT SIGN

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

AUTOMATED TELEPHONE MESSAGE/EMAIL MESSAGES

Regularly the school will inform parents of special events/messages through the use of an automated dialer and message delivery system.

PARENT ADVISORY COUNCIL

The River East Collegiate Parent Council support, advise and promote the goals and objectives of River East towards the betterment of the students and the community. The Parent Advisory Council meets every second month. All parents are welcome.

MUSIC PARENTS

It is the purpose of the River East Collegiate Musical Arts Parents Association (RECMAPA) to promote, encourage and support undertakings of interest and benefit to the musical arts programs of River East Collegiate and to encourage support from the community for these undertakings within the framework of the music program at River East Collegiate. Parents and/or guardians of students in the River East Collegiate music programs are to be considered active members. Others may be granted membership by the RECMAPA Executive. Those interested in joining RECMAPA are encouraged to visit the link on the REC homepage for more information.

GRAD PARENTS

The grad dinner and dance is organized by a grad parent committee. An initial planning meeting of all Grade 12 parents is held in DECEMBER at which time parents can sign up for a committee of their interest. Staff at River East Collegiate act as advisors. Parental involvement is not only appreciated but also necessary for grad to continue to be a safe and memorable event.



SAFETY REGULATIONS

FIRE DRILLS

Fire drills are conducted on a regular basis. Fire is a constant hazard in a school such as ours and fire drills must be taken seriously. All students and staff must leave the building during a fire drill and they must proceed to exits as quickly and as quietly as safety will permit. The school may be re-entered when the alarm ceases.

LOCKDOWN/HOLD AND SECURE

The River East Transcona School Division and the Province of Manitoba also require that each school have procedures in place to use in situations where students need to be kept in a safe location within the school. This is referred to as our lockdown procedure. This procedure might be used in a variety of circumstances: a medical situation in which the hallways must be kept clear, a situation outside the building such as a fire in the neighborhood, an unknown person in the school or any other situation the administration feels would warrant keeping students and staff safe in their classrooms. As a school, we must ensure that we practice this procedure a minimum of twice per year so that if there were ever a need to use the lockdown procedure, it would happen quickly and effectively.

Another safety measure is the Hold and Secure drill which will be conducted twice each school year. In this scenario staff would lock and monitor the exterior doors to control who enters the building. Students would continue working as usual in their classrooms within the building.

ACCIDENTS

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

All 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.

BUS EVACUATION

Two times a year, River East Collegiate students will participate in a bus evacuation drill. This is to familiarize all students with the requirements for safe school bus riding practices and emergency school bus evacuation plans. There will be a drill in the fall and in the spring of each year.

SEARCH (Refer to RETSD Policy JIH)

The River East Transcona School Division supports its teaching and administrative staff in the maintenance of proper order, discipline and decorum on school premises, within divisional facilities, and also during the course of any divisional or school-approved activity, on or away from the school campus.

Further, the River East Transcona School Division recognizes that students are entitled to privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect students.

To this end, the River East Transcona School Division empowers the principal (or designate) to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles. The school division will publicize its search policy annually. Please refer to the REC School Handbook to view the SEARCH PROCEDURES document. (RETSD Policy JIH-R)

SEARCH PROCEDURES (Refer to RETSD Policy JIH-R)

Pursuant to the authority provided under *The Education Administration Act*, C.C.S.M. c. E10, *The Education Administration Miscellaneous Provisions Regulation*, and *The Appropriate Disciplinary Consequences in Schools Regulation*, the principal of a school and/or their delegate have authority over the conduct of each pupil of a school and the duty to maintain proper order in the school.

The following procedures are to be followed when the principal or designate intends to search the locker of a student, the person of a student, the personal property of a student or a student's vehicle.

1. Annually, the school will inform parents and students of the search policy.
2. The principal or designate has the responsibility for enforcing the policy by providing necessary instructions and procedures to all teachers and other staff members.
3. Before performing searches in accordance with the guidelines and procedures forming part of this policy:
 - a) The principal or designate must have reasonable grounds to believe that there has been or will be a violation of a school rule or policy, or poses a threat to the proper order and discipline of the school; and
 - b) The principal or designate must have reasonable grounds to believe that evidence of the violation may be found in the location or on the person of the student searched.
4. The principal of the school will ensure that sufficient and appropriate records are maintained with respect to all situations governed by the policy.
5. Random or arbitrary searches are not permitted.
6. Prior to a search being performed under this policy, the student who is the subject of the search shall be notified and given the opportunity to consent to the search, subject to the availability of the student to provide consent, except where there is an emergency or danger to health or safety.
7. Whenever possible, the student should be present when their locker and/or personal property is being searched.
8. At any search conducted by the principal or designate, another adult witness is to be present.
9. Any search conducted shall be carried out in sensitive manner and the degree of intrusiveness of the search shall be based on consideration of all of the surrounding circumstances.
10. The policy will apply to situations which arise at any time on school premises, or during the course of any school activity, on or away from the school campus.

Lockers and Desks

Lockers/desks are school property and, as such, are subject to inspection by the principal or designate whenever a school authority has reasonable grounds to believe that:

1. A school rule or policy has been or is violated, and that evidence of the violation will be found in the locker/desk; or
2. The health and/or safety of students or others is or may be at risk and that the risk will be mitigated or evidence of the risk will be found in the locker/desk. Where there is an immediate threat to health and/or safety, a search may be conducted at any time without notice and without student consent.

Student Vehicles

Vehicles brought by students and parked on school property are subject to inspection by school authorities whenever a school authority has reason to believe that:

1. A school rule has been or is violated and that evidence of the violation will be found in the student vehicles;
2. The health and/or safety of students or others is or may be at risk and that the risk will be mitigated or evidence of the risk will be found in the student vehicles. Where there is an immediate threat to health and/or safety, a search may be conducted at any time without notice and without student consent.

Student Clothing or Possessions

A student's personal effects (e.g. purse, book bag, outer clothing, etc.) may be searched whenever a school authority has reasonable grounds to believe that:

1. A school rule has been or is violated and that evidence of the violation will be found in the student's clothing or possessions;
2. The health and/or safety of students or others is or may be at risk and that the risk will be mitigated or evidence of the risk will be found in the student's clothing or possessions. Where there is an immediate threat to health and/or safety, a search may be conducted at any time without notice and without student consent.

Students may be required to empty their pockets, remove their hat, shoes and socks. Staff will not directly conduct a personal search of the student(s) but may require them to empty pockets, remove their hat, shoes and/or socks where necessary in the circumstances.

Only the principal or designate may authorize a search of a student's clothing or possessions.

Electronic Devices/Cell Phones

The principal or designate may confiscate a student's cell phone or electronic device and store it safely where necessary to ensure the enforcement of school discipline. A phone should only be turned over to law enforcement if there is a warrant or other legal authorization.

Personal Searches

Personal searches are NOT to be conducted by the principal or designate, but a student may be detained by the principal or designate under close surveillance, if there is reason to believe a police search is required.

1. Steps should be taken to prevent the possible destruction of evidence.
2. Any personal search that may be deemed necessary will be conducted by the police.
3. Following any search involving a student, the principal is to notify the parent(s)/ legal guardian(s) and the superintendent as soon as possible indicating the reasons for the search and the results of the search.

When the health and safety of students and staff are at risk, application of items (1) through (4) may be overridden.

Police Search

The police will be contacted by school authorities if the principal or designate has reason to suspect that police presence is warranted. At any time the police are involved, the principal or designate shall notify the parent(s)/guardian(s) and the superintendent.

Searches Initiated by the Police

The principal or designate will co-operate with the police who have probable cause to conduct a search or when they present a search warrant.

School Action/Consequences

Depending on the results of any search and/or seizure, the principal will determine whether the matter should be turned over to the proper law enforcement authorities. If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to the proper legal authorities for ultimate disposition. The principal or designate will assign such disciplinary consequences as are deemed appropriate.

Interviews by Police

When police request to interview a student at the school, the principal or designate shall cooperate. Any person(s) claiming to be a police officer must satisfy the principal or designate as to his/her identity. The police and the principal or designate will consider the most appropriate location for conducting the interview and take steps to ensure that the student's rights are respected during the interview. When students under 18 years of age are to be interviewed by the police, the principal or designate shall first inform the parent/legal guardian of the situation. With the permission of the parent/legal guardian, the interview may take place and the principal or designate shall be present. The police may be given the address of a student, date of birth and primary contact information. In the event that apprehension of a student is deemed necessary by the police, the matter shall be handled with discretion.

Refusal to Comply with a Search

A student who refuses to comply with a search under this policy may be suspended.

The principal or designate:

- a) may supervise the student pending arrival by the police,
- b) may suspend for up to five days,
- c) will notify the parent/legal guardian of action taken and the procedure for re-entry to school;
- d) will submit a suspension report to the superintendent or designate,
- e) may develop a safety plan.

DISRUPTIVE VISITORS

Staff have the responsibility to ensure that all working environments in the River East Transcona School Division are safe, secure and non-threatening. Accordingly, the River East Transcona School Division does not excuse or countenance any form of verbal abuse or threats. Staff is empowered to order disruptive visitors to leave the premises and any individual who disrupts the orderly environment of the school may be charged.

STUDENT SUPPORT SERVICES

TRIAD SYSTEM

Each student is assigned to a group team or support TRIAD. The TRIAD is composed of a principal or vice-principal, resource teacher and counsellor. The TRIAD remains the same for the four years a student attends River East Collegiate. When parents have a question, it will be directed to the TRIAD that is assigned to their child. TRIAD communication happens within our school when our teachers have a concern about a student's academics, attendance, or social emotional issues.

Grade 9: Luke Klassen (VP), Sandra Resendes (Resource Teacher), Rachele Bauer (School Counsellor)

Grade 10: Tracey Lintott (VP), Lisa Laxdal (Resource Teacher), Sandi Evans (School Counsellor)

Grade 11: Luke Klassen (VP), Lori Hunter (Resource Teacher), Paul Anderson (School Counsellor)

Grade 12: Tracey Lintott (VP), Toni Kabaluk (Resource Teacher), Sam Andrade (School Counsellor)

TEACHER ADVISOR SYSTEM

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

STUDENTS ARE REQUIRED TO ATTEND SCHEDULED T.A. MEETINGS.

COUNSELLING SERVICES

The school's guidance department is located on the first floor.

Services include:

- group and individual counselling in the areas of career, educational or social/personal concerns
- assistance with post-secondary applications and scholarship opportunities
- consultation with parents and staff
- referrals to sources of assistance outside the school

RESOURCE

The resource staff is committed to facilitating, supporting and delivering effective educational programming for learners with diverse needs through advocacy, management and communication within the school and community.

Services include:

- coordination of services for students with exceptional needs
- consultation and collaboration with students, staff, parents and outside agency personnel
- review of academic strengths and challenges
- in-class and tutorial support for students requiring assistance with courses and basic skills
- coordination of Educational Assistants support services
- assistance with study skills and test/exam preparation
- coordination of the Peer Tutoring Program
- Review and remedial computer programs

Requests for assistance may be made by students, parents or staff.

SUBSTANCE USE SERVICES

RETSD and Shared Health (formerly known as the Addictions Foundation of Manitoba) have had a long-standing partnership to allow youth and families in our Division to have convenient and confidential access to Substance Use supports "right down the hall."

Youth are able to access:

- individual counseling
- information or resources to help them or their friends make educated decisions around substance use

- support to cope with a friend/family member who struggles with using
- additional strategies to support mental health

Parents/Caregivers are able to access:

- information about youth substance use trends
- strategies on how to talk with your youth about substance use
- recommended interventions to encourage a youth to reduce/stop using
- referral to additional mental health resources to support youth

The Youth Substance Use Counselor works collaboratively with the Student Services staff in schools to support students as well as offers classroom presentations for students and community presentations for parents.

PEER TUTORING

River East Collegiate has an active volunteer Peer Tutoring program. Students may request a peer tutor for tutorial help in a particular subject for long or short-term contact. Tutoring sessions are scheduled before or after school, at lunch hour, or during a common spare.



SCHOOL SERVICES

LIBRARY SERVICES

River East Collegiate Library provides many options for individualized study and research:

- approximately 3,000 titles; magazines for browsing
- Internet access for use with school computers or personal devices
- desktop computers and printer to assist with work and research
- on-line encyclopedia – WorldBook Online
- reference materials – print and on-line
- automated library system, for easy access to relevant materials at school or home
- videos/DVD's for classroom use
- inter-library loan access to reading/study materials throughout the school division

Hours: The library is open from 8:15 am – 3:30 pm. Students are welcome to study or complete homework during their study periods, lunch and after school.

Borrowing books:

- ◆ 2-week loan period for regular books
- ◆ 1-week loan for "on reserve" books
- ◆ limit of three books

CAFETERIA

There is a cafeteria available for student use. Supervision is provided to support students in the appropriate use of the facilities. Cooperation with the supervisors and cafeteria personnel is expected at all times.

LOCKS AND LOCKERS

Students must obtain a locker for storing books, school materials and clothing. **Students must use the lock issued by River East Collegiate.** Individual lockers are assigned to each student and students are responsible for the contents of their lockers. **Students are strongly advised not to share their locker with other students.** Lockers are not a guarantee of protection and the school can assume no responsibility for loss of property. Students are required to clean out their lockers and hand in locks prior to summer break.

RIVER EAST COLLEGIATE PARKING

A limited number of student parking spaces are available through a lottery process at the start of the school year. All students submitting their names for a student parking spot will be required to show a valid drivers license. Parking spots obtained through the lottery are non-transferable. Please note that no student may park elsewhere on REC property (no parking in staff spots/visitor spots/turnaround loop/etc.). Unauthorized parking on Chief Peguis grounds is also prohibited. **Offenders will be towed away at the owner's expense from these locations.** Only students with a valid student parking pass may park in the designated student parking lot. Students pay annual parking fees. Any student who brings a car to school is expected to drive in a safe and responsible manner. Failure to do so will result in suspension of parking privileges.

Ballots for the student parking lottery will be available from the office at the beginning of the school year (please listen for announcements). STUDENTS ARE NOT TO PARK IN THE STAFF PARKING LOT OR VISITOR PARKING AT ANY TIME. Parking passes change from year to year. Students must hand in the previous year's pass to apply for parking privileges.

LOST AND FOUND

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

SCHOOL PICTURES

Professional photographers will take school pictures in the first week of school. 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.

RIVER EAST COLLEGIATE – CANADIAN NATIONAL ASPNET SCHOOL - UNESCO

In 2001, River East Collegiate initiated contact with the Canadian Commission for UNESCO in Ottawa to establish a Canadian UNESCO schools network, linking it with 5600 schools in over 150 countries. The Associated School Network project provides our students with the opportunity to develop partnerships with students around the world as they focus on becoming global citizens. River East Collegiate along with 4 other Manitoba schools became pilot project schools. In 2002 we achieved Candidate School status with the Canadian UNESCO ASPnet network and in June of 2005 in a ceremony in our Peace Garden we achieved National School status.



Each year our students work hard to create a culture of peace. We believe that through the activities and events we have supported throughout the years that a climate of peace continues to develop in our school and community. We are committed to continuing our local work in our school and community and to participate in the Associated Schools project network to promote global awareness and understanding.

The UNESCO Leadership Committee is comprised of students from Grade 9 through Grade 12 and a staff advisor and support staff. Most students are involved with the committee for their four years at River East Collegiate. Throughout the year the committee organizes and participates in activities to promote awareness and create a culture of peace at REC. The students in the committee plan and emcee assemblies and visit our Teacher Advisor groups and classes to enhance communication and to encourage student understanding and participation in activities. They also organize special events to promote the values of peace and understanding through special projects or volunteer opportunities.

SCHOOL-WIDE POSITIVE BEHAVIOUR

SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORTS

A school-wide approach to positive behaviour supports effectively promotes a safe, orderly and predictable environment for learning and teaching. This approach has significant effects within the school community: it creates a positive school culture that students, parents and staff perceive as safe and caring. Creating a safe and caring school requires a team effort with input from students, staff, parents and the community. We are excited as River East Collegiate continues to develop and implement School-Wide Positive Behaviour Supports. We will continue to promote our “on time and ready” initiative and look forward to continuing the introduction of our “respect for self, others and building” campaign.

RESPECT YOURSELF
RESPECT OTHERS
RESPECT OUR BUILDING

EXTRA-CURRICULAR ACTIVITIES

Your high school experience is what you make it! Learn new skills, develop your talents, and meet new people by getting involved in extracurricular activities at REC. The following is a list of clubs, sports and activities planned for this year. Other activities may be added once the year begins, so listen for announcements.

please refer to the REC website <http://retsd.mb.ca/school/rec/Pages/default.aspx>
and the REC Athletics <http://retsd.mb.ca/school/rec/Programs/Athletics/Pages/default.aspx>

Add us on Instagram and twitter for updates over the summer @kodiakathletics

ATHLETICS

Badminton
Basketball
Beach Volleyball
Cross-Country
Curling
Dragon Boat
Field Hockey Girls
Fishing Club
Football
Golf
Hockey Boys
Hockey Girls
Indoor Soccer
Outdoor Soccer
Indoor Track
Lacrosse
Outdoor Track
Ski Trip
Ultimate Frisbee
Volleyball

STUDENT LEADERSHIP

Athletic Leadership
Humanitarian Leadership
School Spirit/Leadership

TRAVEL

Educational Tour – Italy
Educational Tour – Costa Rica

HUMAN RIGHTS, PEER SUPPORT, AND SERVICE CLUBS

Big Brothers/Big Sisters
Encounters with Canada
Ethics Bowl
Gay-Straight Alliance
Key Club
Peer Tutors
Run for the Cure
Students Without Borders (JEDI)
Model UN
Engineering Outreach

CREATIVE ARTS, MATH, AND LANGUAGE

Art Club/ Anime Club
Brain Bee / U of T
Cornerstone Christian Club
Choral
Drama Fest
Drama Production
German Club
German Language
Instrumental Music
Reach for the Top
REC SCOPE School Newspaper
Science Club
Space Balloon

SWPB MATRIX

G
I
V
E

R
E
S
P
E
C
T

SETTING	RESPECT YOURSELF	RESPECT OTHERS	RESPECT OUR SCHOOL
WHOLE SCHOOL	<p>Maintain a positive attitude.</p> <p>Be aware that the adults in the building are here to support you.</p> <p>Use appropriate and positive language.</p>	<p>Demonstrate tolerance and empathy.</p> <p>Be supportive of your peers.</p> <p>Be respectful toward all school staff.</p>	<p>Model Pawsitively Kodiak attitude and behaviour in your approach to each and every day!</p> <p>Take care of our building and notify staff of any concerns.</p> <p>Move to designated areas without reminders.</p> <p>During class time remain in class, the Cafeteria or Library</p>
CLASSROOMS	<p>Arrive on time and ready to learn.</p> <p>Bring the appropriate materials.</p> <p>Share your thoughts and ideas in a respectful manner.</p> <p>Use technology (cell phones, Ipods, etc.) in an appropriate way as directed by your teacher.</p>	<p>Listen to others in a thoughtful and respectful way.</p> <p>Use technology in a way that respects the rights of others.</p>	<p>Use furniture appropriately, handle textbooks carefully, and pick up litter.</p> <p>Keep personal items (purses, bags) out of the aisle.</p> <p>Move throughout the room without disturbing wall displays or student work that have been posted.</p>
HALLWAYS	<p>Speak at an appropriate volume.</p> <p>Move to your next class promptly.</p>	<p>Keep to the right in the halls and avoid sudden stops.</p> <p>Move quietly in the hallways when classes are in session.</p> <p>Keep walkways clear.</p>	<p>Pick up litter in hallways.</p> <p>Avoid contact with displays on walls.</p> <p>Move purposefully and refrain from horseplay.</p>
LUNCH SETTINGS	<p>Make healthy eating choices.</p> <p>Speak at an appropriate volume.</p> <p>Move to afternoon classes promptly.</p>	<p>Use appropriate and positive language.</p> <p>Be polite and respectful toward all staff and students. Follow staff directions.</p> <p>Keep walkways clear.</p> <p>Dispose of garbage before leaving the lunch area.</p> <p>Keep away from the parking lot except when arriving or departing.</p>	<p>Eat in a designated lunch area.</p> <p>Sit on chairs or benches (never on the lunch tables).</p> <p>Tidy up your eating space. Dispose of your garbage before leaving the lunch area.</p> <p>Promptly make staff aware of any larger spills or messes.</p> <p>Recycle where possible.</p> <p>Push in chairs before leaving the lunch setting.</p>
PARKING LOT	<p>Purchase a parking pass and display pass prominently in windshield.</p> <p>Show regard for all expectations outlined in the parking pass agreement.</p>	<p>Park in student lot only (not in visitor lot).</p> <p>Drive cautiously within the student lot.</p> <p>Allow pedestrians the right of way.</p> <p>Make staff aware of any safety concerns or dangerous behaviour in the parking lot.</p>	<p>Dispose of garbage in the receptacles provided.</p> <p>Depart from parking lot promptly (do not loiter when arriving or departing).</p> <p>Refrain from entering the staff parking lot.</p> <p>Only use the handicap spot if eligible to do so.</p>
CHANGE ROOM	<p>Change promptly.</p> <p>Keep valuables safely tucked away in your locker or leave them with your gym teacher.</p>	<p>Avoid disturbing the property of others.</p> <p>Keep your belongings organized and floor clear.</p>	<p>Dispose of garbage in the receptacles provided.</p> <p>Make teachers aware of any concerns that arise in the change room.</p>

G
E
T

R
E
S
P
E
C
T

CODE OF CONDUCT

This information has been copied from the RETSD Code of Conduct brochure and 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 parents/guardians cannot immediately be contacted. Continued efforts will be made to contact the parents/guardians.

MISSION STATEMENT

To fulfil 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.

CODE OF CONDUCT

The purpose of the code of conduct is to promote a safe, caring and inclusive 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 staff, students, parents/guardians and community members will promote the development of beliefs and attitudes that foster a safe, caring and inclusive learning environment. Staff, students, parents/guardians and community members 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/guardians will initiate dialogue regarding their child through the classroom teacher or school administration.

ROLES & RESPONSIBILITIES

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

Principals will:

- Act as the disciplinary authority over the conduct of students while they are at school, on their way to and from school, and being transported via school bus.
- Address unacceptable student conduct including bullying, cyberbullying and abuse of another student.
- Notify the parents/guardians of a student, as soon as reasonably possible, when it's believed that the student has been harmed as a consequence of unacceptable behaviour.

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, caring and inclusive.
- 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.

Students will:

- Be polite, respectful and co-operative to all people within the school community.
- Develop self-discipline.
- Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school staff.
- Demonstrate and support a safe, caring and inclusive 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 according to the RETSD dress code policy.

Parents/guardians will:

- Recognize the authority of the school staff to provide a safe, caring and inclusive environment.
- Communicate regularly with the school staff and advocate for their child's success.
- Ensure regular, punctual attendance and contact the school staff when their child is absent.
- Support and work collaboratively with school staff 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. School plans will reflect outcomes related to a positive school culture and staff and parents/guardians will encourage participation in activities that promote a safe, caring and inclusive environment.

The following are the key components in promoting a positive school climate. School staff will:

- Participate in creating a positive school culture.
- Implement a continuum of schoolwide behavioural supports.
- Develop, maintain and strengthen their working relationships with parents/guardians, community members and organizations.
- Employ active supervision.
- 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 staff talk with the student to reach an agreement regarding the student's behaviour.

The parents/guardians will be contacted as required.

Parental involvement - Contact might be made with the parents/guardians to discuss the specific behaviour of the student and steps that are necessary to change the behaviour, unless directed otherwise by police. The nature of contact could vary from a telephone conversation to a formal conference at the school with the parents/guardians, the student and school staff.

Student involvement - Students who are 18 years of age or older must give their consent before parents are informed of the student's behaviour.

Formal interview - A conference is held with the student, the school team and the parents/guardians to develop a plan for changing the student's behaviour.

School-based student services staff involvement - School-based student services staff may consult with divisional support staff 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 parents/guardians will be informed.

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 staff talk with the student to reach an agreement regarding the student's behaviour. The parents/guardians will be contacted as required.

Parental involvement - Contact might be made with the parents/guardians to discuss the specific behaviour of the student and steps that are necessary to change the behaviour, unless directed otherwise by police. The nature of contact could vary from a telephone conversation to a formal conference at the school with the parents/guardians, the student and school staff.

Student involvement - Students who are 18 years of age or older must give their consent before parents are informed of the student's behaviour.

Formal interview - A conference is held with the student, the school team and the parents/guardians to develop a plan for changing the student's behaviour.

School-based student services staff involvement - School-based student services staff may consult with divisional support staff 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 parents/guardians will be informed.

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

Out-of-school suspension - The following staff may approve an out-of-school suspension:

- A teacher may suspend a student from class for not more than two days.
- A principal may suspend a student from school for not more than five days.
- A superintendent or designate may suspend a student from school for not more than six weeks.

Expulsion

Expulsion is 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 ensure a climate of safety in schools and the community.

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, put in place the required interventions to ensure safety, analyze appropriate next steps and 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.

APPEAL PROCESS

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

Appeals of disciplinary decisions

Students and parents/guardians must follow the board of trustees' established appeal process:

- 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 assistant superintendent.
- c) The decision of the assistant superintendent may be appealed to the superintendent.
- d) 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 chair.
- e) Exceptions are suspensions in excess of five days and expulsions. In these cases, the appeal goes directly to the board of trustees. These are explained on the following page.

Appeals of suspensions or expulsions

- For suspensions over five days, parents/guardians have the right to make presentations to the board of trustees.
- The board of trustees has the authority to confirm or modify the suspension, or reinstate the student.
- Parents/guardians have the right to appeal a student expulsion to the board of trustees.

SAFE & CARING SCHOOL ENVIRONMENT

As citizens, we share a responsibility to work together to provide school environments where all students feel safe and respected, thereby allowing them to reach their full potential. River East Transcona School Division is committed to fostering inclusion for all people.

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:** a behaviour that is intended to cause or should be known to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property. It is also behaviour that is intended to create or should be known to create a negative school environment for another person.
- **Cyberbullying:** bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites or email.
- Abusing physically, sexually or psychologically, in writing, verbally or otherwise.
- Inappropriate use of email, the Internet, digital cameras, cellphones, cellphone cameras, text messaging sent by cellphone or other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable, students taking photos, video recordings, audio 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 property.
- Possessing a weapon as "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/yourretsds/Policies/.

Applicable policies include:

- Policy ACF—Respect for Human Diversity
- Policy BEDH—Public Participation at Board Meetings, Section 3
- Policy IJND—Computer Technology Use
- Policy JICA—Student Dress Code
- Policy JICDAC—Threat Assessment
- Policy JICG and JICG-R – Electronic Vaporizer Devices and Tobacco
- Policy JICH—Alcohol and Other Drug Use by Students
- Policy JICJ—Student Use of Cell Phones and Electronic Communication Devices
- Policy JKD—Student Suspension and Expulsion
- Policy KE—Concern Protocol

The Provincial Code of Conduct can be viewed at:

http://www.edu.gov.mb.ca/k12/safe_schools/pdf/code_conduct.pdf

The Public Schools Act can be viewed at: <http://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php> or ordered from the Statutory Publications Office at 204.945.3103

The Safe Schools Charter of Manitoba can be viewed at: <http://web2.gov.mb.ca/laws/statutes/2004/c02404e.php> or ordered from the Statutory Publications Office at 204.945.3103.

Please visit the REC website at: <http://retsdb.ca/school/rec/Pages/default.aspx>

What makes a Kodiak?

KINDNESS

OPTIMISM

DETERMINATION

INTEGRITY

AMBITION

KNOWLEDGE
