



# Murdoch MacKay Collegiate

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Student Handbook 2023 - 2024

## **PRINCIPAL'S MESSAGE**

Welcome to all students and staff as we begin the 2023/24 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 2023 - 2024**

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) \$ 50.00

**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.

## **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. A. Shymko, Student Services  
Mr. D. Simpson, Phys. Ed.  
Mr. A. Westwood, Science  
Ms. J. Sigurdson, Social Studies  
Ms. G. Hoorne, Vocational  
Mr. G. Miklovic, Ind. Arts/H. Ec.  
Mr. B. Campbell, Business/Arts

**Counsellors:** Mrs. K. Mann-Simpson, Mr. J. Yvon-Moreau,  
Ms. A. Shymko, Ms. T. Sitarz

**Resource:** Ms. J. Calver, Ms. A. Shymko, Ms. S. MacPhail

**Learning Centre:** Mr. S. Irving, Ms. T. Sitarz

**Teachers & their major subject areas:**

Ms. J. Barton	Teacher Librarian
Ms. S. Beaudin	Social Studies
Mr. S. Bell	Woods/Social Studies
Ms. H. Blahey-Hasay	Fashion Technology
Ms. J. Blazek	Math
Ms. J. Brar	Math
Mr. B. Campbell	Music/Guitar/English
Mrs. K. Campanella	Family Studies/Foods
Mr. M. Chan	Foods
Mr. L. Carvelli	English
Ms. M. Cox	Fashion/Drama
Ms. J. deBoer	Science
Mr. D. Demchuk	Science /Social Studies/Phys. Ed.
Mr. K. Dixon	Automotive Technology
Mr. C. Doyle	Automotive Technology /Welding
Ms. J. Fil	Math
Ms. C. Grafenauer	Social Studies/Psychology
Ms. R. Grehan	English/French
Mrs. V. Harms	Science
Mr. G. Hoorne	Metals – Welding
Mr. S. Irving	Learning Center/Math
Ms. D. Jansen	Social Studies/English

Mr. B. Johnson	Art/Drafting
Mr. T. Lange	English
Ms. S. MacPhail	Resource
Mr. A. Mauthe	English
Mr. D. McDonald	Math
Mr. G. Miklovic	Graphics/Electronics/Drafting
Mr. T. Morley	Metals - Machining
Mr. C. Moroski	Math/Steam Intensive
Mr. E. Navasca	Individualized Program Teacher
Ms. J. Ollson	Computer/Social Studies
Mr. E. Pieczonka	Phys. Ed.
Ms. J. Reid-Hodgert	Flex Program
Mr. D. Salichuk	Automotive Technology
Mr. D. Savoie	Science/Math
Mrs. J. Sigurdson	Business Ed./Social Studies
Mr. D. Simpson	Phys. Ed.
Ms. B. Street	Steam Intensive
Mr. S. Sturby-Highfield	Building Construction
Mr. B. Thompson	Math/English (Semester 1)
Ms. H. Thompson	Phys. Ed.
Ms. T. Tilston-Jones	Phys. Ed./Science/International Students
Mr. R. Walc	Graphics
Ms. L. Webster	Math
Mr. A. Westwood	Science

## SCHOOL CALENDAR 2023 - 2024

### Semester I

#### September

5	Coordinated Day (no classes)
6	Opening Day Students (Day 2)
19	School Picture Day
20	Bus Evacuation

#### October

3	Co-ordinated Day (no classes)
9	Thanksgiving (no school)
20	Coordinated Day (no classes)

#### November

3	School Picture Retakes
10	Remembrance Day Ceremony
17	Mid-Term Reports posted to Parent Portal
24	Coordinated Day (no classes)
27-Dec 1	Grad Photo Week

#### December

22	Last Day of classes/Winter Break (Early Dismissal)
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#### January

8	Classes Resume (Day 1)
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### Semester II

#### February

2	Coordinated Day (no classes)
5	Murdoch PD Day (no classes)
6	Semester II classes begin (Day 2)
9	Semester I Reports posted to Parent Portal
14-16	Grad Photo Retakes
16	Murdoch PD Day (no classes)
19	Louis Riel Day (no classes)

March

- 15 Co-ordinated Day (no classes)
- 22 Last Day of Classes Prior to Spring Break

April

- 1 Classes Resume (Day 1)
- 10 Bus Evacuation
- 22 Co-ordinated Day (no classes)
- 26 Mid-Term Reports posted to Parent Portal

May

- Exams for Advanced Placement students:
- 6 AP Chemistry 42 Exam (12pm)
- 9 AP Psychology 42 Exam (12pm)
- 13 AP Calculus AB 42 Exam (8am)
- 16 AP Biology 42 Exam (12pm)
- 17 AP Physics 1 42 Exam (8am)
- 20 Victoria Day (no classes)

June

- 7 Coordinated Day (no classes)
- 28 Last Day of School (Early Dismissal)
- 28 Semester II Reports posted to Parent Portal

**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.**

### **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.

### **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.

### **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 everyone has the right to be treated with dignity and respect.

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 used to address the unique academic and behavioural needs of students.
- Problem-solving and conflict-management skills will be developed.
- Parents/guardians will initiate discussion about their child through the classroom teacher or school administration.

### **ROLES & RESPONSIBILITIES**

The division believes 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 by school bus.
- Address unacceptable student conduct, including bullying, cyberbullying, and abuse of another student.
- Notify the parents/guardians, as soon as reasonably possible, when it's believed the student has been harmed as a result 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 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 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 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 is an important part of being proactive and preventative. Staff and parents/guardians, as well as school plans, 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 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 police direct otherwise. 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. Parents/guardians will be involved.

### **Detention**

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

### **Withdrawal from classroom setting**

The student is temporarily removed to an alternate, supervised location to complete their assignments when inappropriate behaviour is deemed to have a negative impact on the classroom environment.

### **Removal of privileges**

The student's privileges are removed under certain circumstances and can include restriction of access to the playground, library, cafeteria, lunchroom, or 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 identified in a written contract. Such expectations are developed and agreed upon by the school, the parents/guardians, and the student. Such an agreement is documented with copies provided to all concerned parties.

### **Division-based student services staff involvement**

Division-based student services staff might become involved to assist in developing appropriate proactive and reactive approaches for unacceptable behaviour. This plan might include a level of counselling or supports for the student that is beyond the school staff's capabilities. Parental/guardian permission will be obtained for assessments and/or interventions.

### **Outside agency involvement**

In some circumstances, the student's behaviour may involve violation of the law (e.g. drugs, theft, or assault) and police involvement will be required; parents/guardians will be informed

immediately of such action, unless police direct otherwise. Other circumstances may require a referral to Manitoba Child and Family Services or other community-based programs/agencies. In all circumstances, the safety of the student and others will be the key factor for determining such action.

### **Suspension**

Suspension is the temporary stopping of a student's right to attend school. When a student's conduct is deemed injurious to the welfare of the school or 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.

### **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.

### **Violence Threat Risk Assessment (VTRA)**

The purpose of the VTRA process is to use the best knowledge, skill, and experience available to assess high-risk threatening behaviours so 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 harm others occurs, it is essential to assess safety, put in place required interventions to analyze appropriate next steps

and determine appropriate consequences. No student who has posed a threat of harm to themselves or others will be permitted to attend school until safety concerns have been addressed.

### **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 arrive at 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 below.

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 (Province of Manitoba, S.M. 2004. c. 24), which sets forth guidelines that apply to student and staff 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 the school has determined objectionable; students taking photos, video recordings, audio recordings, or 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, cannabis, 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.

### **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, functions and on school property.

The policy will have three principle components: Education: curriculum and/or programming 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: programming designed to identify and intervene with students with alcohol and/or drug related behaviour. Reactive Intervention: a set of progressive 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, 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, counselling and supports. Identification of concerns/needs may occur by:

- (a) student self-referral;
- (b) parent/legal guardian, or staff referral;
- (c) compulsory referral as a reaction for alcohol or drug use at school, on school property or at a school sponsored event or activity; Assessment and counselling 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 during the school day; (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, bongs, roach clips, rolling papers, baggies, grinders, dab pens, 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: (i) will review the case with the divisional screening committee and/or make a recommendation to the board for suspension/expulsion; (ii) will inform the parent/legal guardian of the decision of the screening committee or the board; (iii) will inform the parent/legal guardian of the appeal process in the suspension letter; (iv) 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 assemblies, student handbooks, and/or school websites. 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 prohibited substances; (c) signs of students involved in trafficking; (d) recognition of direct student involvement with prohibited substances; (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 parent/legal guardian 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 JIH and JIH-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.

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) deduct marks for academic dishonesty;
- (v) document the incident in the student's file.

## **INSTRUCTIONAL TECHNOLOGY USE**

We are pleased to provide students of River East Transcona School Division access to computer network and equipment. **Unless otherwise indicated, access to the computer network and equipment will be granted to all students. Parents wishing to “opt out” for their child must complete and sign form IJND-E1 then return the form to the school.**

Access to the River East Transcona School Division instructional technology services plays a vital role in teaching and learning in today's world. Student access to computer information technology is an integral part of their learning. The division, in cooperation with students and parents, will work to build an understanding of the importance of digital citizenship and the role that computer information technology can play in education.

### **(1) Rationale/Introduction**

It is the position of River East Transcona School Division that instructional 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) Office 365 communication tools and social media, (b) computer networks/Internet, (c) hardware, (d) peripherals, (e) software. The responsibilities and guidelines identified in this policy apply to all of the above areas.

### **(2) Internet Safeguards**

It is the shared responsibility of the student, parent, and school staff to ensure that access to networks and instructional technology devices provided by the school system is appropriate. The River East Transcona School Division uses an Internet filtering system to minimize access to inappropriate websites. Some material accessible via the Internet might contain items that are potentially offensive to some people, inaccurate, defamatory or illegal. While we do everything we can to prevent such access, it is not possible to guarantee that students will not accidentally or purposely find inappropriate material. We believe that the benefits to students from access to the instructional technology tools, in the form of information resources, digital creative expression and opportunities for collaboration, exceed any disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the digital citizenship standards that their children should follow when using media and information sources. To that end, River East Transcona School Division supports and respects each family's decision not to approve access to instructional technology.

### **(3) Student Access**

The use of the instructional technology services as part of an educational program is an integral part of learning in today's educational context. Responsible use is critical to effectively advancing student learning. Each student who accesses the instructional technology will be informed as to the proper use of the network. By accessing instructional technology, the student agrees to the expectations stated below.

#### (4) User Responsibilities

It is expected that users will be responsible digital citizens and will conduct themselves in a manner that is respectful and courteous. Users are expected to abide by, the divisional Code of Conduct as well as general school rules. Users will be responsible for their digital learning experience by:

- (a) recognizing that instructional technology tools are used for educational purposes;
- (b) understanding the positive and negative effects of what is posted and shared in a digital space;
- (c) keeping an educational focus when collaborating and communicating in digital spaces;
- (d) using instructional technology to facilitate and foster positive and meaningful communication and collaboration;
- (e) recognizing that instructional technology tools are often shared devices in schools and treating them in a respectful way is beneficial to the experience of all learners;
- (f) Understanding copyright laws and only using online digital resources in a way that is allowable under fair dealing guidelines;
- (g) managing and protecting the safety and security of login credentials and respecting the privacy of the login information of others;
- (h) understanding that the use of my personal technology must not interfere with school work or of the overall learning environment;
- (i) understanding and acting in a manner so as to protect the privacy of myself and others in digital learning spaces;
- (j) recognizing that while my personal electronic device can be a valuable learning tool, River East Transcona School Division will not assume responsibility for the loss, damage, or theft of any personal electronic device.

#### (5) Security

Users who identify a security problem on the system must notify a system administrator. Users must not demonstrate the problem to other users.

#### (6) Privacy

Network administrators shall review files and communications to maintain system integrity and ensure that users are using the system responsibly and in accordance with all applicable policies. Users acknowledge that they have no expectation of privacy in respect of their use of divisionally provided device or storage.

#### (7) Copyright

A user will not change, copy, delete, read or otherwise access files or software without permission of the owner of the files or the system administrator. A user may not bypass accounting or security mechanisms to circumvent data protection schemes. A user may not attempt to modify software except when intended to be user customized and permission for that specific purpose has been given by the provider.



River East Transcona School Division promotes the use of its instructional technology services to improve the digital literacy of its users. Every user is expected to adhere to this policy and by accessing instructional technology tools, consents to follow the expectations contained in the policy.

### **MEDIA COVERAGE, COPYRIGHT PERMISSION**

The River East Transcona School Division recognizes the value of positive public relations and as such realizes that from time to time during the school year, school staff, the media and/or River East Transcona School Division may be reporting on school or divisional events. On occasion, while covering these events, students are interviewed and/or still or moving images of them are taken for use by school staff, divisional staff or, the media. Quotes or images may be used by the media, in divisional publications, videos, social media accounts, or websites. (division, school, staff websites). As well, on occasion, students' works are published by the media or River East Transcona School Division, for example in divisional publications or videos, social media accounts or on websites (division, school, staff websites). Work produced by a student is copyrighted to that student. **Unless otherwise indicated on KDDDB-E1 – Parent Permission Form Media Coverage, Copyright Permission, by a parent/guardian or student who has reached the age of 18, it will be permitted for students to be interviewed and/or to allow still or moving images of them to be taken for use by the media or the division.** Parents who indicate “no” and opt out on any of the permission items identified in the exhibit need to discuss this decision with their child and indicate to the child what actions they must take in these situations. This information will be sent home on an annual basis.

### **REFERENCES**

The River East Transcona School Division Policy Manual can be viewed at: [www.retsd.mb.ca/yourretsd/Policies/](http://www.retsd.mb.ca/yourretsd/Policies/) Applicable policies include: • Policy ACF—Respect for Human Diversity • Policy BEDH—Public Participation at Board Meetings • Policy IJND—Computer Technology Use • Policy JICA—Student Dress Code • Policy JICDAC—Threat Assessment • Policy JICH—Alcohol and Other Drug Use by Students • Policy JICJ—Student Use of Student Supplied Personal Electronic Devices • Policy JKD—Student Suspension and Expulsion • Policy KDDDB—Media Coverage, Copyright Permission • 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](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

## **ORGANIZATION AND ADMINISTRATION**

### **School Pictures**

You will be called by grade level to have your picture taken on Sept 19.

- You must have a picture taken. There is no charge for this procedure.
- This will be the picture for your school student card, your yearbook, and your student information profile.
- 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. Forms will be distributed to you during the first day of school.

- This plan is only a recommendation.
- Parents do have the option to purchase 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 as requested. All vocational students will be assigned a locker by their teacher.
- You will be assigned a locker once you have 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.

### **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 Learning Commons**

- The Library Learning Commons opens at 8:00am and closes at 3:45pm each day, students are welcome any time during the day including on spares or during lunch.
- Library books are signed out for a period of 15 days but can be renewed further if required.
- Audiobooks and eBooks are available for students to check out using Sora on their own devices. This app can be downloaded for free from any app store.
- Laptops (subject to class bookings), 3 desktop computers, 5 iPads and a printer are available for students to use within the library space.
- Large group, small group and individual work areas are available for all students in the Library Learning Commons.
- Whiteboard tables are located in our collaboration space to provide students with an interactive workstation.
- There is a phone charging area for student use. Students can also borrow phone charging accessories to use while they are in the library.
- Various board games such as chess and backgammon, along with a number of card games are available for students to use in the library throughout the day.
- There are maker materials available for use in class projects or just to explore ideas. These materials include podcasting equipment, Cue robots, Lego, video cameras, crafting materials and much more. If you need materials or technology for your work, please ask us!

### **Smoking / Vaping**

- 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.).

### **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).

## **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 \$55 per semester (September to January and February to June) or \$110 for the year. This fee will not be prorated and is non-refundable. Cars without valid parking window stickers may be ticketed. 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 by every door.

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

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

### **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**

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) Dressing appropriately for learning and working is a learned behaviour, and education should be the primary response by schools.

(2) Parents and students are responsible for appropriate student attire.

(3) Offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc., are not permitted.

(4) Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.

(5) School administrators will have the authority to address inappropriate attire in their schools.

### **Student Use of Student Supplied Personal Electronic Devices**

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.

### **Life Threatening Allergies**

#### **Avoidance Strategies**

The River East Transcona School Division will make every effort to protect students with life threatening allergies from exposure to known allergens; however, no individual or organization can guarantee an allergy-free environment. In order to minimize the risk of exposure and to ensure immediate response to an emergency, the division has identified responsibilities of all students, parents and school staff to increase awareness, provide accurate information and strategies for avoidance.

#### **Responsibilities of all Parents in the School Community**

##### **(a) Awareness and Information**

(i) Parents should attend any information sessions and/or read any information received from the school regarding life-threatening allergies. Parents should contact the school administrator to address any questions or concerns.

##### **(b) Avoidance**

(i) Parents should respond to any requests from the school to assist with reducing the risk by not sending specific allergic substances.

(ii) Parents should encourage their children to wash their hands prior to going to school, particularly if they have consumed peanut butter, peanuts or nut products, and as requested while at school.

(iii) Parents should assist their children in understanding the seriousness of life-threatening allergies and encourage them to be supportive and respect the student with the allergies. Parents should review the information provided by the school.

(iv) Parents will inform the teacher before sending food products to school for parties and special events so the teacher can remind the parents that nut products as well as other allergic substances related to the class are not permitted.

(v) Parents will report to the school administrator any information regarding situations where the student with allergies has been teased, bullied, or threatened with the allergic substance.

#### Responsibilities of Students Identified as Having a Life Threatening Allergy

##### (a) Awareness and Information

(i) The student will participate in the school planning team when appropriate.

(ii) The student will assess the school environment for any potential risks and present any concerns to a designated adult.

(iii) A student in middle or senior years will ensure that all staff members who are involved with him or her are notified of the life-threatening allergy. This will be particularly important when there are changes throughout the year such as staff changes and timetable changes

## **STUDENT SERVICES AND PROGRAMS**

### ***Counselling***

- Three counsellors are located in the offices at the end of the math hallway.
- Counselling services - personal; career; academic planning; crisis counselling; referral to outside agencies.
- To make an appointment, fill in a slip from the office or send a Teams message directly to the counsellor.

### ***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 in consultation with your parents.
- 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 / Learning Center***

- Resource teachers and Educational Assistants are available to support student learning.
- 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 detention.

### **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%, minimum of 3 courses
- Failure in Physical Education will prevent designation

## **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. 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 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/counsellor for further information on how to register for an online course.