



Kildonan-East Collegiate

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The following are excerpts from the Kildonan-East Collegiate school handbook with some important information for students and families. The entire handbook can be found on the school website. We ask that you review the handbook with your student.

SECTION 2 – SCHOLASTIC INFORMATION

INSTRUCTIONAL TECHNOLOGY

We are pleased to provide students of River East Transcona School Division access to a computer network and equipment. Please review the division policy [IJND](#) for information about computer network accessibility. Unless otherwise indicated, access to the computer network and equipment will be granted to all students. If you wish to opt out of network access for your child, please complete the following opt-out form [IJND-E1](#) and return it to the school office.

MEDIA COVERAGE AND COPYRIGHT PERMISSION

The River East Transcona School Division (policy [KDDB](#)) 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, student work is 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 the opt out form [KDDB-E1](#), 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.



Kildonan-East Collegiate

SECTION 4 – STUDENT RESPONSIBILITIES

STUDENT FEES

Student fees are payable on the first day of school for all students. The \$50.00 student fee also includes the cost of a school yearbook. Please check your balance prior to paying student fees, as some students have credits or amounts owing from the previous year.

EXPLANATION OF ABSENCES

Parents are asked to phone the school's Absence Line – 204-669-6036 - before or during the day of each absence to confirm and explain the absence. We require the following information:

- Student's Name
- Day and Date of Absence
- Explanation
- Identity of caller

Students who are 18 years of age or older may make their own phone calls to the Absence Line. If consent for parent communication has been granted, the school may consult parents to confirm these calls.

RIVER EAST TRANSCONA SCHOOL DIVISION CODE OF CONDUCT

Mission Statement: To fulfil our purpose and in our journey toward our vision, River East Transcona School Division is committed to educating students to be inspired, skilled and responsible citizens. Our mission is to provide inclusive, innovative, and engaging educational programming in a safe and caring environment.

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.

In RETSD:

- 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.



Kildonan-East Collegiate

ASSESSMENT OF RISK TO OTHERS (ARTO)

The purpose of the ARTO 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.

VAPING AND SMOKING

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

ALCOHOL AND OTHER DRUG USE BY STUDENTS

The use or possession of alcohol and/or any other drug prior to or at school or any school sponsored activity is prohibited. **(Refer to RETSD Policy JICH)**

The following substances are included in this policy:

- alcohol
- marijuana
- restricted or illegal drugs (misused prescription or over the counter drugs, including steroids)
- pills or other substances which are misrepresented and sold or distributed as restricted or illegal drugs
- products misused for the purpose of mind-altering affect (aerosols, solvents)

The following actions are included in this policy:

- attempting to secure or purchase
- using or having used
- possessing
- intending or attempting to sell or distribute
- selling or distributing
- being knowingly present when used, possessed or consumed
- possession of paraphernalia



Kildonan-East Collegiate

Consequences:

For the first and second offense other than trafficking:

- school suspension
- parent/guardian notification of action taken and procedure for re-entry
- student will be required to complete an alcohol/drug assessment
- the incident may be referred to the police for legal action

For the third offense other than trafficking:

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

Trafficking

In the event of trafficking:

- the student will be suspended by the superintendent or designate
- the incident will be referred to the police for legal action.
- the superintendent/designate will review the case and may recommend expulsion to the board (**Refer to RETSD Policy JICH**)

SEARCH AND SEIZURE

The River East Transcona School Division policy on searching students and/or their personal effects is based on the need to maintain order and provide a safe environment for all 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**).