



COLLÈGE PIERRE-ELLIOTT-TRUDEAU

apprendre à être – apprendre à connaître – apprendre à vivre ensemble – apprendre à faire



GUIDE DES ÉLÈVES 2024-2025

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SECTION I - INTRODUCTION

MESSAGE DE LA DIRECTRICE

Bienvenue à cette nouvelle année scolaire au Collège Pierre-Elliott-Trudeau! C'est avec un grand enthousiasme et une immense fierté que je vous accueille en tant que directrice de cette communauté scolaire dynamique et vibrante.

Notre mission est de fournir un environnement d'apprentissage sûr, soutenant et stimulant où chaque élève peut s'épanouir. Nous croyons en la promotion d'une culture d'excellence, de respect et de responsabilité, où chaque élève est encouragé à atteindre son plein potentiel tant sur le plan académique que personnel.

Alors que nous entamons ce voyage ensemble, je vous encourage à profiter des nombreuses opportunités offertes au Collège Pierre-Elliott-Trudeau. Impliquez-vous dans les activités parascolaires, rejoignez des clubs et participez aux événements scolaires. Ces expériences sont essentielles à votre développement et vous aideront à créer des souvenirs et des amitiés durables.

Nos enseignants et notre personnel dévoués sont là pour vous soutenir à chaque étape. Si vous avez des questions ou avez besoin d'aide, n'hésitez pas à nous contacter. Nous sommes engagés dans votre réussite et sommes là pour vous aider à atteindre vos objectifs.

Merci de faire partie de la famille des Canadiens du Collège Pierre-Elliott-Trudeau. Faisons de cette année une année fantastique remplie d'apprentissage, de croissance et de réussite.

Mme Lisa Comte
Directrice

MISSION

Le Collège Pierre-Elliott-Trudeau est une école secondaire d'immersion française qui fait partie du réseau des écoles associées de l'UNESCO dans la division scolaire de River East Transcona. La mission de l'école est de s'engager à former les apprenants bilingues, les préparer pour l'avenir et de développer une appréciation pour l'apprentissage, la découverte, la citoyenneté, la créativité et le leadership.

Les buts de l'école sont les suivants:

- ❖ Maintenir une ambiance dans laquelle l'élève s'identifie avec l'école et se sent à l'aise.
- ❖ Créer une atmosphère dans laquelle les élèves se servent de la langue française pour communiquer.
- ❖ Toute communication à l'intérieur de l'école se passe en français.
- ❖ Maintenir des programmes co-curriculaires et parascolaires variés afin de permettre aux élèves de s'exercer en français dans un contexte différent que celui de la salle de classe.
- ❖ Encourager l'usage correct du français écrit et oral dans tous les cours.
- ❖ Avoir un personnel engagé qui est fier du travail de l'équipe et des résultats.
- ❖ La collégialité règne parmi le personnel.
- ❖ Avoir une école propre et accueillante.
- ❖ Avoir un personnel qui a des attentes élevées pour le rendement des élèves et pour leur comportement.
- ❖ Avoir une équipe administrative qui est disponible
- ❖ Les parents sont informés régulièrement du progrès scolaire de leur enfant.

ORGANISATION GÉNÉRALE

Tous les sujets enseignés ainsi que toutes les activités sont en français. Les matières *English Language Arts* et musique en sont l'exception. En bref, le français est la langue de l'école, y compris dans les couloirs, la cafétéria, la bibliothèque, le gymnase, la salle de ressource et le bureau. C'est la langue de communication, d'enseignement, de l'administration et de toutes les activités parascolaires.

La direction, les enseignants et le conseil étudiant travaillent en harmonie afin de présenter une série d'activités culturelles, artistiques et sportives aux bénéficiaires de la clientèle estudiantine.

LES FAITS DE L'ÉCOLE

Population d'élèves environ 400
Enseignants environ 25

Programmes : Immersion français Placement avancée

Couleurs de l'école : rouge – gris - noir

Nom des équipes : Canadiens

Année scolaire : le 3 septembre, 2024 au 27 juin, 2025

Horaires :

Journée régulière

Bloc 1	8h45-9h50
Bloc 2	9h55-11h00
Bloc 3	11h04-12h10
Diner	12h10-13h10
Bloc 4	13h10-14h15
Bloc 5	14h20-15h25

Journée classe titulaire (TA)

Bloc 1	8h45-9h35
Bloc 2	9h40-10h30
TA	10h35-11h15
Bloc 3	11h20-12h10
Diner	12h10-13h10
Bloc 4	13h10-14h15
Bloc 5	14h20-15h25



« Soyez la différence que vous voulez voir dans le monde. » (Gandhi)

Piliers principaux de l'UNESCO:

- Apprendre à connaître
- Apprendre à faire
- Apprendre à être
- Apprendre à vivre ensemble

UNESCO Ideals:

- Learning to know
- Learning to do
- Learning to be
- Learning to live together

Thèmes des Écoles associées de l'UNESCO:

- Apprentissage interculturel
- Droits de la personne
- Problèmes mondiaux et le rôle des Nations Unies à cet égard
- Questions liées à l'environnement

UNESCO associated school themes:

- Global Concerns and the Role of the United Nations
- Education for Sustainable Development
- Peace and Human Rights
- Inter-cultural Education

L'ÉDUCATION AU DÉVELOPPEMENT DURABLE (EDD)



LE SOUTIEN AU COMPORTEMENT POSITIF

Le Soutien au comportement positif (SCP) est un système d'enseigner et de renforcer les comportements positifs, ce qui contribue à diminuer les comportements problématiques. Afin d'aider nos élèves à réussir, il est important de promouvoir et de renforcer activement les comportements appropriés et positifs chez les élèves. Ainsi, nous favorisons un milieu d'apprentissage et d'enseignement sécuritaire dans lequel tous les élèves peuvent atteindre leur plein potentiel. Cette démarche est visée entre autre à:

- Promouvoir un climat positif dans l'école;
- Faire du renforcement positif auprès de tous les élèves de l'école à l'aide d'un système commun à tous;
- Intervenir de façon progressive au niveau disciplinaire auprès des élèves qui ne respectent pas les règlements de l'école. L'école a développé des règles de vie pour chaque lieu de l'école afin d'avoir des attentes comportementales claires pour tous les élèves.

Ces attentes sont affichées partout dans l'école afin de nous rappeler que nous devons les respecter, selon les piliers de UNESCO.

SCP : Le soutien au comportement positif			
J'apprends à être	J'apprends à connaître	J'apprends à faire	J'apprends à vivre ensemble
J'apprécie et je participe en français	Je crée un environnement sûr et sécuritaire pour tous	Je planifie par mes actions un avenir durable	Je m'engage aux activités de l'école
Je contribue envers mon apprentissage	Je réagis de manière appropriée quand des obstacles se présentent	J'organise mes priorités pour contribuer envers succès	Je respecte ma communauté et les individus
Je protège mon bien-être en utilisant ma voix	Je change et je suis flexible à la vie	J'exécute - je fais un suivi de mes obligations	Je résous mes problèmes en étant respectueux et poli envers les autres



SECTION II – ACADEMIC INFORMATION

AWARDS AND SCHOLARSHIPS

Special certificates, awards, scholarships and the Governor General's Medal are presented to students who have exhibited academic excellence. Students may also apply for other awards and scholarships available through post secondary institutions and other organizations. Scholarship and awards information is available in Student Services.

RIVER EAST TRANSCONA SCHOOL DIVISION ASSESSMENT PROTOCOL

River East Transcona School Division recognizes that assessment promotes student, parent, teacher and system learning. Through the use of validated assessment practices and procedures, teachers will enhance and promote learning, growth and development for all students in an inclusive, educational environment.

Assessment for Learning (Formative) is the process of seeking and interpreting evidence for use by learners and their teachers. Formative assessment communicates growth and progress to students and teachers. It helps students monitor their learning over time and assists in the identification of student needs and interventions. This process informs classroom instruction and occurs constantly during the learning process.

Assessment of Learning (Summative) is the summarized information collected about learning. It allows opportunities for communication and reporting to parent(s)/guardian(s). This process enables teachers to monitor student performance.

Assessment is Outcome-based

Students are assessed on their evidence of meeting the learning outcomes which are consistent with provincial and divisional targets and criteria.

Assessment is balanced, multi-faceted, equitable and fair

- Assessment is differentiated and includes a variety of methods to support students in reaching the learning outcomes.
- Assessment provides students with sufficient opportunity to demonstrate knowledge, skills, attitudes or behaviours.

Students should have multiple opportunities to demonstrate and provide evidence of their learning. A blending of **conversation, observations, and products (triangulation)** is necessary to gather valid and reliable data. In other words, everything as student does, says, or creates is potential evidence of learning. Observations and conversations can only be evaluated in the classroom, therefore **student attendance in all classes is essential**.

Academic Responsibility

River East Transcona School Division recognizes that academic responsibility is part of the overall development of a student's sense of responsibility, skills and values. The division believes that students, in collaboration with parents/guardians and teachers, are responsible for providing evidence of their learning within established reasonable timelines. Consequences for not completing work and submitting work late shall be age and developmentally appropriate.

Academic Honesty

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 is not acceptable. Consequences for academic dishonesty shall be age and developmentally appropriate.

The following progressive steps may be considered in response to incidents of academic dishonesty:

- Contact the parents;
- Have the student redo the work honestly;
- Enforce other disciplinary measure(s);
- Deduct marks for academic dishonesty;
- Document the incident in the student's file.

Assessment Protocol

During the 2024-2025 school year at Collège Pierre-Elliott-Trudeau, report cards, including anecdotal comments will be published on the student/parent portal:

November 15 th , 2024	Quarter 1	Semester 1
February 7 th , 2025	Quarter 2	Semester 1
April 25 th , 2025	Quarter 3	Semester 2
June 25 th , 2025	Quarter 4	Semester 2

SPECIAL LANGUAGE CREDIT OPTIONS

Special language credit options can be earned and used as part of graduation requirements. Students may apply to gain up to four academic high school credits in a heritage language other than English or French. Opportunities to write the examination, which is administered in partnership through another school division, occur twice a year. The examinations are conducted in the fall and the spring. Students should consult with one of their Student Services contact for information and an application form.

COMMUNITY SERVICE STUDENT INITIATED PROJECT CREDIT

Students may be eligible for a Community Service Student Initiated Project Credit, by pursuing volunteerism in worthwhile causes or organizations within our community. This credit is based upon the civic skills, knowledge and attitudes obtained by the student through their involvement in the community service activity. Students interested in this credit are required to see Student Services prior to beginning the activity.

HIGH SCHOOL APPRENTICESHIP (HSAP) PROGRAM

The HSAP is available for most Manitoba-designated trades and lets students start their apprenticeship training while they are enrolled in a Grade 10, 11, 12, or equivalent program. This program combines high school instruction with paid, part-time, on-the-job training, while receiving credit for on-the-job training hours. Students can earn up to eight supplemental academic credits based on 110 working hours for each credit. HSAP grants all credits as Grade 12 course credits (40S designation).

GRADUATION REQUIREMENTS

A minimum of thirty credits are required for high school graduation with the following configuration: Grade 9 – 9.5 credits, Grades 10 to 12 – 22 additional credits. At Collège Pierre-Elliott-Trudeau all subjects except English Language Arts (ELA) and Music are taught in French.

A credit is earned upon the successful completion of one course of study, which includes 110 hours of classroom instruction.

To graduate, a Grade 12 student must earn credits in five, 40 level courses. For entry into Post-Secondary Institutions, a Grade 12 student must earn credits in five, 40 level courses (excluding Physical Education 40F). Students are responsible for checking entry requirements based on the institution they are applying for.

SECTION III - COMMUNICATION

PARENT/STUDENT/TEACHER CONFERENCES

Parents are invited to participate in our Parent/Student/Teacher conferences held once each semester. Please check the Calendar of Events for the specific dates. Further information regarding format will be shared closer to the dates.

FIPPA REQUIREMENTS RESPECTING STUDENTS 18 YEARS OF AGE & OLDER

Directed by the Public Schools Act and by Freedom of Information and Protection and Privacy Act, (FIPPA) please note the following information:

- Section 58.6 of the Public Schools Act sets out the rights and responsibilities of parents and pupils. It entitles parents/guardians to be informed about attendance, behaviour, academic achievement and so forth AND to have access to the pupil files of their children.
- However, the above provision/entitlement for parental access to information about their children is precluded or overridden by Section 42.3(3) of the Public Schools Act, when it states: 'the school board shall not disclose to a parent the pupil file of his or her child who has attained the age of majority without first obtaining the consent of the pupil.'
- Additionally, FIPPA goes even further by referring to any or all information, not being disclosed to parents without the informed consent of the child via a written waiver.

During the course of the year as students turn 18 years of age, waiver forms will be given to them whereby they will indicate if parents should be made aware of their attendance, academic performance and behaviour concerns.

CALENDAR/SCHOOL WEBSITE

A newsletter containing announcements regarding events, references to policy, and news about the students, staff and school will be found on the Collège Pierre-Elliott-Trudeau website. Our school website is [Collège Pierre-Elliott-Trudeau \(retsd.mb.ca\)](http://Collège Pierre-Elliott-Trudeau (retsd.mb.ca))

TEACHER-PARENT/GUARDIAN COMMUNICATION

A partnership in learning is important in student success. Parents/guardians are encouraged to speak to their child's teacher with any questions/concerns. Teachers will also engage families in communication as needed to provide specific student support.

SECTION IV – CODE OF CONDUCT GUIDELINES FOR PARENTS AND STUDENTS

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.

Please refer to the following link for a comprehensive view of RETSD's code of conduct:
[code_conduct.d1fd4258.pdf \(windows.net\)](#)

VIOLENCE THREAT RISK ASSESSMENT

RETSD believes the best learning and behaving takes place in a safe, caring, and respectful environment. All threats to student and staff safety must be taken seriously.

A threat is an expression of intent to do harm or to act out violently against someone or something. Threats may be verbal, written, drawn, digital, or made by gesture only, and may be direct, indirect, conditional, or veiled.

The school team will assess threatening behaviours and make an informed judgment on the level of risk or danger posed to students and staff. Proactive and intervention strategies as outlined in the divisional Code of Conduct will be identified to protect targeted individuals from harm and ensure a climate of safety in our schools and community.

This policy and the divisional Code of Conduct serve as Fair Notice which states that incidents of threat to self-harm or to harm others will be actively investigated. A student who has been determined to pose a threat of harm to themselves or to others will not be permitted to attend school until the safety concerns have been addressed.

APPEAL PROCESS

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

- 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 superintendent.
- c. 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 chairperson.

SAFE SCHOOLS

The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba. The Safe Schools Charter⁴ (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 or abusing physically, sexually or psychologically, in writing, verbally or otherwise
- discriminating unreasonably based on any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code
- using, possessing or being under the influence of alcohol or illicit drugs at school
- gang involvement on school sites
- possessing a weapon as 'weapon' is defined in Section 2 of Canada's Criminal Code
- inappropriate use of electronic mail, the Internet, cell phones and electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable
- students taking photos, video recordings and images of staff or students on school property without the permission of authorized school personnel.

ALCOHOL AND OTHER DRUG USE BY STUDENTS

The policy has 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 behavior.

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.

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.

The 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).

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.

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, dabbpens, cartridges, anything modified or designed to represent drugs/alcohol and bottles or cans from alcoholic beverages.

a) Personal use

The principal or designate:

- Will utilize progressive discipline/responsive support and actions that may include suspension up to five days;
- Will notify parent/legal guardian and schedule a mandatory meeting to discuss actions taken and next steps and to review the policy;
- Will submit a discipline referral;
- Will require the student to complete Addictions Foundations of Manitoba assessment and counselling; and
- May refer to police for legal action.

b) Additional violations

Students with 3 disciplinary 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 SLE or alternative programming will be suspended pending a board of trustee decision.

c) Trafficking

Students who sell any amount of prohibited substances to a student at school, or on any school or divisional 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, the principal or designate will:

- Will notify parent/legal guardian that the student has been suspended for five days;
- Will inform parent/legal guardian that the superintendent or designate will determine extension to the suspension;
- Will refer the case to the police for legal action;
- Will submit a discipline referral.

[Microsoft Word - JICH - Alcohol and Other Drug Use by Students.doc \(windows.net\)](#)

SEARCH POLICY AND PROCEDURES

RETSD 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, RETSD recognizes the 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, RETSD empowers the school administration or designate to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles.

RIVER EAST TRANSCONA SCHOOL DIVISION DIVISION-WIDE RULES

- No bullying, including cyber-bullying, or abusing physically, sexually, or psychologically—orally, in writing, or otherwise.
- No inappropriate use of electronic mail, the Internet, digital cameras, cell phones, cell phones equipped with digital cameras, text messaging, and other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has been determined objectionable, students taking photos, video recordings and images of staff or students on school property without the permission of authorized school personnel.
- Cell phones/pagers are not to be on nor are they to be visible in class.
- No discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of The Human Rights Code.
- No use of peanuts, peanut butter, peanut oil, nuts, and products containing them.
- No smoking on school property.
- Students are not to purchase, use, possess, sell or distribute alcohol/drugs while at school. Also, students are not to be knowingly present when another student is using, in possession of or consuming alcohol/drugs.

COLLÈGE PIERRE-ELLIOTT-TRUDEAU SCHOOL-WIDE RULES

- Students are to abide by the RETSD Dress Code. (page 16)
- Students are not allowed to use aerosol or air-borne scented products anywhere in the school.
- Students are to use appropriate language in and around the school at all times.
- Students are expected to be in the library, cafeteria or seated on the hallway benches during their unscheduled time.
- Students are not to gather in the hallways or entrance ways.
- Students entering the school prior to 8:30am, are asked to go to the cafeteria.

RETSD HIGH SCHOOL ATTENDANCE POLICY

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 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 they enroll. 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 child 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 their parents(s)/guardians(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)/guardians).

2. Attendance Protocol

- a) Each high school will publicize the attendance policy and their procedures which will be communicate 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)/guardians(s) has determined that the student must be absent from school, the parent(s)/guardian(s) must inform the school prior to the schedule 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.

COLLÈGE PIERRE-ELLIOT-TRUDEAU ATTENDANCE PROCEDURE

We believe that all students can be successful. A significant factor in student success is regular attendance.

The goal of our team here at Collège Pierre-Elliott-Trudeau is to work with students and their families to ensure they are supported in attending school. Communication is the key component in our plan to support students. Once a student reaches 4 absences teachers will contact home to discuss attendance and progress in the course. At 6 absences, parents will be contacted by administration or Student Services to communicate current attendance status and next steps. The office will send a letter to parents/guardians once a student has reached 10 absences.

Students who do not actively work to improve their attendance may be removed from the course.

SCHOOL FIELD TRIPS

Field trips are an important part of your education. They enable you to experience, hear or do things that are not always possible in the confines of our school. When you are on a field trip, you will be marked absent from a class in another subject that you miss as a result of the field trip. The absence is excused. The reason given is "school activity." It is the responsibility of the student to complete all assignments given during the absence on a field trip.

EXTENDED SCHOOL ABSENCE

Extended absence is discouraged as it affects school performance. Therefore we encourage families to vacation during regular school break times. This should assist students keeping up with their studies. Students who need to be absent from class for an extended time must obtain a form from their Student Services contact entitled "Extended Absence Notification" form. The form must be signed by all subject teachers and returned to their Student Services contact prior to being away from school. Students are responsible for any missed work during their absence.

ILLNESS DURING CLASS

If a student becomes ill during class, the student will be required to go home. The teacher will send the student to the office. A parent or guardian will immediately be notified before the student is sent home.

STUDENTS' UNASSIGNED TIME

It should be emphasized that it is the responsibility of each student to organize and utilize their unassigned time in a manner which help to improve the student's performance in their educational program. During unassigned time, a student

may study in the library or work in the cafeteria. Students are asked to refrain from walking the halls, as this will disturb classes in session.

LUNCH HOUR

Students who normally go home or have the ability to go home for lunch are encouraged to do so. Students can eat their lunches in the cafeteria, library or in supervised classrooms.

RIVER EAST TRANSCONA SCHOOL DIVISION 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.

- Parents and students are responsible for appropriate student attire.
- Offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted.
- Students are prohibited from wearing gang colors, meaning those signs, symbols, or other identifying representations of gangs.
- 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.

CELL PHONES IN SCHOOLS

In August 2024, the Province of Manitoba announced a province-wide cell phone policy in all schools in Manitoba. The division is currently in the process of finalizing the divisional policy. Specifics to this policy will be communicated with families shortly.

COMPUTER USE/EMAIL

Students may access the divisional wifi by using their divisional login username and password.

Proper student behaviour in computer labs is essential. Students need to adhere to the signed *Acceptable Use of Internet Agreement* and abide by the conditions outlined. Students will be subject to appropriate discipline which could lead to loss of computer privileges, suspension from classes and/or suspension from school. Computer offences include:

- improper use of computer software (e.g. internet or programs),
- improper conduct which results in damage to equipment,
- violating security

All students will be assigned an e-mail address. This may be used for personal and school use. Any student found to be using inappropriate language or sending or receiving messages not suited to a school environment, may have his or her email address revoked and be referred to the administration.

TECHNOLOGY AND MEDIA RELEASE

- Office 365 will continue to be our primary communication and collaboration tool for students and teachers. Students have access to the full functionality of Office 365 applications (E.g.: Word, Excel, PowerPoint, Outlook, Teams, One Note).
- The Technology use [Policy IJND](#) as well as the Media Release [Policy KDDB](#) are now an opt out. If parents would like to opt out of the Technology use or Media Release, please contact the school for the required form. Unless parents indicate otherwise, all permissions are in place.
- **Anyone who opted out of technology last year will have to do it again this year, as the form is only valid for the school year in which it is signed.**
- Any families who require additions or deletions to the Parent Portal, are asked to complete the following form - [Change to Parent Portal Access.pdf](#)

ELECTRONIC VAPORIZER DEVICE AND TOBACCO USE BY STUDENTS

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.

STUDENT FEES

The \$50.00 student fee is not refundable and covers the following costs:

Yearbook	\$25.00
Incidentals	<u>\$25.00</u>
TOTAL	\$50.00

VISITORS

All visitors must report to the office. Students are NOT to invite friends who are not students into the building, unless permission from an administrator has been granted. Students are also reminded not to visit other schools during regular school hours.

SECTION V – SCHOOL SERVICES

CAFETERIA

The cafeteria will be open during the 2024-2025 school year.

The cafeteria provides hot and cold meals for students and staff. Food selection includes hot breakfast, hot entrees, soups, salads, pastries, fruits, and beverages. Cafeteria hours are 7:30 a.m. to 2:10 p.m. daily, Monday to Friday.

Limited microwaves are also available in the cafeteria for student use.

STUDENT ACCIDENT INSURANCE

All students may enroll in the group Student Accident Insurance program. Forms are available in September from the office staff. Students involved in sports are encouraged to enroll in the plan.

LOCKS AND LOCKERS

Lockers will be assigned during TA on the first day of classes on a “as requested basis”. More information during the first Teacher Advisory meeting will be provided.

LOST AND FOUND

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

TEXTBOOKS

Textbooks are issued by subject teachers, and it is the student's responsibility to take care of them. Students will pay for any lost or damaged books.

SCHOOL PICTURES

Professional photographers take school pictures in the fall of every year. All students will have their pictures taken at this time for the student card (which is used as your library borrowing card) and yearbook. If you wish to purchase photo packages, you must pay for them when the photographs are taken.

STUDENT/TRANSIT CARDS

In the fall, students are given student cards with their school photo. The card is used as a library borrowing card and a transit "go" card. These cards are issued only once per school year.

STUDENT PARKING

Student parking is provided on a space-available basis. All vehicles driven by these students are recorded in the office. **Students who do not pay for a parking spot are not allowed on the lot at any time with their vehicle.** All unauthorized vehicles will be towed. This also includes the Visitor Parking Area. All spots are given to students in early September. Students must pay in full to assure an assigned parking spot. The fee is non refundable. All students will sign a contract and abide by its stipulations. The cost of student parking is \$110.00 (subject to change) for the school year. Students may purchase their parking passes in the school office.

Unrestricted parking is available on streets close to the school. This is preferable to parking in restricted areas around the school as students are not permitted to leave class to move vehicles.

SECTION VI – SCHOOL PROGRAMS

STUDENT SERVICES DEPARTMENT

Counselling: Counsellors are available to provide assistance and information regarding:

- course selections
- post secondary information
- private music credits
- completion of cadet training
- special language credits
- community service student initiated project credit
- credit for employment
- career/transition education
- summer school
- financial assistance (scholarships/bursaries)
- health issues

Counsellors can also assist with personal concerns that may hinder academic progress.

Resource: Resource teachers work together with students, teacher advisors, subject teachers and parents to provide a wide range of individual and group academic supports. Such supports include:

- Organizational Skills
- Study/Learning Skills
- Individual/Group Assessments
- Course Selections
- Distance Education Courses
- Test/Exam Taking Strategies
- Individual/Group Academic Support
- Youth Seminars & Exchange
- Apprenticeship Credits
- Student Volunteer Credits

SCHOOL LIBRARY LEARNING COMMONS

The school library learning commons (LLC) is designed to support the development of information literacy skills in our students as part of their program of study.

The library has a useful website at [OUR LIBRARY \(retsd.mb.ca\)](http://OUR LIBRARY (retsd.mb.ca)) providing:

- links to online catalogues at Collège Pierre-Elliott-Trudeau and other libraries.
- information about lending policies, LLC hours, and other library programming.
- links to valuable online resources, including subscriptions to EBSCOhost, World Book Encyclopedia, Sora, and Curio (current passwords can be obtained from library staff).

The LLC is open each school day from 8:00 a.m. – 3:45 p.m. It offers a place for homework, study or recreational reading. Library staff are available to help students with their questions about using the library or its resources.

Materials are checked out for a three-week period and can be renewed. There is no limit to the number of materials that a student can borrow. Students are encouraged to return books on time out of respect for the needs of other users or can request their item be renewed.

The library learning commons is equipped with some laptops and computers, that are available for student use in the LLC.

TEACHER ADVISORS

Every student is assigned a Teacher Advisor (TA). It is the student's responsibility to attend all TA meetings, when scheduled.

SECTION VII – EXTRA-CURRICULAR ACTIVITIES & CLUBS

STUDENT COUNCIL (CONSEIL D'ÉLÈVE)

The Student Council organizes student events while cultivating school spirit. The council acts as a representative of the student body. It is their responsibility to ensure that all students' best interests are taken into consideration when working with the administration.

SCHOOL ACTIVITIES

Many of these activities may be offered during the school year – morning, lunch, and after school. Active participation in school life will make your time at Collège Pierre-Elliott-Trudeau much more fun and exciting.

ATHLETICS – INTERSCHOOL

Collège Pierre-Elliott-Trudeau encourages students to participate in interscholastic and intramural sports. Collège Pierre-Elliott-Trudeau is part of the SCAS Zone 2. Students must pay an athletic fee of 40\$ to participate in sports in the SCAC. These fees go towards the payment of the sport banquet in June and school uniforms.

CLUBS

Collège Pierre-Elliott-Trudeau offers many opportunities for students to participate in a variety of clubs throughout the school year. We encourage students to pay attention to daily announcement for club information.

SECTION VIII – PROVINCIAL REQUIREMENTS FOR GRADUATION

Students require 30 credits to graduate. For the Manitoba High School Diploma, five of these credits **MUST** be at the 40 Level. To attend post-secondary institutions, six credits are required: five **MUST** be at the 40S Level in addition to the Physical Education 40F credit.

FRENCH IMMERSION GRADUATION REQUIREMENTS

GRADE 9		GRADE 10	
Compulsory	(6 cr.)	Compulsory	(6 cr.)
Français arts langagiers 10F	1 cr.	Français arts langagier 20F	1 cr.
Vie travail - exploration 15S	.5 cr.		
English Language Arts 10F	1 cr.	English Language Arts 20F	1 cr.
Mathématiques de transition 10F	1 cr.	Mathématiques 20S	1 cr.
Mathématiques 10F	1 cr.		
Sciences de la nature 10F	1 cr.	Sciences de la nature 20F	1 cr.
Canada dans le monde contemporain 10F	1 cr.	Géographie 20F	1 cr.
Éducation physique 10F	1 cr.	Éducation Physique 20F	1 cr.
Options	2 cr.	Options	min 2 cr.
9.5 credits		8 credits	

GRADE 11		GRADE 12	
Compulsory	(5cr.)	Compulsory	(5cr.)
Français arts langagier 30F	1 cr.	Français arts langagiers 40F	1 cr.
English Language Arts 30S	1 cr.	English Language Arts 40S	1 cr.
Mathématiques 30S	1 cr.	Mathématiques 40S	1 cr.
Histoire du Canada 30F	1 cr.		
Éducation Physique 30F	1 cr.	Éducation Physique 40F	1 cr.
Options	min 2 cr.	Options	min 2 cr.
min 7 credits		min 6 credits	

LE CALENDRIER SCOLAIRE 2024 - 2025

Le mois de septembre

mardi, le 3 septembre :

Journée coordonnée (cours annulés)

mercredi, le 4 septembre :

Première journée du semestre 1 : Sessions d'orientation

mardi, le 24 septembre :

Portes-ouvertes 18h

mardi, le 24 septembre :

Prise de Photos

vendredi, le 27 septembre :

Célébration: Tableau d'honneur- 2^{ième} semestre, l'année scolaire 2023-2024

lundi, le 30 septembre :

Journée nationale de la vérité et de la réconciliation – pas d'école

Le mois d'octobre

Vendredi, le 4 octobre :

Journée coordonnée (cours annulés)

lundi, le 14 octobre :

Action de grâce – pas d'école

vendredi, le 25 octobre :

Journée coordonnée MTS (cours annulés)

lundi, le 28 octobre :

Reprise de Photos

mardi, le 31 octobre :

Boo Ha Ha

Le mois de novembre

vendredi, le 8 novembre :

Cérémonie du Jour de Souvenir

vendredi, le 15 novembre :

Publication des bulletins - 1^{er} quart

mardi, le 19 novembre :

Rencontres parents-enseignants-élèves (15h45 à 17h00, 18h00 à 20h00)

jeudi, le 21 novembre :

Rencontres parents-enseignants-élèves (15h45 à 17h30)

vendredi, le 22 novembre :

Journée coordonnée (cours annulés)

Le mois de décembre

jeudi, le 5 décembre :

Concert d'hiver

lundi, le 23 décembre au vendredi, le 3 janvier :

Vacances d'hiver

Le mois de janvier

lundi, le 6 janvier :

Retour à l'école

mardi, le 7 janvier au vendredi, le 10 janvier :

Examen provincial – English Language Arts 40S

mercredi, le 8 janvier au mardi, le 14 janvier :

Examen provincial – Français arts langagiers 40S

mardi, le 14 au jeudi, le 16 janvier :

Photos des Finissants

mardi, le 21 janvier :

Examen provincial – mathématiques appliquées

mercredi, le 22 janvier :

Examen provincial – mathématiques aux quotidiens

jeudi, le 23 janvier :

Examen provincial – mathématiques pré-calculs

vendredi, le 24 au jeudi, le 30 janvier :

Semaine d'évaluations finales/projets/démonstrations d'apprentissage

vendredi, le 31 janvier :

Journée coordonnée (cours annulés)

Le mois de février

lundi, le 3 février :

Journée coordonnée (cours annulés)

lundi, le 3 février :

Première journée du 2^{ième} semestre

vendredi, le 7 février :

Publication des bulletins - 1^{er} semestre

lundi, le 17 février :

Journée Louis-Riel – pas d'école

mardi, le 18 février :

'Déroutine'

vendredi, le 21 février :

Célébration Tableau d'honneur du 1^{er} semestre

Le mois de mars

Vendredi, le 14 mars :
Journée coordonnée (cours annulés)

Lundi, le 31 mars au vendredi, le 4 avril :
Semaine de relâche

Le mois d'avril

lundi, le 7 avril :
Retour à l'école

mercredi, le 9 avril :
Reprise de Photos des Finissants

lundi, le 11 avril :
Journée coordonnée (cours annulés)

vendredi, le 18 avril :
Vendredi saint – pas d'école

vendredi, le 25 avril :
Publication des bulletins – 3^{ième} quart

Le mois de mai

jeudi, le 1 mai :
Rencontres parents-enseignants-élèves
(15h45 à 17h00, 18h00 à 20h00)

lundi, le 5 mai :
Journée coordonnée (cours annulés)

jeudi, le 15 mai :
Concert du printemps (18h00 à 20h00)

lundi, le 19 mai :
Congé de la Reine Victoria – pas d'école

lundi, le 26 mai au jeudi, le 29 mai:
Examen provincial – English Language Arts 40S

Le mois de juin

mercredi, le 28 mai au mardi, le 3 juin :
Examen provincial – Français arts langagiers 40S

mercredi, le 4 juin au vendredi, le 6 juin :
Randonnée pleine air – 11^{ième} année

lundi, le 9 juin :
Journée coordonnée (cours annulés)

mardi, le 10 juin :
Examen provincial – mathématiques pré-calculs

mercredi, le 11 juin :
Examen provincial – mathématiques aux quotidiens

jeudi, le 12 juin :
Examen provincial – mathématiques appliquées

lundi, le 16 juin au vendredi, le 20 juin
Semaine d'évaluations finales/projets/démonstrations
d'apprentissage

Mercredi, le 25 juin :
Remise des diplômes – 12^{ième} année

Mercredi, le 25 juin :
Publication des bulletin – 2^{ième} semestre

Vendredi, le 27 juin :
Journée abrégée