



Kildonan-East Collegiate

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August 28, 2024

Dear KEC Community,

Welcome back to school! We are very happy to be welcoming all our students back to school for the 2024-25 school year. We are looking forward to learning and building community with all our families. The first day back for all students is **Wednesday, September 4th** and the following schedule will be used:

Grade 9		Grade 10		Grades 11 & 12	
8:30 AM – 9:00 AM	Welcome to KEC - Students will meet in the gymnasium.				
9:00 AM – 10:30 AM	Teacher Advisor				
10:30 AM – 11:40 AM	Scavenger Hunt	10:30 AM – 11:00 AM	Welcome to KEC - Students will meet in the gymnasium.		
11:40 AM – 11:55 AM	Teacher Advisor	11:00 AM – 11:55 AM	Teacher Advisor		
12:00 PM – 12:54 PM	Lunch	12:00 PM – 12:54 PM	Lunch		
12:54 PM – 1:30 PM	Teacher Advisor	12:54 PM – 1:30 PM	Teacher Advisor	12:54 PM – 1:30 PM	Teacher Advisor
1:30 PM – 1:47 PM	Period 1	1:30 PM – 1:47 PM	Period 1	1:30 PM – 1:47 PM	Period 1
1:51 PM – 2:08 PM	Period 2	1:51 PM – 2:08 PM	Period 2	1:51 PM – 2:08 PM	Period 2
2:12 PM – 2:29 PM	Period 3	2:12 PM – 2:29 PM	Period 3	2:12 PM – 2:29 PM	Period 3
2:33 PM – 2:50 PM	Period 5	2:33 PM – 2:50 PM	Period 5	2:33 PM – 2:50 PM	Period 5
2:54 PM – 3:10 PM	Period 6	2:54 PM – 3:10 PM	Period 6	2:54 PM – 3:10 PM	Period 6

The school division will provide transportation on September 4th, to students who qualify and were registered before June 28, 2024. Any students who registered after June 28th will be notified by the transportation department when service will begin.

Starting on Thursday, September 5th, all students will follow their regular daily schedule. Please note that the morning music classes will begin on the week of September 9th. The regular bell schedule for 2024-25 is:

2024-25 Regular Bell Schedule	
Period 1	8:30 AM – 9:36 AM
Period 2	9:40 AM – 10:46 AM
Period 3	10:50 AM – 11:56 AM
Period 4 (Lunch)	11:56 AM – 12:50 PM
Period 5	12:54 PM – 2:00 PM
Period 6	2:04 PM – 3:10 PM



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During the school year there will be many opportunities for you to visit the school, meet with staff and become familiar with our educational programs. Your student will keep you informed, and we will regularly update our website (www.kec.retsd.mb.ca) with important information. The school website calendar has all the dates for the school year, including semester dates, report card distribution and school activities. In addition, the new parent/student portal (when available), phone messages and emails will keep you informed about important events.

If you have questions or concerns about your child's academic progress, we encourage you to contact their subject area teacher. The staff of Kildonan-East includes guidance counsellors and resource teachers who are also available to assist with concerns. Each grade level has a designated administrator, counsellor and resource teacher to support students and families.

A student fee of \$50.00 is due on the first day of school and should be given to the student's teacher advisor. Should you experience any difficulty with the timing of this payment, please contact the school.

Student schedules for the 2024-25 school year were sent in June. If your child does not have their schedule, another copy will be available on Wednesday.

We strive to ensure that students are scheduled for the courses that they request each year. There are times when it is not possible to meet every student's course request due to course conflicts or lack of course availability. Due to these constraints, we will not be able to accommodate course changes due to teacher or time of day preference. If you would like to request a course change, your student can schedule an appointment with their grade level guidance counselor once school begins. Please note, there will be no schedule changes for grade 9 students.

Grade 10 – Ms. Morrison
Grade 11 – Mr. Opalko / Mr. Warren
Grade 12 – Ms. Brereton

Upcoming Important Dates to Remember:

Wednesday, September 11th Meet the Teacher from 6:00pm to 7:30pm.
Wednesday, September 18th Bus Evacuation
Friday, September 27th Picture Day
Monday, September 30th Truth & Reconciliation Day (No school)

If you have any questions, please do not hesitate to call the school and ask for assistance.

KEC ADMIN



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KILDONAN-EAST COLLEGIATE SCHOOL HANDBOOK

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 our [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 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, 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 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.

SECTION 4 – STUDENT RESPONSIBILITIES

STUDENT FEES

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



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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 & Grade Level
- 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

River East Transcona School Division is committed to providing relevant, progressive educational programming and supportive services in a safe, stimulating learning environment. The purpose of the Code of Conduct is to promote a healthy school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect. River East Transcona School Division schools, parents/guardians, students and community will promote the development of beliefs and attitudes that foster a safe and caring learning environment. Pupils, parents and staff 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 utilized to address the unique academic and behavioural needs of students.
- Problem-solving and conflict management skills will be developed.
- If a concern or complaint arises, the formal procedure for addressing it is outlined in the RETSD [Policy KE-R](#).

Violent Threat Risk Assessment (VTRA)

The purpose of the threat assessment process is to use the best knowledge, skill, and experience available to assess high-risk threatening behaviour so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community.

In the event that such a situation arises, the resulting investigation will be extensive in scope and may include the involvement of clinical services, the police and others. Any child who poses a high risk to self-harm or who threatens harm to others will undergo an intense investigation.

All high-risk behaviour will be taken seriously, and high-risk students will be assessed accordingly. When a high-risk threat to self-harm or to harm others occurs, it is essential to assess safety, to put in place the required interventions to ensure safety, to analyze appropriate next steps, and to determine appropriate consequences.



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This information serves as **Fair Notice** that incidents of threat to self-harm or to harm others will be actively investigated. Because of the serious nature of such incidents, the investigation will continue even if the parent/guardian cannot immediately be contacted. Continued efforts will be made to contact parent/guardian.

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. (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. The following substances are included in the RETSD [Policy JICH](#):

- 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).
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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
-

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



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- 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/dealing in drugs:

- 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 and inform the parent/guardian of the decision (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 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. (RETSD [Policy JIH](#) and [JIH- R](#))