

**Kildonan-East Collegiate  
School Handbook  
2025-2026**

**INDEX**

**SECTION I - INTRODUCTION - 2**

**SECTION II - SCHOLASTIC INFORMATION - 3**

**SECTION III - COMMUNICATION - 5**

**SECTION IV - STUDENT RESPONSIBILITIES AND CODE OF CONDUCT - 6**

**SECTION V - SAFETY REGULATIONS - 19**

**SECTION VI - STUDENT SUPPORT SERVICES - 21**

**SECTION VII - SCHOOL SERVICES - 22**

## **SECTION I: INTRODUCTION**

### **PRINCIPAL'S MESSAGE**

Welcome to *KILDONAN-EAST COLLEGIATE*! This handbook has been published to provide you with some basic information and guidelines to help you have a successful year at school. The day-to-day features of the book are provided to assist you in organizing your life as a student. Kildonan-East Collegiate is an exciting school, where our goal is to promote a positive environment. We encourage you to contribute to Kildonan-East by engaging academically and by getting involved in student activities. Involvement is one of the keys to obtaining a good education.

At KEC, we work hard to live by the five **Reiver Beliefs**:

- Citizenship
- Safety
- Respect
- Responsibility
- Excellence

We are looking forward to having you here at KEC as a Reiver! We follow the divisional code of conduct and use it as our guide to a safe and respectful learning environment. The staff are a dedicated group of professionals who create a learning environment that encourages all students to reach their potential. We encourage you and your parents to read this handbook and familiarize yourselves with its information. Please consult our staff to clarify any questions that you might have. We look forward to a memorable and rewarding school year.

### **KILDONAN-EAST COLLEGIATE'S MISSION STATEMENT**

At Kildonan-East Collegiate, our purpose is to provide a rich and inclusive learning environment where students feel valued, inspired and supported as they grow into skilled and caring community members.

## SECTION II – SCHOLASTIC INFORMATION

### PRINCIPAL'S HONOUR ROLL AND HONOUR BOARD

A **PRINCIPAL'S HONOUR ROLL** is published by the administration once each year. The Honour Roll is a listing of the students who have achieved an overall average of 80% or better, with no mark below 70%. To be named to the Honour Roll, a student must be enrolled in at least five courses for the year. The Honour Roll will be posted annually in the school.

### GRADUATION REQUIREMENTS

All students require a minimum of 30 credits for graduation. The credits are composed of compulsory and optional courses as defined by Manitoba Education. A credit is gained upon successful completion of a course of study, which includes 110 - 120 hours of classroom instruction. Students must pass a course to obtain a credit and be prepared for the next level. Most courses have a value of one credit.

### CHALLENGE FOR CREDIT

Students enrolled in Grade 9 to 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 a guidance counsellor.

### COMMUNITY SERVICE STUDENT INITIATED PROJECT CREDIT

Students in Grade 9 to Grade 12 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 involvement in the community service activity. Please see your counsellor for further information.

### AWARDS & SCHOLARSHIPS

Certificates, awards, scholarships, and the Governor General's Medal are given out at Convocation to graduating students who have exhibited excellence in academic and vocational areas of study. Students may also apply for awards and scholarships available through post-secondary institutions, business, and private organizations. Please talk to your counsellor for more information.

### PROGRAMS

For program information, please visit our school handbook at this link: [KEC](#)

### SEMESTER

Our school year contains two semesters. Semester One includes terms 1 and 2 and Semester Two includes terms 3 and 4. Most courses span an entire semester; however, some classes are scheduled as year-long courses.

### COURSE CHANGES

If you wish to make a course change, your subject teacher and parents should be consulted. The change can be made only by a counsellor or an administrator. Parental consent is required for all course changes.

## **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.

### **SECTION III - COMMUNICATION**

#### **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.)

#### **WEBSITE, PARENT AND STUDENT PORTAL**

Please visit the school website for up-to-date announcements, dates, calendars, and information. Additionally, all students have access to the student portal and parents/guardians have access to the parent portal – the portal includes student schedules, report cards and attendance information. If you need help accessing the portal, please call the school office.

#### **TELEPHONE INTERVIEWS**

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

#### **KEC ANNOUNCEMENT SIGN**

Upcoming events and congratulatory notices are posted on the KEC sign located on Concordia Ave., in front of the school.

#### **AUTOMATED TELEPHONE AND EMAIL MESSAGE SYSTEM**

KEC will inform parents of upcoming events or important announcements using an automated dialer and phone message and/or email message delivery system.

#### **PARENT ADVISORY COUNCIL**

The Kildonan-East Parent Advisory Council supports, advises, and promotes the goals and objectives of Kildonan- East towards the betterment of the students and the community. Dates for Parent Advisory Council Meetings can be found on the school website calendar.

## SECTION IV - 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.

### ATTENDANCE SYSTEM

A student's attendance at school has a direct impact on their achievement. Therefore, to maximize achievement, students and parents should make every effort to restrict absences to those which are **unavoidable**. The staff of Kildonan-East Collegiate will make every effort to assist students in minimizing the effects of any **unavoidable** absences. Some absences may be avoided by scheduling appointments (e.g., medical, legal, etc.) outside of school hours, or on days when classes are not in operation (e.g., Administration or Inservice Days).

#### **Our Attendance System emphasizes the following:**

- Explanations are required for all absences (see Explanation of Absences). All absences must be explained within 2 school days.
- Communication with parents regarding absences (please contact the school if your contact information changes).
- Referral to the Attendance Officer for habitually truant students under 18 years of age.
- Students may not withdraw themselves from any classes without office approval and parent/guardian approval.

#### **The Attendance Policy at Kildonan-East Collegiate includes the following:**

- 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.
- The dialer will contact the parent(s)/guardian(s) after each absence for students in Grades 9–12.
- Regular reviews of student attendance and academic success will be conducted by each subject teacher. Teachers will implement appropriate support to improve attendance and academic success.
- Teachers may refer to student services and/or school administration if the implemented supports are unsuccessful.
- Parents/guardians are encouraged to be in contact with subject teachers to ensure that they have an accurate account of their student's attendance.

### LATES

- Students are expected to be in class on time. Students who arrive late miss important instruction and interrupt the learning of others.
- Teachers will discuss concerns around being chronically late with students and will contact parents when necessary.
- Students who are chronically late may be referred to administration.

## **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.

## **STUDENT DRESS CODE**

Parents and students should be aware of the River East Transcona School Division dress code policy (RETSD Policy JICA). 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 clothing that is affiliated with gangs. This includes gang colors, signs, symbols, or other identifying representations of gangs.
- (5) School administrators will have the authority to address inappropriate attire in their schools.

## **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.

## **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 parents/guardians as soon as reasonably possible, when it is believed the student has been harmed due to 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 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 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**

- 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.

## **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.

## **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 more than 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.

**At KEC, Reivers are Believers!**  
**We Believe in Respect, Responsibility, Excellence, Citizenship, Safety**

All classrooms and specialized areas of our school have clear behavior expectations posted for students that are taught and reviewed regularly.

**Common Area Expectations:**

|                       | <b>SPARES</b>                                                                         | <b>TRANSITIONS</b>                                                                     | <b>LUNCH TIME</b>                                                                              | <b>DURING O'CANADA</b>                                                             |
|-----------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>RESPECT</b>        | Follow staff direction<br><br>Use a talking voice<br><br>Use respectful language      | Speak in a respectful manner<br><br>Maintain social distancing                         | Use a talking voice<br><br>Speak in a respectful manner                                        | Turn off your electronic devices<br><br>Remain silent                              |
| <b>RESPONSIBILITY</b> | Cafeteria: respectfully socializing<br><br>Library: studying, reading and homework    | Go directly to your next destination<br><br>Report to staff any concerning behaviour   | Clean up your area and put away your garbage<br><br>Tuck in your chairs when you leave a table | Stop what you are doing and stand for land acknowledgement and the national anthem |
| <b>EXCELLENCE</b>     | Use your time productively<br><br>Be kind                                             | Place garbage and recycling in appropriate containers<br><br>Open the doors for others | Contribute to school community                                                                 |                                                                                    |
| <b>CITIZENSHIP</b>    | Be respectful of classes in session<br><br>Encourage others to regularly attend class | Greet staff and peers in a positive and friendly manner                                | Use recycling bins and garbage bins appropriately                                              | Remain in place until the anthem is over                                           |
| <b>SAFETY</b>         | Be clear of hallways quietly and quickly                                              | Walk safely.<br><br>Walk on the right-hand side of the hallway and stairwell           | Keep doorways and hallways clear<br><br>Keep hands and feet to yourself                        | Stand respectfully during the anthem                                               |

## **KILDONAN-EAST COLLEGIATE POLICY ON APPROPRIATE USE OF COMPUTERS**

Kildonan-East Collegiate provides and maintains a network of computers to support students in their learning and staff members in their teaching. It is critical that this system remains fully operational every day. Inappropriate use of computers can lead to disruption of teaching and learning and result in many hours spent solving and fixing problems. Therefore, a strict policy regarding inappropriate use of computers will be enforced.

Inappropriate use of computers includes (but may not be limited to): tampering, defacing or physically damaging equipment, damaging files, network/workstation “hacking”, use or **possession** of a computer virus program, “hacking” program, or trojan program, use of computers to “hack” other systems.

As outlined in board policy, users will be responsible for their digital learning 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 schoolwork or 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.

Any violation of this policy (including but not limited to online threats and intimidation) may result in a loss of access, disciplinary measures, legal action or financial reimbursement. Violations of this policy may also constitute a violation of the divisional code of conduct and/or user responsibility and/or laws including the Criminal Code. Students at Kildonan-East Collegiate will be assigned an email address. This may be used for personal and school use. The *Acceptable Use of the Internet Agreement* signed by all students and their guardians will apply to use of the email system. Any student found to be using inappropriate language or sending or receiving messages not suited to a school environment will have their email address revoked and be referred to the administration. (Refer to RETAD Policy IJND)

## **KILDONAN-EAST COLLEGIATE APPEAL POLICY FOR STUDENT GRADES**

Students at Kildonan-East Collegiate can request the re-evaluation of a grade for a major assignment, a test or an examination. The following information outlines Kildonan-East Collegiate’s policy with respect to the re-evaluation of student work.

- To request the re-evaluation of an assignment, a test or an examination result, the student must talk to his or her Subject Teacher or the Department Head within one week of receiving the grade or mark.
- The calculations that generated the mark on the student’s assignment, test or exam will first be checked for errors.

- The subject teacher will then re-evaluate the content of the assignment, test or examination.
- If the student wishes to appeal the result further, the teacher shall inform their Department Head that a re-evaluation has been requested. The Department Head shall notify Administration that such a request has been made.
- A Re-evaluation Committee consisting of The Department Head and a minimum of one other department member shall, in a timely manner, re-evaluate the student assignment, test or examination according to the criteria established for the original assignment, test or examination. In cases where a student is appealing a grade assigned by a Department Head, the committee shall consist of an Administrator and two other department members.
- If there is a mark change to be made, the Department Head will ensure that the appropriate steps will be taken to record the new mark.
- Students whose papers are re-marked shall be notified of the results of the re-evaluation in a timely manner by the Subject Teacher. Students who request a re-evaluation of an assignment, test or examination should be aware that the mark awarded by the Re-evaluation Committee will be the final mark, whether it is higher or lower than the originally contested mark.

## **WORK SUBMISSION DEADLINES**

The following guidelines will be used to determine deadlines to submit work:

- All students are expected to meet deadlines for submission of assignments, projects, and work.
- Late submissions must be submitted no later than one week prior to the end of the term. Teachers may set deadlines for assignments that are earlier than the end of term. These will be clearly communicated to students.

## **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. The 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 reference 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 exams and the Provincial Standards Tests schools will follow the required practices. For school-based assessments teachers will follow the divisional policy and regulations
- If a student demonstrates academic dishonesty, teachers need to consider the nature of the assignment, the age and maturity of the student, the individual circumstances of the student, frequency of incidences and the potential impact of the consequence on subsequent learning and motivation. A teacher may consult with administration if they are unsure whether a breach of academic honesty has occurred.

For dishonest behaviours, teachers will:

- Inform the student's parent/guardian promptly
- Document the incident
- Report the incident to administration
- Ensure that the student completes the work honestly

In addition, the teacher and administration may determine that one or more of the following additional consequences will be implemented:

- Enforce the loss of privileges for the student at school
- Report this behaviour on the report card
- Detention
- Suspension
- Other disciplinary measures as determined by the teacher and administration

## **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

### **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).

## **SMOKING AND VAPING**

Smoking, vaping, or possessing vapes on Kildonan-East Collegiate school property is prohibited. On a student's second or greater offence, a suspension may be issued. (Refer to RETSD Policy JICG)

## **ELECTRONIC COMMUNICATION DEVICES – Please note: this information is subject to change**

The River East Transcona School Division recognizes the value of such electronic communication devices to students, families, and schools. It is the intent of this policy to manage the use of these electronic communication devices in the school to prevent interference with teaching and learning opportunities. This policy applies to the formal school day, including school-sponsored events such as intramurals, extracurricular activities, and field trips.

All electronic communication devices must be kept out of sight and turned off while on divisional transportation, during school programs/presentations and in the classroom, except when used with the prior permission of the teacher/school for the purposes of calendaring, calculating, note taking or other activities as directed by the teacher/school. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment.

The use of electronic communication 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 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 electronic communications devices from students if they are used for an authorized purpose 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 electronic communication 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. (Refer to RETSD Policy JIC-J)

**GUIDELINES FOR USE OF ELECTRONIC COMMUNICATION DEVICES IN CLASSROOMS – Please note: this information is subject to change**

The River East Transcona School Division recognizes that electronic communication devices including but not limited to laptops, iPads, notebooks, can support student learning.

Students have the option of bringing these personal communication devices to the classroom, with teacher permission, with the following understandings:

- The device will only be used for classroom learning activities.
- The device will not be connected to the River East Transcona School Division network (either direct connect or wireless).
- The school is not responsible for loss/theft, damage, security, technical support, or maintenance of the device.
- Students need to follow policies JICJ (Student Use of Cell Phones and Electronic Communication Devices) and IJND (Computers Technology Use) and the River East Transcona School Division Code of Conduct.

**Note:** This is an opportunity, not a divisional or school requirement.

**CHANGE OF ADDRESS**

The office should be informed of any changes to your address, phone number, email, and emergency contacts, so that communication will reach the proper destinations.

## **SECTION V - SAFETY REGULATIONS**

### **EVACUATION AND LOCKDOWN DRILLS**

Evacuation Drills are conducted on a regular basis. Fire is a constant possibility in a school such as ours and fire drills must be taken seriously. All students and staff must leave the building during an evacuation drill, and they must proceed to exits as quickly and as quietly as safety will permit. The school may be re-entered when the principal or designate determines the drill is over and/or it is deemed safe to do so. Fire exits are posted in each area. A minimum of 10 fire drills will be practiced throughout the school year.

To further ensure the safety of our school community, the practice of school-wide lockdown drills will be implemented twice during the school year along with one hold and secure drill. The expectations and procedures for these drills are clearly outlined in school/divisional documentation. This information will be shared and understood by all members of our school community.

### **TECHNICAL AREAS**

Many of the Technical areas and Science laboratories contain equipment that can pose a serious hazard to students and staff. Students in the Auto Body and Automotive Technology shops are required to have safety boots and coveralls. Students in the Carpentry and Climate Control Technology shops must have safety boots and safety glasses. Students must wear the safety equipment required by their vocational area. Failure to do so may result in withdrawal from the program. Students are provided with lockers in the shop area where their shop and street clothing may be kept.

### **ACCIDENTS**

A list of first aid providers is posted in each area. When an accident occurs, the appropriate first aid will be administered to ensure that the student is in no danger. In the case of all accidents, the parent will be contacted either by the teacher in charge or an administrator depending on the severity of the injury. The administration will decide on the most appropriate mode of transporting the student to professional medical care. Confirmation will be obtained from the parent/guardian that suitable action is being taken, and an accident report will be filled out promptly.

### **STUDENT ACCIDENT INSURANCE**

Students may enroll in the group Student Accident Insurance program. Forms are available in September from Teacher Advisors. Students involved in sports and in the shops areas are encouraged to enroll in the plan.

### **PERSONAL INFORMATION**

Where personal information is requested on (application) forms, only the minimum amount of personal information required for the stated purpose will be requested/collected. Should you have any concerns regarding the information you are asked to supply, please contact the Records Officer at 204-667-7130 ext. 222

## **YEARBOOKS**

Kildonan-East Collegiate produces and publishes a yearbook annually. Copies of our yearbooks can also be found in the school library.

## **STUDENT PICTURES**

To assist in ensuring the safety of the students in our school, we include a photograph of all students in our secure school computer administration system(s). Should you have any concerns regarding this practice, please contact the school administration.

To make staff aware of students with severe medical alerts, pictures and conditions are posted in non-public domains (i.e., staff rooms) throughout the school. Efforts are made to ensure the health information contained is pertinent and available only to individuals who require it. Should you have any concerns, or require additional information, please contact the principal or nurse educator.

## **SECTION VI - STUDENT SUPPORT SERVICES**

### **GUIDANCE**

Counsellors are available to meet with students and/or parents to provide information and counselling services. They will deal with concerns regarding career development, course selection, and planning for post-secondary education in addition to assisting with personal, family, and social issues.

### **RESOURCE**

Teachers are available to provide assistance to students who are experiencing academic difficulties. Resource teachers work with subject teachers to provide academic support. Peer tutoring, which involves students helping their peers with specific subjects, can be arranged through the resource teachers.

## **SECTION VII - SCHOOL SERVICES**

### **KILDONAN-EAST COLLEGIATE LIBRARY SERVICES AND RESOURCES**

The Library offers a wide range of services and resources to meet the informational and recreational needs of all KEC students. Assistance in the location and use of the resources is available throughout the school day. Students are scheduled during classes in the library to learn information literacy skills, which will enable them to become efficient at locating appropriate resources to meet their information needs.

There are a variety of electronic resources available through the KEC Library Homepage. They can be accessed outside of the school through any computer that has internet. To access them, go to the KEC Homepage, and pull-down the Library Page on the menu.

### **TEXTBOOK LOSS/DAMAGE POLICY**

When students are issued textbooks, they are expected to take proper care of them. If a book is lost, or excessive or willful damage occurs, the student will be assessed a fine.

### **STUDENT PARKING**

Student parking is available only in the student parking lot, located on the east side of the building. Students wishing to park in this area must register their car in the office. A student parking fee is charged per semester (September to January – Semester 1 and February to June – Semester 2) and is non-refundable. The City of Winnipeg Parking Authority may ticket vehicles without valid parking passes. Students are not permitted to park in either the staff lot or the visitor parking lot at the front of the school, or the angled parking spaces in the student parking lot.

### **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 yearbook and for a student transit I.D. card. This card is required for Library and Internet access and there is no fee for this service. If you wish to purchase photo packages you must pay for them at the time the photographs are taken. Students who register for second semester only will have their pictures taken in early February.

### ***EXPAND YOUR HORIZONS THROUGH PARTICIPATION***

### ***REIVERS ARE BELIEVERS!***

*We believe in:*

***Excellence***

***Safety***

***Respect***

***Responsibility***

***Citizenship***