

ELTON COLLEGIATE



STUDENT HANDBOOK 2022-2023

Mission Statement

Elton Collegiate is committed to providing learning opportunities in a respectful environment to develop a community of successful lifelong learners.

Elton Collegiate

#10 Highway 205 Hillman Avenue

Forrest, MB R0K 0W0

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<http://www.rrsd.mb.ca/EltonColl>

Office Hours: 8:00 a.m. – 4:00 p.m. (Monday – Friday)

ELTON COLLEGIATE STAFF

Mr. Mark Geekie – Principal
Ms. Tracy Leith – Secretary/ Administrative Assistant
Ms. Cory Stocks – Guidance Counsellor
Mrs. Shandel Chartrand – Resource Teacher
Mrs. Lisa Vasconcelos – Teacher (ELA, History, Drama)
Mr. Wil Lamont – Teacher (Essential Math, French, Art)
Mrs. Theresa Payette – Teacher (ELA, Science)
Mrs. Shara Sanko – Teacher (Math, Foods)
Mrs. Cindy Nysten – Teacher (Math, PE)
Mrs. Cally Brown – Teacher (Science)
Mr. Brett Strickland – Teacher (Science) *term
Mr. Steven Dyck – Teacher Phys. Ed./ Health
Mrs. Leslie Kowalchuk – Band/ Music
Ms. Sherri Thom – Teacher (Social Studies)/ Librarian
Ms. Kristen Wozney – Student Support Facilitator
Mrs. Sharon Moore – Educational Assistant
Mrs. Linda Lee – Educational Assistant
Mrs. Cindy Heino – Educational Assistant
Mrs. Tracy Bachewich – Educational Assistant
Mr. Steven Price – Head Custodian
Mr. Colin Partridge – Cleaner

At Elton Collegiate we believe in:

- a commitment to achieving goals through continuous development.
- empowering students by building confidence in an inclusive caring environment to encourage lifelong learning.
- a strong relationship between school, family, and community.
- self-discipline, achieved through the support and encouragement of students, teachers, and parents.
- encouraging critical and creative thinking in problem solving and decision making.
- providing extra-curricular and citizenship opportunities on a local, national, and global level.
- a healthy, balanced lifestyle.

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Elton Collegiate Institute Goals:

- QUALITY LEARNING OPPORTUNITIES FOR ALL
- SENSE OF COMMUNITY AND PRIDE IN A RESPECTFUL ENVIRONMENT
- HEALTHY ACTIVE LIFESTYLES
- INDEPENDENT LEARNERS
- PRODUCTIVE COMMUNICATION

Student Charter: Beliefs

- I believe in the FREEDOM TO EXPRESS.
- I believe in RESPECT for self, others and property.
- I believe in INCLUSIVENESS, being welcoming and kind.
- I believe in ACHIEVEMENT doing my best in all that I do to meet my goals.
- I believe in ENJOYMENT and having fun at school.
- I believe in COMMUNITY SPIRIT, including teamwork, making connections, friends and relationships with other.

DEVELOPED BY OUR Teacher Advisory Groups.

Bottom Lines

- **No Violence**
- **No Harassment**
- **No Direct Defiance**
- **No Drugs or Alcohol**

Violation of the above will result in suspension. Smoking/ vaping in the school, on school grounds, or during school activities will also result in suspension.

TAG Groups

Students and staff are divided into groups of two leaders and up to 15 or more students from cross grades with the purpose of establishing an environment of belonging, safely, teamwork as outlined by our school beliefs. Teams will meet periodically throughout the year to develop this atmosphere and environment. We will use team-building activities in order to accomplish these goals.

Elton Collegiate Code of Conduct

Elton Collegiate Code of Conduct is intended to outline the expectations and responsibilities for students, staff, and parent/guardians. The code applies to and will be enforced in all school settings, including buses, interscholastic events, and school functions. Pupils and staff must behave in a respectful manner and comply with the code of conduct.

Responsibilities of Parents/Guardians - Public School Act 58.7

A parent/guardian of a child of compulsory school age or who is attending school shall:

- a) cooperate fully with the child's teachers and other employees of the school division to ensure the child complies with school and school division student discipline and behaviour management policies; and
- b) take all reasonable measures to ensure the child attends school regularly.

Responsibilities of Students - Public School Act 58.10

A student is responsible for:

- a) attending school and classes regularly and punctually;
- b) complying with student discipline and behaviour management policies of the school (code of conduct);
- c) completing assignments and other related work required by teachers or other employees of the school division;
- d) treating school property and the property of others employed at or attending the school with respect.

Students Can Expect That Staff Will:

- treat them with respect, courtesy, dignity, consistency, and fairness
- establish and maintain a safe, secure, non-threatening learning environment
- communicate information about student progress, attendance and behaviour
- be punctual in marking and returning tests and assignments
- clearly state course objectives and use a variety of teaching and assessment strategies
- provide lessons, assignments, and tests that are clear and related to course objectives
- teach the Manitoba curriculum diligently and provide the programs and services offered and prescribed by the Rolling River School Division
- be accessible to students for help concerning courses, assignments, remedial assistance, personal and career decisions and other school matters

Staff Can Expect That Students Will:

- attend school regularly and punctually with the required materials for classes
- complete work missed due to absences
- develop self-discipline and show courtesy for people in the school and in the community; treating them with dignity, respect, and fairness. Defiance of authority, abusive language and aggressive behaviour are unacceptable in all school settings including buses and extra-curricular activities. (Consequences will result)
- refrain from physical violence (i.e. fighting, pushing, play-fighting, bullying or teasing will not be tolerated)
- refrain from emotional violence (i.e. insults, profanity, discrimination - verbal or

- written - will not be tolerated)
- refrain from bringing prohibited substances on school property or to school sponsored events. The result will be suspension and/or expulsion from school and legal charges may be laid. (Police are involved)
- refrain from sexual harassment (i.e. unwanted comments - verbal or written) and/or touching
- refrain from performing acts of destruction /vandalism
- smoke in area designated by school administration and not on public roads and school property
- wear appropriate clothing. Clothing that promotes alcohol, drugs or tobacco products are inappropriate. Clothing that contains profanity, offensive words, pictures or slogans are also considered inappropriate
- resolve interpersonal conflicts and difficulties through discussions or by seeking help
- demonstrate behaviour that contributes to an orderly, safe, and supportive learning environment
- make the most of the educational opportunities provided at Elton Collegiate through active classroom participation and involvement in other school activities outside of class
- operate their vehicles in a safe and prudent manner on school property and at all school related events
- be familiar with and abide by the code of conduct

Caregivers Can Expect That:

- teachers will teach the required Manitoba Education Curriculum
- teachers will provide the assigned programs and services using appropriate teaching methods and practices
- the school will provide a positive, supportive, safe, orderly and challenging learning environment
- staff will communicate with the home to address problems with respect to discipline, learning progress, and attendance
- administration will provide leadership, support, and monitor/supervise instruction at Elton Collegiate
- students will receive fair and consistent treatment
- Elton Collegiate will provide information concerning its various school activities
- Elton Collegiate is to provide the best education possible with the current technology

Caregivers Can Be Expected To:

- discuss the meaning of the code of conduct with their child
- be familiar with the code of conduct and promote and abide by it
- encourage their child to
 - work to the best of their ability
 - understand the importance of an education
 - respect the rights of other students and staff
 - respect property and resources
- recognize the authority of the school staff in promoting a safe, orderly, supportive, non-threatening environment
- maintain regular communication with their child about school matters
- ensure their child attends school regularly and punctually
- provide the equipment their child needs for school learning
- attend school meetings/events and give constructive input to support the school
- maintain open communication with all staff
- notify the school in the event of their child's lateness or absence
- encourage life-long learning skills inside and outside of the school environment
- contact school personnel to advise them of situations or problems their child may be having which could affect the student's behaviour and/or performance at school
- assist their child in providing restitution for taking, damaging, or destroying property, in accordance with the Parental Responsibility Act

Pupils and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be inappropriate.

Disciplinary Consequences for Violating the Code of Conduct

Elton Collegiate's approach to discipline is based on the belief that students learn to discipline themselves if they are allowed to experience the logical consequences of their actions. A wide range of consequences may be applied depending on the frequency and the severity of each individual incidence of misbehaviour. The expected behaviour of students will clearly be communicated to students, parents/guardians, staff, and the community.

Effective management of student behaviour is dependent on cooperation between parents/guardians, students, community, staff, and administration.

At Elton Collegiate we will involve parents/guardians as deemed necessary.

Consequences include (not an exhaustive list):

Informal Interview: School staff/administration talk with the student to reach an agreement regarding the student's behaviour. In some cases the parent/ guardian may be contacted.

Support Personal Involvement: A conference or series of conferences are held with the teacher and/or support personnel with the goal of developing a plan for changing attitudes and improving student behaviour. The parents/ guardians are involved.

Formal Interview: A conference is held with the student, teacher, and administrator and/or guidance counselor and the parent/guardian to develop a plan for changing student behavior.

Withdrawal from Classroom Setting: Where behaviour is considered to have a negative impact upon the classroom environment, the student is asked to leave. Such withdrawal should be temporary but when a prolonged withdrawal is recommended, the parents/guardians will be contacted.

Removal of Privileges: Examples – school activities, access to school grounds, canteen, library, field trips, and extracurricular activities. Parents will typically be notified.

School/Community Service: Examples - help clean the canteen, help clean the school grounds, clean desks, etc.

Noon Hour Suspension – This refers to loss of free time during noon hour.

Restitution: The student and/or parent/guardian are required to compensate for damages caused by the student. Such restitution may be monetary but could take alternative forms such as school/community service.

Involvement of Other Agencies: Personnel from other agencies or services are involved to assist in changing unacceptable behaviour. Involvement could include alternative placement and/or access to treatment outside Elton Collegiate. If a violation of the law is involved, parents/guardians are notified immediately.

Behavioural/Performance Contract: The student is required to meet specified behavioural standards in order to avoid more serious levels of consequence. Such expectations are developed between the school, the parents/guardians and the student. Expected outcomes are defined in order to meet the behaviour standards agreed upon. Such an agreement is documented with copies provided for all concerned parties.

Suspensions: Suspension from school is imposed subject to Division Policy. The principal can suspend up to 5 days without approval of the Superintendent. In all cases of suspension, the parents/guardians are notified as soon as possible.

In-school Suspensions: Student works at courses isolated from others. Regular breaks and privileges are removed. All class assignments must be completed.

Expulsion: Expulsion is a very serious consequence occurring when it is determined that a student's continued presence is detrimental to students and/or staff.

Note: Under normal circumstances, consequences will be moderate but fairly and consistently applied. Where weapons of violence are involved, immediate suspension and/or expulsion will be the consequence.

THREAT ASSESSMENT POLICY: FAIR NOTICE

Staff, students, parents and community members are provided with the following information so that "fair notice" is given that threat behaviour will not be tolerated.

The Rolling River School Division has put in place a policy (adopted December, 2002) to provide formal procedures for our schools to assess and deal with potential violence and high-risk behaviours that threaten the safety of students, staff, and others. The policy provides procedures to identify indicators that suggest a violent act may occur and intervene to decrease the risk, prevent injury to self or others, and assist the individual(s) to receive the help he or she needs to address the issues contributing to the high-risk behaviour. The general purpose of this policy is to assist in the creating and maintaining of an environment where students, staff, parents and others feel safe.

Definition Of High-Risk Behaviours (Violence Potential)

The High-risk behaviours addressed in this policy include but are not limited to:

- > Possession of weapons
- > Bomb threats
- > Verbal/written threats to kill or injure others or to do harm to themselves.
- > Internet website threats to kill or injure others or to do harm to themselves.
- * Threats may be written, verbal, drawn, posted on the internet or made by gesture only, and as noted by Canadian Law, may be direct, indirect, conditional or veiled.

Guidelines For Re-entry Into School

When data suggests a student poses a threat to others or self they may be suspended from school until a more comprehensive assessment can be conducted. The Threat Assessment Team members may work with the student and his/her parent(s) (caregiver) to develop a plan for re-entry that becomes a signed contract by all participants including the student and parent(s), if circumstances warrant.

Drug Sweeps

In our continued commitment to keeping our schools safe, students and families are given "fair notice" that drug sweeps may be randomly conducted throughout the school year.

Lockdown Drills

Elton is required to have two lockdown drills each school year (one in each semester).

Process for Appealing Disciplinary Decisions and Guidelines for Resolving Complaints Regarding Teachers and Administrators

From time to time concerns arise regarding teachers and school administrators. Most of these situations will be addressed satisfactorily through informal discussion between the person(s) with the concern and the teacher or the school administrator. The following guidelines are a suggested process for unresolved concerns or more serious matters that would be characterized as a complaint.

Everyone has an interest that a fair and expeditious process is in place to deal with complaints about teachers or school administrators. The purpose of this process is to find a satisfactory resolution to the complaint(s) raised. Important considerations include addressing the complaint(s) as early as possible, ensuring confidential treatment of complaints.

1. School Level

- Whenever possible, the complaint should be dealt with at the school level.
- It is important the complainant to meet first with the person against whom the complaint is made.
- If the meeting with the person against whom the complaint is made does not result in satisfactory resolution, the parties would meet with the immediate supervisor in an attempt to resolve the issue.
- Where a concern or complaint is directed to a division administrator or trustee, it is important that the complaint be directed first to the school to allow for a meeting between the person against whom the complaint is made and, if necessary, with the school principal. No action should be taken by the division administrator or trustee before the concerns/complaints have been addressed at the school level.
- The school board will share its policies or procedures dealing with complaints with its employees, school advisory committees and other individuals or groups as appropriate.

2. Divisional Level

- When complaints are made directly to the school board about teachers or school administrators, they must be recorded in writing and must be signed by the person(s) lodging the complaint, with a copy to the individual named.
- The individual named shall be given an opportunity for explanation and written response.
- The individual named shall always have the right to have a representative of his/her choosing present.
- The immediate supervisor will be notified of the written complaint.

Source: Division Policy Handbook

Video Surveillance

The school board has authorized the use of video surveillance equipment on all school division property. The surveillance may be used where circumstances have shown that it is necessary for the purposes of enhancing the safety of students and others on school property and deterring destructive acts. The benefit of using surveillance should outweigh its impact on the privacy of those observed. The Board requires that video surveillance technology use must comply with the provisions of the Freedom of Information and Protection of Privacy Act.

Controlling Visitor Access

1. Entrances to the school are locked at all times. The school is accessible only by pressing the doorbell. Staff will be present at entrances from 8:30 a.m. to 8:55 a.m. to greet students and let them in.
2. There are signs posted that state, "All visitors must report to the office." All visitors must sign in, state their purpose for visiting the school and sign out when leaving the school. Whenever possible school administrators will speak to the visitor(s) to discover the nature of the visit.
3. There are signs posted that state, "This school is under video surveillance."
4. There are sixteen cameras to monitor movement throughout the school. Three of these cameras monitor the entrances to the school. The display of the sixteen cameras are constantly displayed on a computer located on the secretary's desk.
5. Staff has been instructed to let school administration know immediately if there is someone in the school they do not recognize.
6. Staff is to be visible before morning and afternoon classes and during transition times.
7. If a visitor has been denied access to the school, the following will occur:
 - the visitor will be asked to leave by the school administrator or designate
 - if the visitor does not leave, the RCMP will be notified
 - the visitor will be given a no trespassing order

Student Dress Code

School is a student's "workplace" and students should dress as such. Students should dress as if they are going to their job. Private parts should be adequately covered. Students should not wear clothing that promotes alcohol, drugs or tobacco products. Students should not wear clothing that contains profanity, offensive words, pictures or slogans.

If a student's clothing is deemed inappropriate, a member of the school administration will meet with them. We will explain why the clothing is deemed inappropriate. The student may be asked to change the clothing or be asked not to wear it to school again. Parents will be contacted.

School Dress Codes will be respectful of cultural and religious beliefs, and medical conditions.

We have a "NO HATS" policy at Elton Collegiate. We ask that students remove their hats upon entering the building. Headbands can be worn with permission from school administration. Headbands perceived to be affiliated with gang colors will not be allowed. We also ask that students always keep their hoods down while in the school.

Academic Excellence Policies

- a. Course Load** - Students should be enrolled in the following minimum number of courses:

Grade 9 & 10	10 (5 per semester)
Grade 11	8 (4 per semester)
Grade 12	6 per school year

There are some exceptions to the above. We try to develop timetables that best meet the needs of each student. Grade 9 & 10 students are not allowed to have spares except in extenuating circumstances.

Eligibility requirements to participate in high school sports:

****Students must be enrolled in and attending a minimum of two (2) full time credits during the season/semester they are competing in (as per MHSAA policy).**

- b. Completion of Assignments** – Students are responsible for completing assignments and projects according to the established due dates of each classroom teacher and classroom policy. **Students may be asked to make up time during spares and/or lunch break to complete all assignments. Credit will be withheld until all summative assignments are completed. A final assignment deadline will be established in each semester (no sooner than two weeks prior to the last day of classes).**
- c. Absence for Tests and Quizzes: Students absent for tests and quizzes will be expected to write them at the first opportunity upon returning to school.**
- d. Exams/Final Assessments:** Exams/Final Assessments must be written on the scheduled date. Extenuating circumstances such as bereavement may be considered exceptions.
- e. Cheating/Plagiarism:** Cheating/plagiarism is a serious academic offense. Students are expected to complete their own work and demonstrate their own understanding of the learning outcomes through the assignments, tests and exams as set by the teacher. Students caught cheating/plagiarising work will be expected to make up the assignment/test, or an appropriate alternative to demonstrate their understanding of the learning outcomes. The use of a cell phone during assessments may be considered cheating.
- f. Lates** – As students are responsible for their own learning and in order to track student whereabouts and assist in positive student attendance, it is an expectation that students arrive to all classes on time. Consequences will be applied to students who are regularly late for class.
- g. Sign Outs** - Students wishing to leave the school for any reason must check out at the Main Office and justify the intended absence, e.g. a dental appointment card, a note from parent/guardian, etc. Upon returning to school, the student is expected to report back to the office to be signed back in.
- h. Unassigned Time** – Grade 11 and Grade 12 students have sign out privileges during unassigned time. This is a privilege that can be revoked. Grade 11 and Grade 12 sign out privileges will be revoked if abused or if the student is failing a course. Grade 9 and Grade 10 students are not allowed to leave school property during regular school hours, excluding lunch, unless parental consent has been provided in advance. **Upon leaving or returning, ALL students must sign in/out (including Grade 11's and Grade 12's) Students with unassigned time are required to be working in an open classroom.**
- i. Elton Collegiate Attendance Policy**-Punctuality and reliability are essential life skills. Regular attendance promotes the development of these skills and enhances the student's opportunity to learn. Since a unit of study involves the development of a sequence of related understandings, irregular attendance disrupts the process and content of learning and causes the individual and his/her classmates to suffer a loss of experience that cannot be entirely regained. With these ideas in mind, the staff and administration are asking all parents and guardians to work as partners with us in enforcing the Elton Collegiate Attendance Policy. Parents and guardians are expected to encourage regular attendance and to plan appointments on days when our school is closed or during their spares. Teachers are required to keep careful records of students' attendance and daily attendance reports are recorded using PowerSchool. It is recognized that a student may miss a class for legitimate reasons. However, it is expected that not a single class should be missed unless there is a legitimate reason and an explanation for the absence. Examples of an "explained absence" might be illness and recovery, medical or dental appointments, hospitalization, and compassionate leave. It is the student's responsibility to catch up on work missed from the day of absence by getting the information from other students or the teacher. **Upon leaving or returning during the school day, ALL students must sign in/out at the office. Attendance at the high school level is a student/parent responsibility. If an absence from school is necessary, a parent/guardian must communicate with the school in advance. Parents and guardians may monitor their student's attendance and report card marks by accessing the school's parent portal. For more information about the parent portal and to receive your username and password, contact the school.**

Attendance Procedures

- 1. Teachers will report attendance on Power Teacher at the beginning of each class period. The office will make every attempt to contact a parent/guardian if a student is missing from a class without prior notice from the parent/guardian.**
- 2. If the absence is not explained by a phone call or note, the subject teacher(s) will meet with the student to discuss the unexplained absence. Unexplained absences are considered serious and students will be asked to make up the time missed in an attempt to assist with and ensure that they meet the curricular outcomes.**

Parents are encouraged to track their child's attendance using the parent portal of Power School.

Truancy: A student that is absent from school or a class without parental or school consent will be considered truant. The school will take the following action:

- Interview with student/parent
- Student will make up class time during non-class time
- Grade 11/12 sign-out privilege will be revoked
- In-school suspension
- Out of school suspension

Repeated violations may result in disciplinary action from in-school to out-of-school suspensions and possible loss of school privileges.

Evaluation and Assessment

As the school year begins, the division and its teachers are committed to continuing the work already started on current evaluation and assessment practices as outlined by Manitoba Education. The following are the assessment and grading practices that will be adhered to by Elton Collegiate Institute.

Grading will focus on curricular outcomes (outcome-based assessment) as determined by Manitoba Education. Students need to demonstrate an understanding of the learning outcomes, and grades will be based on students' achievement of the stated outcomes in each course. Should there be insufficient evidence of achievement as a result of missing or incomplete assignments, a student's grade will be recorded as incomplete until the required assignments are completed, or until the end of the semester. A mark of "0" for missing assignments will be issued once the deadline is passed. Once work is submitted, the "0" will be replaced with a mark. In order for a student to receive a grade for a course, he/ she needs to complete all summative exams, tests, assignments, projects, etc. Given that a student will be required to complete all exams, tests, assignments, projects, etc., in order to demonstrate understanding of the learning outcomes to receive a grade, exemptions will no longer be granted.

Please note that there will be no scheduled mid-term exam period. If teachers choose to administer mid-terms, they will be written during regular class time.

Grading guidelines are available at the school upon request, and are also available on the Rolling River School Division website.

GENERAL INFORMATION

Caution Fees:

As per division policy, all students must pay a \$30.00 Caution Fee in the first week of classes. This caution fee will be refundable upon graduation or on the student's last day of school at Elton Collegiate. Students must begin each year with \$30.00 in the fund. In essence, this means all outstanding library fines, replacement costs for damaged books or lost items, etc. must be paid prior to the end of the first week of the new school year. Student privileges may be curtailed until all outstanding fees are paid.

Fines Charged to Caution Fees:

1. Lost Textbooks/Library Books - Cost of Replacement
2. Damaged Textbooks/Library Books (repairable) - \$20.00
3. Damaged Textbooks/Library Books (unrepairable) - Cost of Replacement

Athletics

Coaches will select players from grades 9-12 who they feel can contribute to making our sports programs successful.

Coaches will develop advanced skills, sportsmanship, and a greater understanding of the game and will continue to promote strong fundamental skills.

At the high school level, the goal is to perform at the highest level possible. Coaches will put forth the best representation possible in their opinion for success with a continued focus on athlete development.

Strong sports programs promote school spirit, self-confidence, leadership, time management skills, pursuit of excellence and participation in post-secondary intercollegiate sports.

The fee to play each sport will be determined by the administration, coach, and physical education teacher. Fees will cover, uniforms, hotels, transportation, officials' fees, and tournament registrations. The school will accept a cash, cheque or series of post-dated cheques to cover the athlete fees. Cheques can be made out to Elton Collegiate. We also accept e-transfers.

The Credit System

Manitoba Education requires that a student accumulate a minimum of thirty credits in Grades 9-12 in order to graduate. When selecting courses, consideration should be given to compulsory courses, student needs, interests and abilities, as well as the admission requirements of the post-secondary institution and/or work situation the student will be going to.

In order to keep track of your child's credits we are sending home a Senior Years Credit Requirements form. Please take time to go through this form with your child so that you are aware of what courses they have completed and are currently enrolled in. Additional information can be found at:

http://edu.gov.mb.ca/k12/policy/grad_require.html

Student Recognition Program

The Elton Student Recognition Program celebrates the achievement of students inside and outside the classroom. Students can achieve points in eight categories; the total points accumulated by a student determine the level of membership. Students are awarded points in membership into the Elton Honour Society based on the following points:

Gold Honour: 48 points	Bronze Honour: 35 points
Silver Honour: 42 points	Member: 30 points

Students earn points in the following areas: School Involvement, Arts, Sports, School Services, Community Service, Community Involvement, other, work, Enrichment, and Academic Recognition.

Each fall, Elton students begin tracking their contributions to the school and community by utilizing the Student Recognition package (available from the homeroom teacher and on the school's website). It is the student's responsibility to update and maintain the Student Recognition information. Their school service journals will be collected at the end of the month and reviewed before points will be awarded.

Students are encouraged to update the Student Recognition information regularly throughout the school year, either by hand or electronically. Students are responsible to submit their Student Recognition package to the administration by the end of May. This information determines membership into the honour society and, for Grade 12 students, academic awards and scholarships.

School Involvement: Arts, Sports, Others: School Involvement recognizes student's contributions to Elton Collegiate co-curricular programs. These endeavours are above and beyond course work and credit.

School Service: The Contribution of our students to our school greatly enriches our environment. Recognition in this category requires a reflective journal (form provided) for each service. Without the written component, no points shall be rewarded.

Community Service: Recognition in this category involves a considerable contribution to the community outside the walls of Elton. Activities sponsored by the school may be recognized. These activities are philanthropic in nature and provide a meaningful service to a recognized charity group. It is expected that the service requires a commitment of time and energy on the part of the student.

Community Involvement: Community Involvement recognizes students involved in activities outside Elton Collegiate above and beyond course work and credit. The student makes a contribution to a group as a member.

Other: This category allows students to provide additional information for consideration. It strives to acknowledge special circumstances and unique situations not otherwise encountered.

Work: The activities in this category could appear on a student's resume. Employment does not necessarily mean that a student is paid.

Enrichment: This category recognizes that many Elton students seek personal growth and educational opportunities outside the walls of our school. The activities are pursued for the enrichment of the experience.

Elton Academic Recognition: Points will be awarded in this category based on the student's average at the end of the school year.

Governor General's Award

A BRONZE medal is awarded to the student who achieves the highest average upon graduation from secondary school. The average includes all **Grade 11** and **Grade 12** courses as listed on the student's official Transcript of Grades issued by the Ministry of Education. The average cannot be anticipated; it must be calculated based on final results.

Source: The Governor General's Academic Medal Directives.

Course Changes

If a student needs to make a course change, the subject teachers and parent/guardians should be consulted before a decision is made. This change can only be made by the guidance counselor and administrator. Courses may only be changed for appropriate education reasons. Parent/guardian consent is required. The proper form should be obtained from the guidance counselor and the required signatures obtained. The course change deadlines are two weeks into each semester.

Withdrawal from Courses or School

The guidance counselor and principal must be consulted if a student is going to withdraw from any course. If a student is going to withdraw from school, he/she must have parental/guardian consent and complete the appropriate forms in the office in consultation with the administrator and/or guidance counselor. In order for a mark not to be registered on a student's transcript, the student must withdraw from a course on or before the following dates: November 30(first semester and full year courses); April 30(second semester). Students under the age of 16 or in Grade 9 may not withdraw from courses considered compulsory for graduation, unless extenuating circumstances are approved by the principal. Provincial guidelines require that all students remain in school until the age of eighteen or their graduation requirements are met.

Canteen

We have a student run canteen that sells hot lunches and snacks.

There is a lunchroom adjacent to the canteen that is open from 8:30 until 3:30 daily and is where students are to eat their lunch as well as access our breakfast program which is available from 8:30 until 8:50 each morning. We expect students to clean up their eating space and behave in an appropriate manner while in the canteen. Any student behaving in a manner deemed incongruent with the school conduct policy will lose canteen privileges.

A BREAKFAST PROGRAM WILL BE AVAILABLE FROM 8:30 UNTIL 8:50 EACH MORNING.

Locks and Lockers

Students are assigned a locker for storing books, school materials, and clothing. Homeroom teachers assign lockers and locks on the first day of classes in September. Locks and lockers are not a guarantee of protection and **Elton Collegiate can assume no responsibility for loss of property.** Students are strongly discouraged to leave money or other valuables in lockers and they must not change locker locations once they have been assigned. **Lockers remain the property of Elton Collegiate and are subject to staff inspection at any time.** It is the responsibility of the student to keep the locker clean and locked. All lockers must be cleaned out by June 24 or a \$5.00 fine will be imposed.

Student Accident Insurance

All students may enroll in the group Student Accident Insurance. Forms are available in September from homeroom teachers.

Claim forms (claims, student accident claims, and universal student accident claims) are available at www.westernfgis.ca Claim information is available by calling 1-800-463-5437.

Medication

Please be advised that medication may be administered under the following guidelines according to Board Policy:

1. A signed authorization from the attending physician giving the school authority to administer the medication.
2. A signed authorization from the parents/guardians permitting the school to give the medication.
3. The medical container should carry the official label from the druggist stating the child's name, the name of the drug, the dosage to be administered, and if possible, the time of day it is to be administered.
4. The medication should be kept in a safe place in the school office and administered by the principal or his/her designate.

Medication must be picked up from the school prior to the end of the school year. Any medication remaining in the school at the end of the year will be taken to a pharmacist for disposal.

School Bus Cancellations

In the event that school buses are unable to travel their routes due to inclement weather on any particular day, the division Transportation Supervisor will have "Bus Cancellation" aired on the radio shortly after 7:00A.M. The following radio stations will carry the message: CKLQ 880, 99.9 BOB FM, Hot 101, and 94.7 Star FM. The Rolling River School Division office will also send a message out to bus students using Synervoice. If buses are called in before regular dismissal time due to a sudden turn in weather, it is the responsibility of the bus driver to be sure a parent is home before students are dropped off.

Bus Cancellation During the School Day

In the event that the busses are cancelled during the school day and are unable to transport students home at 3:30, the following protocol will take place:

- All parents will be notified by synervoice that the busses will not be running at 3:30.
- Parents will be notified of the plan to have students remain at the school until such time as it is safe to travel. (Plans to stay in the school overnight will be put in place if needed)
- A staff member will be assigned to the exit door with a check list of all students.
- All students will be marked off with details as to their travelling plans.
- Students will not be permitted to drive their own vehicles home unless permission to do so is granted by the parents.
- Students will not be permitted to leave with other student drivers.
- Parents wishing to pick up their child are asked to notify the school of their intent to do so and sign their child out.
- Parents wishing to have their child catch a ride with other parents/adults must notify the school and have the driver sign their child out.

Extra-Curricular Activities

Elton Collegiate makes available, to all students, a wide range of extra-curricular activities. Sometimes students fail to develop a balance between their extra-curricular involvement and their academic responsibilities. Academic progress, class attendance, missed assignments, and behavior are monitored. Academics at Elton Collegiate are a priority and measures will be put in place to ensure academic success. These measures may include suspension from extra-curricular activities until such time that the student shows marked improvement in the areas of concern. If improvement is not forthcoming, suspension from the team may be long-term.

SPECIAL SERVICES AND PROGRAMS

GUIDANCE:

The school counselor's major task is to work with students, teachers, support staff, outside agencies, and parents in the areas relating to social, emotional, behavioral, and intellectual development. The school counselor works with students on a one-to-one basis when required, although some student/counselor interaction may occur in groups. Referrals to the counselor come from students, parents, teachers and/or other professionals.

STUDENT SUPPORT PROGRAM:

The Student Support Facilitator's role as part of the Student Support Team is to be a liaison between students, teachers, administration, and parents. As an advocate for students, the facilitator works with Resource, Guidance, and Administration, to identify students' academic, behavioural, and social needs, and to develop an appropriate support strategy and system. The facilitator meets one-to-one with students to provide academic assistance as required and also to discuss social-emotional/behavior difficulties that are impacting upon classroom performance.

RESOURCE:

The Resource Program provides both direct instruction and academic assessment services. Technology and software play a greater role in assisting students who require an alternate program or setting to the one offered in the regular classroom. Students who require specific interventions in order to be successful in the regular program will continue to have adaptations within a classroom setting. Individual program planning is the responsibility of the classroom teacher in collaboration with the resource teacher. The focus of the resource program varies according to the identified needs of each academic year. Modified programming will be based upon assessment and evaluation by teachers and division personnel. The school team will collaborate with the home as part of the application process.

SCHOOL INVOLVEMENT:

Yearbook, Youth in Philanthropy and Activism groups operate within the school. All groups readily welcome new and returning students to get involved in their school.

CLUBS:

Other clubs may be available depending on student interest and staff availability.

Career Preparation and Exploration

This is a comprehensive program for Grades 9 – 12 that provides students with the opportunity to learn the skills, habits and attitudes to help them become successful employees/employers in the world of work.

Throughout their four years at Elton students will participate in the following activities: Take Your Kid to Work Day; Community Heart Day; Career Symposium, Post-Secondary Consortium and Work Experience. The coordinator may also explore the following with students: professional and vocational options, scholarship information, volunteerism, portfolio development, safety certification, the apprenticeship program, and visitations to and/or presentations by colleges and universities.

COMPUTER AND TECHNOLOGY USAGE

All students receive a division-issued device upon entering grade 9. The device is property of RRSD until the student graduates. Upon graduation, the device becomes the property of the student. The use of the computers and technology is a privilege, not a right. It is expected that students abide by the following when using the equipment and technology:

1. Respect the Rolling River School Division Internet Agreement.
2. Students will charge their device every night.
3. Be on appropriate sites.
4. No food or drink near the devices.
5. They will be used for educational purposes, not personal (1.e. Students are not to download music, use Facebook or MSN to chat, or email)
6. There will be no games played on school devices.
7. That students will be responsible and respect the devices and not damage them in any way.

Students are given **fair notice** that non-compliance with the above may result in loss of computer access and privileges. Students will also be responsible for restitution in the event they damage a computer or device.

PERSONAL ELECTRONIC DEVICES

Technology has changed the educational environment in many positive ways. Personal electronic devices (PEDs) are becoming commonplace. They allow users to access information anytime, anywhere and to communicate spontaneously with everyone. The use of PEDs must respect privacy, safety, and academic integrity in our schools. All schools in Rolling River School Division will incorporate the following procedures and guidelines in their School Code of Conduct.

Electronic Devices:

Personal Electronic Devices (PEDs) include:

- a device that can be used or is used for communication (eg. cell phone, pager)
- a device that can be used to record images and or audio (eg. video camera, cell)
- a device designed to only play audio, video (eg. I Pod, MP3 player and I Touch)
- other forms of technology with image taking, eavesdropping/listening and communication capabilities
- emerging technologies

General Guidelines for Acceptable Use:

- A. All staff and students who bring a PED to school or to a school sponsored activity will comply with the requirements of this policy.
- B. The secure storage of PEDs is the responsibility of the owner/user. The school accepts no responsibility for damage or theft.
- C. Using a PED in a manner which violates a person's reasonable expectation of privacy is strictly prohibited.
- D. Students are responsible for the content of their PEDs.
- E. A school administration who suspects that a PED is being used inappropriately or is in violation of the code of conduct may search the device.

Use of PEDs (including text messaging)

Cell phones or other PED's may be used during instructional time as a teaching/learning tool, at the discretion of the classroom teacher.

- a. Cell phone use for personal use may only be used outside of classroom time.

- b. Cell phones may not be taken into examinations rooms.
- c. Devices must not be used to access or display inappropriate material and/or software.
- d. Unacceptable use of PEDs may include but not limit to the following:
 - taking photos / video / audio without permission
 - bullying others
 - harassing
 - cheating
 - facilitating the commission of a crime

Inappropriate use of PEDs may result in confiscation and further consequences which may include referral to appropriate authority(s).

General guidelines for Discipline:

1. Asked to shut off and put device away (eg. Locker, teacher`s desk, out of sight)
2. Confiscation by teacher or staff and turned in to administration. Students may pick up the PED at the end of the school day.
3. Confiscation by teacher or staff and turned in to administration. PED is to be picked up by parent or guardian.
4. Confiscation and further consequences.
5. Students are expected to have their devices charged and ready for use in each class.

Note: The inappropriateness and the nature of the violation to the code of conduct may supersede these general guidelines. Consequences will be determined by the School Administration.

Distance Learning:

If students are unable to obtain a course because it is not offered at Elton Collegiate, or for other valid reasons, students may pursue a credit through two distance learning options: InformNet or Teacher Mediated Option (TMO). These programs require self-discipline, motivation, time management and strong organizational skills.

Class Schedule and Bells

9:00 am – 9:55 am	Period One (55)
10:00 am – 10:30 am	SABRE SUCCESS (30)
10:35 am – 11:30 am	Period Two (55)
11:35 am – 12:30 pm	Period Three (55)
12:30 pm – 1:25 pm	LUNCH (55)
1:30 pm – 2:25 pm	Period Four (55)
2:30 pm – 3:25 pm	Period Five (55)

ROLLING RIVER SCHOOL DIVISION

CODE *of* CONDUCT

Rolling River School Division (RRSD) is committed to providing safe and caring places for learning. Guided by the Code of Conduct, our goal is to create a sense of belonging and safety for members of the school community. We will promote a healthy, caring, and inclusive school culture where high levels of achievement occur within a positive school environment. RRSD believes that everyone has the right to be treated with dignity and respect.

RRSD staff, parents/guardians, students, and community will promote the development of beliefs and attitudes that create a safe, caring and inclusive learning environment.

The standards of behavior outlined in the Code of Conduct shall apply to all members of the school community, including students, parents/guardians, staff members, School Board Trustees, volunteers, visitors:

- 1 On school sites, RRSD property;
- 2 While travelling to and from school on and off RRSD transportation; and
- 3 During school activities on and off site.

Every school will establish a committee, known as the safe school advisory committee.

This document 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 parents/guardians cannot immediately be contacted. Continued efforts will be made to contact the parents/guardians.

The RRSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba and Manitoba's Provincial Code of Conduct for Safe and Caring Schools. Students, parents/guardians, staff members, School Board Trustees, volunteers, and visitors are expected to follow the Rolling River School Division Code of Conduct.

ROLES & RESPONSIBILITIES

Students will:

- 1 Strive for academic excellence through active participation in learning opportunities and school activities.
- 2 Respect the need of others to work in a respectful and cooperative environment that is helpful to learning and teaching.
- 3 Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.
- 4 Attend school and classes regularly and punctually, bring all required supplies and complete assignments.
- 5 Demonstrate respect for school property and the property of others.
- 6 Follow RRSD policies regarding appropriate use of the Internet, social media, text messaging, instant messaging, websites, digital cameras, cell phones (including those equipped with digital cameras), and other emerging technology. Accessing, uploading, downloading, sharing or distribution of information or material that is determined to be objectionable or not in keeping with the maintenance of a positive school environment is prohibited.
- 7 Accept responsibility for inappropriate words and actions (includes hand signals/gestures) and strive to repair harm and restore relationships.
- 8 Solve conflicts peacefully through discussion or by seeking adult assistance.
- 9 Demonstrate honesty and integrity in all academic matters; refrain from engaging in plagiarism or other means of academic dishonesty.
- 10 Be supported when establishing and leading student-based activities and organizations that promote gender equity, antiracism, anti-homophobia, or awareness, understanding and respect for all people.

1

2 Be aware that using tobacco products, electronic cigarettes, and vaporizers is not acceptable and will not be tolerated. Also, be aware that trafficking, using illicit drugs, possessing or being under the influence of alcohol, are not acceptable and will not be tolerated.

3 Be aware that weapons of any kind will not be tolerated on school sites or RRSD property.

4 Report bullying behaviour to school staff as soon as reasonably possible. All fellow students have a right to a school environment that is free from bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise and will not be tolerated.

Manitoba's Definition

"Bullying is behaviour that is intended to cause, fear, intimidation, humiliation, distress, or other forms of harm to another person's feelings, self-esteem, body, or reputation, or is intended to create a negative school environment for another person.

Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically, but not be, repeated behaviour.

It may be direct (face to face) or indirect (through others), and it may take place through any form of expression – including written, verbal, or physical – or by means of any form of electronic communication (referred to as cyberbullying), including social media, text messaging, instant messaging, websites, or email."

The Public School Act, 2013, Section 1.2

Staff will:

1 Establish and maintain a positive, caring, and inclusive learning environment.

2 Provide learning opportunities for students as prescribed by Rolling River School Division and Manitoba Education and Training standards for **"Appropriate Education Programming in Manitoba: Standards for Student Services (2006)"**.

3 Be a role model for the students that is conducive to establishing a positive learning environment and respect for fellow students, school personnel, and property.

4 Keep students, parents/ guardians and administration informed about student progress, assessment practices, attendance and behaviour.

5 Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code (<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>) is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.

6 Treat all students, parents/ guardians and staff members fairly and consistently.

7 Maintain and respect the confidential information of students, families and staff.

8 Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour.

9 Implement proactive and reactive intervention strategies through a continuum of programming and services.

10 Support students when they are establishing and leading student-based activities and organizations that promote gender equity, antiracism, anti-homophobia, or awareness, understanding and respect for all people.

- 1 Be aware that bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise will not be tolerated. Bullying is behaviour that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- 2 Report incidents of bullying, including cyber-bullying, to the principal, as soon as reasonably possible. Principals will notify student's parents/guardians if the principal believes a student has been negatively impacted – physically or emotionally - as a result of the unacceptable conduct by another student.
- 3 Report to the principal unacceptable student conduct while at school or at a prescribed school approved activity as soon as reasonably possible.
- 4 Follow RRSD policies regarding appropriate use of the Internet, social media, text messaging, instant messaging, websites, digital cameras, and cell phones (including those equipped with digital cameras). Accessing, uploading, downloading, sharing or distribution of information or material that the School Board has determined to be objectionable or not in keeping with the maintenance of a positive school environment is prohibited.
- 5 Be aware that trafficking, using, possessing or being under the influence of alcohol, tobacco products, electronic cigarettes and vaporizers or illicit drugs is unacceptable and will not be tolerated.

Parents/Guardians will:

- 1 Ensure their children attend school and classes regularly and punctually. Contact the school promptly to report their child's absence or late arrival.
- 2 Maintain open and respectful communication with staff members to support their child's education. Follow established procedures for dealing with concerns or issues.
 - o Begin by contacting your child's teacher to discuss the concern and to seek a solution;
 - o If the concern is not resolved, contact the school principal;
 - o If a resolution is not found or you are not satisfied with the principal's response, contact the Superintendent; and
 - o If still not resolved the Board of Trustees.
- 3
- 4
- 5
- 6

(Refer to policy KLD-Resolving Complaints and Procedures for Positive Problem Solving - https://www.rrsd.mb.ca/governance/PolicyManual/Documents/KLD-Resolving_Complaints.pdf#search=resolving%20complaints)

- 1 Be role models for their children that is conducive to establishing a positive learning environment and respect for other students, other parents, school personnel, and property.
- 2 Show common courtesy and respect to all. Discriminating on the basis of any characteristic set out in Manitoba's Human Rights Code is unacceptable. Abusive language and aggressive behaviour are unacceptable at all times.
- 3 Encourage their child(ren) to report bullying behaviour as soon as reasonably possible to school staff. Be aware that bullying, including cyberbullying, or abusing another person verbally, physically, sexually, psychologically or in writing, or otherwise, will not be tolerated. Bullying is behaviour that is intended to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property.
- 4 Review the Code of Conduct and the school's expectations for student behaviour and conduct with their child(ren).
- 5 Cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's Code of Conduct.

(Refer to the following link for Proactive Strategies and Responsive Actions: https://www.rrsd.mb.ca/Documents/Code_of_Conduct.pdf)

Proactive Strategies

The most critical step to building a safe, respectful, and productive learning environment is establishing a positive school climate where students and adults have strong, positive relationships and students understand what is expected of them as learners in the school.

The key components to promoting a positive school climate are:

- 1 Communicating, teaching and modelling the positive behaviours students are to exhibit in the classroom and other parts of the school throughout the day.
- 2 Ensuring classroom structures and procedures maximize student engagement and provide regular positive reinforcement of desired behaviours and early correction of inappropriate behaviours.
- 3 Encouraging student participation in meaningful roles and activities that increase prosocial behaviors and promote a safe, caring and inclusive environment.
- 4 Implementing a continuum of school-wide behavioural supports to address the unique academic and behavioural needs of students.
- 5 Establishing, maintaining and strengthening positive working relationships with parents, guardians, community members, and organizations.
- 6 Support student and staff activities that promote understanding and respect for all.

PARENTS/GUARDIANS WILL: PROACTIVE STRATEGIES

Behaviour Intervention

The division believes that 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 behavior:

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 may be made with the parents/guardians to discuss the specific behaviour of the student and steps that are necessary to change the behaviour. The contact could vary from a telephone conversation, written communication, 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.

Withdrawal from Classroom Setting

When inappropriate behaviour is deemed to have a negative impact on the classroom environment, the student is temporarily removed to an alternate, supervised location to complete his/her assignments.

Removal of Privileges

The student's privileges are removed under certain circumstances. This removal can include access to the playground, library, cafeteria or lunchroom, or participation in extracurricular activities.

Compensation/Restitution

The student and/or parents/guardians are required to compensate for damages caused by the student. Compensation may be monetary in nature but could take alternative forms such as community service. (Refer to Policy JFCB/P – Property Damage – https://www.rrsd.mb.ca/governance/PolicyManual/Documents/JFCB-Property_Damage.pdf#search=property%20damage)

Individualized Education Plan (IEP)

In some instances, the student may be required to meet specific behavioural outcomes that are identified in a written plan. 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 may 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.

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 injurious to the school's educational purpose, suspension is sometimes necessary to ensure the safety of others 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 may assign a student to an in-school suspension. Teachers will provide the student with appropriate work during the in-school suspension. Parents/ guardians will be contacted when such action is taken.

Out-of-School Suspension

The following staff may approve an out-of-school suspension:

- 1 A teacher may suspend a student from class for not more than two days.
- 2 A principal may suspend a student from school for not more than five days.
- 3 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.

Threat Assessment

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that 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 all high-risk students will be assessed accordingly.

- 1 Any student who poses a high risk to self-harm or who threatens harm to others will undergo an investigation that will be extensive in scope. Outside agencies such as police, child and family services, mental health services, CATC, may be included in the process.
- 2 When a high-risk threat is made to self-harm, or to harm others, it is essential to assess safety, put in place the required interventions to ensure safety, analyze appropriate next steps and determine appropriate consequences.
- 3 No student who has posed a threat of harm to him/herself/others will be permitted to attend school until safety is assured.
- 4 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 parents/guardians cannot immediately be contacted. Continued efforts will be made to contact the parents/guardians.

Other Agency Involvement

In some circumstances, the student's behaviour may involve violation of the law (e.g. illicit drugs, theft, or assault) and police involvement will be required; parents/ guardians will be informed immediately of any such action unless police direct otherwise. Other circumstances may require a referral to Manitoba Child and Family Services, Community Mental Health, Child and Adolescent Treatment Center (CATC), or other community-based programs/agencies. Such involvement may include placement in an alternate setting if deemed appropriate. In all circumstances, the safety of the student and others will be the key factor for determining such action.

Policy & Legislative Responsibilities

For Staff

The conduct of Rolling River School Division staff is governed by the policies of RRSD, the Code of Conduct, and provincial and federal legislation. Consequences for inappropriate behavior may range from a verbal warning to termination of employment.

For Parents/Guardians

The conduct of parents/guardians in schools is governed by Board policies and provincial and federal legislation. Consequences for inappropriate behaviour may include a verbal warning, restricted access to the school, school related activities, or other consequences as defined by law.

Appeals of Disciplinary Decisions

Rolling River School Division recognizes that on occasion concerns may arise. Students and parents/guardians must follow the board of trustees' established appeal process. The process is as follows:

1. An appeal is to be made to the **teacher** who made the disciplinary decision.
2. If the issue is not resolved, the appeal is then to be made to the **school principal**.
3. If the issue is not resolved, the appeal is to be made to the **Superintendent's Department**.
4. If the issue is not resolved, the appeal is to be made to the Board of Trustees.

Safe Schools

The RRSD Code of conduct is consistent with the Safe Schools Charter of Manitoba. The Safe Schools Charter of Manitoba (<https://web2.gov.mb.ca/laws/statutes/2004/c02404e.php>) sets forth guidelines that apply to students and staff regarding behavior.

Behaviors that will not be tolerated in schools and that will be dealt with immediately include but are not limited to the following:

1. **Bullying:** a behaviour that is intended to cause or should be known to cause fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation or property. It is also behaviour that is intended to create or should be known to create a negative school environment for another person.
2. **Cyberbullying:** bullying by any means of any form of electronic communication, including social media, text messaging, instant messaging, websites or email.
3. **Written, verbal or other physical, sexual or psychological abuse.**
4. **Inappropriate use of email, the Internet, digital cameras, cellphones, cellphone cameras, text messaging sent by cellphone or other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable, students taking photos, video recordings, audio recordings and images of staff or students on school property without the permission of authorized school personnel.**
5. **Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code.**
6. **Using, possessing or being under the influence of alcohol or illicit drugs at school.**
7. **Gang involvement on school property.**
8. **Possessing a weapon as "weapon" is defined in Section 2 of Canada's Criminal Code.**

Policy And Legislative References

RRSD Policy Manual:

<http://www.rrsd.mb.ca/governance/PolicyManual/Pages/default.aspx>

RRSD Policy KLD-Resolving Complaints:

https://www.rrsd.mb.ca/governance/PolicyManual/Documents/KLD-Resolving_Complaints.pdf#search=resolving%20complaints

RRSD Policy JGP/R - Safe and Caring Schools:

https://www.rrsd.mb.ca/governance/PolicyManual/Documents/JG-Safe_and_Caring_Schools.pdf#search=safe%20and%20caring%20schools

RRSD Policy ACP/R – Respect for Human Diversity:

https://www.rrsd.mb.ca/governance/PolicyManual/Documents/AC-Respect_for_Human_Diversity.pdf#search=respect%20for%20human

Appropriate Education Programming in Manitoba: Standards for Student Services (2006) Manitoba Education and Training:

http://www.edu.gov.mb.ca/k12/specedu/aep/pdf/Standards_for_Student_Services.pdf

Supporting Transgender and Gender Diverse Students in Manitoba Schools:

<http://www.edu.gov.mb.ca/k12/docs/support/transgender/index.html>

Safe and Caring Schools: A Whole-School Approach to Planning for Safety and Belonging:

http://www.edu.gov.mb.ca/k12/docs/support/whole_school/index.html

The Safe Schools Charter of Manitoba (Various Acts Amended):

<https://web2.gov.mb.ca/laws/statutes/2004/c02404e.php>

Safe School Advisory Committee Safe Schools Regulation 77/2005, The Education Administration Act:

<http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=77/2005>

Manitoba School Administrative Manual, 2014:

http://www.edu.gov.mb.ca/k12/docs/policy/admin/school_admin.pdf

Manitoba's Human Rights Code:

<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>

Criminal Code – Canada:

<http://laws-lois.justice.gc.ca/eng/acts/C-46/page-1.html>

Positive Problem Solving

Whom Should I Call?

Speak with the teacher first.

1. If the problem has not been resolved, speak with the principal.
2. If the problem still has not been resolved, find out if there is anyone else you could contact in your school division. (The school should have contact lists and information.)
3. If the problem still has not been resolved, speak with the superintendent.
4. If the problem still has not been resolved, contact the Board of Trustees. Your elected school trustees can assist you with this process.

We all work together to make our schools safe, positive, and respectful places for each child to learn.

A Problem-Solving Process

1. Decide whether the issue is worth pursuing.
2. Meet with the person most directly involved with the issue.
3. Ask the person to describe how he or she sees the situation.
4. Describe the situation as you see it.
5. Summarize the issues that need to be resolved.
6. Discuss one issue at a time.
7. Brainstorm possible options for each issue.
8. Generate solution(s) that work for everyone.
9. Put the solution(s) in writing. Set a date to discuss how the solutions are working.