

MINNEDOSA COLLEGIATE



STUDENT HANDBOOK & CODE OF CONDUCT 2022-2023

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MINNEDOSA COLLEGIATE CODE OF CONDUCT – MINNEDOSA COLLEGIATE FOLLOWS THE RRSD SCHOOL 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, and visitors:

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

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MINNEDOSA COLLEGIATE CODE OF CONDUCT

updated: September 2018

Minnedosa Collegiate is committed to providing quality learning opportunities for our community within a safe environment.

Our Vision: Working with the Future Today

1. School Environment [\[back to contents\]](#)

Minnedosa Collegiate Institute will foster a respectful, supportive and safe environment where students and staff can work and learn together. Since an important function of our school is to educate students for citizenship in a democratic society, school personnel will deal with students in a reasonable manner, which reflects fairness, honesty and respect. All MCI personnel will be concerned with students' behaviour and when and where unacceptable behaviour occurs, to aid and assist students through positive and supportive actions. Effective behaviour management hinges on a cooperative approach between school personnel, students and parents. The intent is to ensure that no student infringes upon the right of another student to learn or the right of teachers to carry out their assigned duties.

Although students have the right to a public education, they have a responsibility to comply with the rules and regulations of the school and school division, and to be obedient to the authority of their teachers and division personnel while on school property, in conveyance to and from school sponsored events. Failure to meet these responsibilities will be cause for disciplinary action.

Under no circumstances will vandalism, violence, destructive acts, intimidation, threats, extortion, harassment, malicious disturbances, use of controlled substances, or any other violations of the law be tolerated, condoned or excused. Immediate steps will be taken to discipline any student involved in such behaviour.

All school policies will be applied in a fair and consistent manner. **Minnedosa Collegiate will follow and abide by the Rolling River School Division Code of Conduct.**

2. Academic Excellence Policies [\[back to contents\]](#)

a. **Course Load:** Full-time students at MCI must be enrolled in the following minimum number of courses:

Grade 9: 10 (5 per semester) Grade 11: 8 per school year

Grade 10: 10 (5 per semester) Grade 12: 6 per school year

Part-time Students: If a parent requests fewer courses for their son/daughter, the student will be considered a part-time student. Part-time students must adhere to the following rules:

- Part-time students are not allowed in the building when not in class.
- Part-time students cannot participate in intramural or extra-curricular activities. (see athletics for more information)

If a student is part-time due to extenuating circumstances, alternate arrangements can be made by the school administration.

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. Although missed deadlines will not be assigned a mark of zero (until the last day of the semester), incompletes have a tremendously negative impact on student learning.

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, according to the teacher's request. Parents must contact the school (subject teacher or office) if their son/daughter will be absent for a test or quiz. Efforts will be

made by teachers to limit a student to writing a maximum of two tests per day. If students do not write tests on the scheduled date because they do not feel prepared to do so, they must make alternative arrangements with the teacher in advance. In addition, simply being absent from a test will not result in a re-write. [\[back to contents\]](#)

d. **Exams:** Exams 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.

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f. **Lates:** In order to track student whereabouts and to assist in positive student attendance, it is an expectation that students arrive to all classes on time. The consequences for being late will be up to the individual teacher. The purpose of consequences is to underline the importance of being in class on time so that instruction is not missed and to accentuate the point that punctuality is an important life skill. Reasonable explanations by parents to excuse lateness must be made in advance. Students who are chronically late will be subject to alternate interventions to change the behaviour and limit disruptions and distractions to others. Students arriving late to classes must sign in at the office. [\[back to contents\]](#)

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. **Grade 11 and 12 sign outs do not extend to classes or school events such as assemblies and presentations—only to study periods. Students must have parental permission prior to signing out of scheduled classes.**

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. If grade 10 students have an unscheduled period in their timetable, they will be expected to work independently in an allocated space for the entire period. **Upon leaving or returning, ALL students must sign in/out (including Grade 11's and Grade 12's).**

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i. Attendance Policy:

There is a significant correlation between student attendance and academic success, therefore the administration and staff will actively monitor student attendance to ensure that they are maintaining their academic responsibilities.

Attending classes and participating in learning activities are important. Missing classes, for any reason, puts a strain on the student and can cause disconnection from both the academic and social aspect of classroom learning.

Re-entry after frequent or extended absenteeism can be stressful as students may not know what they have missed and may feel unable to get back on track.

Regardless of the reason for the absence, it is critical that students make efforts to complete their assignments.

At first sign of an attendance or academic concern, the teacher will contact parents/guardians to ensure they are aware of the concern. Should the attendance or academic issue not be resolved quickly, the teacher and/or school team will **work with the student and parent/guardian** to support the student.

Students are encouraged to connect with their teachers when they have to be away from school. (Teams or email are good communication options) This allows the student to stay connected to the classroom learning environment and provides for an easier return to the classroom.

Habitual lateness – Important instructional time, as well as links to previous material, are typically at the start of each class period. Missing the beginning of class repeatedly prevents the student from participating in the lesson that is often part of the routine for starting a class

Should you have any questions, please contact a teacher or school administration.

Please see RRSD Policies to help support student success: [JED - Student Attendance](#) and [IKAA - Student Assessment and Communication of Student Achievement](#)

Absenteeism can be addressed in several ways including but not limited to:

- Completion of an extended leave form (**available at the office to be filled out in advance**)
- Intake meeting with the student, their guardians, the teacher(s), and if necessary the Student Support Team
- Creation of a Student Specific Plan to address students' attendance concerns
- Sign-out privileges reviewed (Grade 11 and 12) and spares will be converted to supervised work periods until the student is caught-up. Parent permission required for students to leave the school during class time.
- Participation in extra-curricular activities may be limited or removed, including athletic teams, until the student is caught-up.
- Student moved from in-class learning to a Self-Directed Course under the supervision of the Student Support Team (CORE Courses only).

Communication When Away from School

Students are encouraged to connect with their teachers (Teams or email are good communication options) when they have to be away from school. This allows the student to stay connected to the classroom learning environment and provides for an easier return to the classroom.

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
- Withdrawal of credit

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

j. **Academic Status:** Teachers will report to parents on the student's academic status

- when there is evidence that a student is working below his/her potential (ie. progress reports, credit at risk forms)
- through regular reporting followed by parent/teacher interviews.

k. **Awards:** To recognize outstanding achievement, numerous commendation letters, awards, certificates, and scholarships are issued annually. To be eligible for any of these awards a student must be complete in all subjects.

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Graduates: Grade 12 students are eligible for awards upon Graduation. Please see the school website (<https://rrsdmc.ss19.sharpschool.com/>) for specific information or contact the MCI guidance counsellor for detailed information (204-867-2794). Students planning to pursue a post-secondary education should be seeking this information as early as possible. Each year a TEAMS group will be set up with information for scholarships and graduation plans.

Undergraduates: Grade 9, 10 and 11 students are eligible for awards for the school year. Students are recognized for academic achievements, involvement in school clubs, and for extracurricular involvement. The Undergrad Awards Day will be scheduled in the first week of the new school year. Parents and community members are all invited to attend this ceremony. Please see the school website (<https://mci.rrsd.mb.ca/>) for more information or contact the school by phone (204-867-2794).

I. Student Recognition Program

Student Achievement will be celebrated in 3 separate areas at Graduation Ceremonies in June and Undergraduate Ceremonies in September of the following school year:

- **Academic Achievement:**
 - **Academic Honour Roll:** (90% and up in all courses taken that school year); recognition with a certificate
 - **Highest overall average** for each grade will also be recognized
- **Athletic Achievement:** would include the usual recognition of athletes who compete at the provincial level and Junior Varsity and Senior Varsity athletes of the year; recognition with a certificate
- **Volunteer Recognition:** all members of student groups (eg. PRYDE, student council, yearbook, CHANGE, Minnedosa Collegiate Youth in Philanthropy, ECO, etc) and those who volunteer at school (eg. Peer helpers, office/library workers, athletic volunteers) will be called up in groups to be publicly acknowledged and thanked; a short summary of the group's work will be read out

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MCI INTER-SCHOLASTIC and INTRAMURAL ATHLETICS

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School Teams - Minnedosa Collegiate offers a variety of athletic programs to our students. Athletic teams will be in place for the following sports during the school year if student interest is adequate and if coaches are available: **soccer, golf, volleyball, hockey, curling, basketball, badminton, track and field, rugby, baseball**

Philosophy of M.C.I. Athletics:

The overall philosophy for all athletes at Minnedosa Collegiate Institute is to provide each student an opportunity to play extra-curricular sports at a competitive level in Rolling River Athletics and in Zone 7 athletics. MCI athletes are governed by the Rolling River Athletic Association (see RRAA handbook). At M.C.I. we offer students many different

sports teams with a variety of different skills. The coaches at M.C.I. feel that maximum participation should be stressed at all levels of sport. Every student is given equal opportunity to compete for any position on an extra-curricular team.

At the *junior varsity level*, there are often more positions available for athletes, because at this level participation is very important. Also, athletes at this age are still in the development stage and it is important that we do not discourage them from playing sports because it may take time for them to develop as an athlete. At the *senior varsity level*, we feel participation is important, but it is also important to be competitive. At the varsity level, coaches feel all athletes have an opportunity to try out for the limited number of positions on the team. This gives our top athletes the opportunity to excel to a higher level.

Coaches, with administrative consultation, reserve the right to remove players from their teams at any time during the season. In addition, it will be at a coach's discretion to set a minimum participation level for their team members to qualify for school awards.

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Athletic Fees: Members of the school teams will be assessed athletic fees for the various sports. These fees will be used to help offset the costs of running those teams (eg. tournaments, registration/transportation and uniforms). Athletic fees will be posted each school year. See the Physical Education teacher for details.

Athletics/Attendance: Only full-time students may participate in school-based athletics:

Grade 9: 10/10 courses Grade 11: 8/10 courses

Grade 10: 9/10 courses Grade 12: 6/10 courses

To meet MHSAA guidelines, students must be enrolled in a minimum of 2 full time courses during each semester they are competing in.

It is important to note that a student's participation will be affected by school attendance and effort. If a participant is absent from school on a game day, they will not be permitted to play that game. If overall attendance or effort is poor, the school reserves the right to review the student's participation.

Intramural Sports: Intramural sports are extra-curricular activities organized by the Phys-Ed instructors and school staff. These sports may be played during the lunch break at various times throughout the year. This program is geared for maximum participation of all students. We encourage students to take part in this program to keep them involved and better themselves in sports.

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MCI CODE OF CONDUCT

Minnedosa Collegiate follows the RRSD Code of Conduct

3. General Behaviour Policies [\[back to contents\]](#)

- a. **Respect:** Students attending classes at MCI expect the school to provide a safe and comfortable learning environment. Students and school personnel are expected to work with each other in a polite and respectful manner. Sexist/racist jokes, inappropriate comments and gestures, etc. will not be tolerated at MCI.
- b. **Harassment:** Sexual, Physical and Verbal. See policy on following pages.
- c. **Dress Code:** In accordance with the RRSD Student Dress Code JFCA//P, MCI students and staff are expected to dress in a manner that is complimentary to a wholesome learning environment. Attire should be tasteful and not bound to fashion trends which do not reflect our educational environment.

Headwear (hats, caps, bandanas, and hoods) will be permitted in the hallways during the regular school day. Students wearing headwear when class is in session will be at the discretion of the staff member in charge (ie: teacher, librarian, etc.)

Shorts and skirts should have a minimum of a 4" inseam. The general guideline will be as long as the wearer's fingertips when extended at their sides while standing upright.

Shirts and tops should not have messages that promote alcohol, tobacco, drugs or violence. Also prohibited are messages that are vulgar, offensive, obscene or libellous. Tops should not be see through or low cut at the neckline. Bare midriffs and lower backs are not allowed. It is unacceptable to wear undergarments in a fashion where they are revealed with the exception of shoulder straps.

Students not following this dress code will be asked to change or add clothing. Failure to comply with such a request will result in disciplinary action. Consistent violations of the dress code will result in a parent meeting with administration.

Staff will try to deal with dress code issues discreetly and consistently. Final discretion and decisions rest with the school administration. [updated May 2017]

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d. **Vehicles on School Property** – Individuals are required to maintain proper control of their vehicles on school property and to use proper driving skills as they enter and leave the school property. Students will park only in the student designated parking area. Motorists driving inappropriately will be warned by staff or by police and may lose the privilege of parking on school property. Vehicles should be locked at all times. Theft and vandalism of vehicles is not the responsibility of the school.

e. **Smoking:** Rolling River School Division policy has declared MCI as a "smoke free" environment. **No one is permitted to smoke in the school or on the school grounds.** Any violation of this policy will result in disciplinary action. E-cigarettes and vaping will be classified as cigarettes for the purpose of the MCI Code of Conduct.

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f. **Scent free:** Medical evidence clearly shows that scented products are harmful to the health of some individuals. **In respect of those MCI students and staff with allergies to perfumes and strong scents, please do not wear perfume, cologne or scented body sprays to school.**

g. **Fighting** is considered a serious form of anti-social behaviour. Fighting can include such actions as harassment, intimidation, use of uninvited physical force, and attempts or threat to apply force. The individuals involved will be subject to disciplinary action.

h. **Theft** is the unlawful taking and removing of another's personal property resulting in personal loss to the owner. Full restitution will be required. It is recommended that students do not bring valuables to school. If it is necessary to do so, items should be locked in assigned lockers. The school is not responsible for lost or stolen articles.

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i. **Vandalism** is the wilful damage, defacing or destruction of personal and private property. It includes such actions as: defacing walls, ceilings, school furniture, carpeting, textbooks, school materials, lockers, windows, and vehicles on school property. Cost of replacement/repair will be recovered, and the actions may result in suspension.

j. **High Risk Behaviours (Violence Potential)** The high-risk behaviours addressed in this protocol include but are not limited to:

- possession of weapons or materials and instruments which can actually or potentially inflict harm, injury or duress upon another person
- bomb threats
- verbal/written threats to kill or injure others
- internet website/email threats to kill or injure others
- gang activity

Threats may be written, verbal, drawn, posted on the internet or made by gesture only. Threats may be direct, indirect, conditional or veiled. Any person in school having knowledge of high-risk student behaviour or having reasonable grounds to believe there is a potential for high-risk behaviour shall promptly report the information to the school administration and/or their designates. It is important to consider the above statements as "fair warning" that these behaviours will not be tolerated. *See Division policy on following pages.

k. **Substance Abuse:** A student who is suspected of being under the influence of, or is in the possession of alcohol, narcotics, hallucinogens, drugs or stimulants at school or at school functions will be suspended from school, parents will be called, and police may be notified.

Repeat offenders will receive a lengthy school suspension and may be considered for expulsion by the school board.

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l. **False fire alarms, threats and fires:** Disciplinary action will be taken by school personnel for any student or students who:

- deliberately activate a false fire alarm,
- utter verbal or written threats, that are of destructive nature, against the property or personnel of the school, (see Policy for Dealing with High-Risk Student Behaviours)
- deliberately ignite materials with the intent to destroy buildings or property of the school.

m. **Cell Phones & PEDs:** Cell phones may not be used to harass peers either through connection or text messaging (see Harassment policy). Inappropriate cell phone use, message, or unauthorized/inappropriate pictures will result in disciplinary action. Unacceptable use of cell phones will result in their confiscation. Parents will be asked to pick them up and/or students will have to leave them in the office. Please see RRSD policy and guidelines for personal electronic devices (PEDs). Smart phones have the capability of being used as an effective learning tool for students. Subsequently, we encourage appropriate and ethical use of these phones in class. If students cannot respect this premise, they should not bring their phone to school. **The school administration reserves the right to confiscate these devices.**

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n. **Gang Activity:** Gang involvement will not be tolerated at M.C.I. (see item i. High Risk Activities)

o. **Weapons:** Possessing a weapon, as “weapon” is defined in Section 2 of the Criminal Code (Canada), will not be tolerated at M.C.I. Disciplinary action will be taken and the R.C.M.P. will be notified.

p. **Internet and Network Use:** Students and staff must adhere to Divisional policies regarding appropriate use of electronic mail and the Internet, including the prohibition of material that has been determined objectionable. Internet and Network use at M.C.I. is to be for school-related educational use only. (see Network & Internet Acceptable use Policy on following pages)

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4. Disciplinary Process [\[back to contents\]](#)

The progressive discipline plan is intended for use as a guideline towards bringing about acceptable and desirable behaviour within the school and classroom.

Although students have the right to a public education, they have a responsibility to comply with the rules and regulations of the school and school division, and to be obedient to the authority of their teachers and division personnel while on school property, in conveyance to and from school sponsored events. Failure to meet these responsibilities will be cause for disciplinary action. *[this is an intentional repeat from the school environment section]*

It is our belief that high school students are very much aware of what is acceptable behaviour in school and in the classroom. Teachers will make classroom expectations and consequences clear to students. Students will also have been made aware of general school rules and regulations as outlined in this document. Students involved in classroom offenses and/or major school offenses can expect the following:

Stage I:

- Teacher opens file on student
- Teacher expectations are emphasized once again
- Parents are contacted
- Consequences are stated and carried out by teacher

Stage II:

- Parent/Teacher/Student conference.
- Administration involved at teacher request
- Behaviour contract presented by teacher
- Consequences are stated and carried out

Stage III:

- School suspensions (may be in or out of school suspension as determined by administration or teacher)
- Parents contacted and conference arranged
- Behaviour contract revised/reinforced

Stage IV:

- Referral to Superintendent/Board for extended suspension or expulsion

Depending upon the offense, behaviour and time frame, some levels may be repeated or pre-empted.

A behaviour contract is an agreement developed and written for the student describing expectations and positive changes to his/her behaviour within the classroom/school setting.

Some possible consequences include the following:

- Detention
- Withdrawal from class setting
- Removal of privileges (eg. field trips, being on school property at lunch time)
- Restitution
- Behavioural/performance contract
continued on next page
- Suspension:
 - In-school:** This consequence will be served in the school where the student is expected to keep up with classroom work. This suspension ends at the end of the school day of the last day served.
 - Out-of-school:** This type of suspension will end at midnight of the last day served.
Students may not participate in any school activities until the suspension has been completed.
- Expulsion
- Police involvement

Disciplinary Appeals Process:

Students have a right to the due process. Any student accused of an action and levied with consequences for this action has the right to request a hearing before the Principal, with the student's parents attending if s/he desires. If the student is still dissatisfied, s/he may request a hearing before the Superintendent of Rolling River School Division and if still dissatisfied, may request a hearing before the Rolling River School Division Board. Appeals must be presented in writing within 24 hours of the event/decision being appealed.

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Minnedosa Collegiate Student Harassment Policy [\[back to contents\]](#)

Harassment is a violation of the Manitoba Human Rights Code. This policy is intended to create an atmosphere where people can learn, work and visit without fear. Harassment can damage an individual's health and self-worth, undermine a student's success and affect the learning environment.

Minnedosa Collegiate will not tolerate harassment in any form, during the regular school day, whether it occurs on school property or during school sponsored activities.

Harassment may include:

- Racial or ethnic slurs
- Verbal abuse or threats
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, friends, family or attire
- Displaying of pornographic or other offensive or derogatory pictures
- Practical jokes which cause awkwardness or embarrassment
- Unwelcome invitations or requests, whether indirect or explicit
- Intimidation
- Condescension which undermines self-respect
- Behaviour of a sexual nature that others state as offensive (see Divisional Sexual Harassment Policy - GBCB/P-129)
- Inappropriate text messaging

Consequence:

Discipline procedures may range from a letter of discipline to suspension (School/Board levied). An allegation of harassment can be very damaging; therefore, complaints which have been deliberately falsely alleged will render the complainant liable to discipline.

Procedure:

Any person who believes he/she has been harassed is encouraged to contact a staff member or the Principal. Any allegation will then be brought directly to the school administration. It is important to note that confidentiality will be maintained.

Note:

- Visitors to M.C.I. are governed by the Manitoba Human Rights Code.
- MCI staff are governed by Rolling River School Division Sexual Harassment Policy - GBCB / P-129.

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Rolling River School Division Policy on Video Surveillance [\[back to contents\]](#)

To enhance the safety of students and others and deter destructive acts, the Board authorizes the use of video surveillance equipment on school division property. The Board recognizes the need to balance its legal obligation to provide appropriate levels of supervision in the interests of student safety and the students' privacy rights

The Board acknowledges that video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights. Video surveillance will be provided in accordance with this policy and regulations. Video surveillance technology in the school division schools and offices will comply with the provisions of the Freedom of Information and Protection of Privacy Act.

Rolling River School Division Policy on Dealing with High-Risk Student Behaviours

Without formal procedures in schools and communities to assess threats that are common in the aftermath of high profile traumatic events, the likelihood of over-reacting or under-reacting to threat behaviour is now increased. The general purpose of a student threat/risk assessment team in school jurisdictions is to assist in creating and maintaining an environment where students, staff, parents, and others feel safe. The primary purpose of the team is to identify indicators that suggest a student may be engaging in attack related behaviours against some target and intervene to decrease the risk, prevent injury to self or others, and assist the student to receive the help he or she needs to address the issues contributing to the high-risk student behaviour.

Concerns may arise regarding School Division personnel, programs, activities and/or operations. The Board expects that complaints and concerns will be dealt with at the lowest level of authority and directly with the individuals involved. Most of these situations will be addressed satisfactorily through informal discussion between the person(s) with the concern and the employee(s) with responsibility in the situation.

The Board supports the process reflected in the Regulation for dealing with unresolved concerns or for more serious matters that would be characterized as a complaint. An individual or group raising a concern or complaint will be advised of the appropriate process.

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Rolling River School Division Guidelines for Resolving Complaints Regarding Teachers & School Administrators

Concerns may arise regarding School Division personnel, programs, activities and/or operations. The Board expects that complaints and concerns will be dealt with at the school / department level, directly with the individuals involved. Most of these situations will be addressed satisfactorily through informal discussion between the person(s) with the concern and the employee(s) with responsibility in the situation.

The Board supports the process reflected in the Regulation for dealing with unresolved concerns or for more serious matters that would be characterized as a complaint. An individual or group raising a concern or complaint will be advised of the appropriate process.

All parties have an interest in ensuring that a fair and expeditious process is in place to deal with complaints. The purpose of this process is to find a satisfactory resolution to the complaint(s) raised. Important considerations include: addressing the complaint(s) raised as early as possible, ensuring confidential treatment of the complaint(s) and using a process that is recognized as fair and equitable by all parties.

Positive Problem Solving Whom Should I Call?

- Speak with the teacher first.
- If the problem has not been resolved, speak with the principal.
- 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.)
- If the problem still has not been resolved, speak with the superintendent.
- 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.

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Technology and Electronic Communication JF/P

Rolling River School Division (RRSD) recognizes that new technologies in today's society can enhance learning environments by providing students ways to create, collaborate, communicate and think critically.

To support the Division's commitment in the use of information technology and enhance the digital learning environment across the Division, students are provided with access to computers, devices, networks and other technology resources. The Division will ensure that interactions within this learning environment contribute to a safe and positive school climate.

This policy and regulation applies to:

- All student use of School Division computers, devices, networks and facilities owned, or leased and operated by the Division.
- Student-owned devices used to access the Division network and related resources.

To be permitted access to any Division technologies or related resources:

1. Parent(s) or guardian(s) of students under 18 years of age must annually sign the Division's Acceptable Use Agreement (Appendix A).
2. Students 18 years of age, must annually sign the Division's Acceptable Use Agreement (Appendix A).

To comply with The Freedom of Information and Protection of Privacy Act (FIPPA), the School Division requests consent annually from parents or students to post or publish photos of students, examples of student work and information on various public forums and media outlets.

Students are responsible for their activity, behaviour and communications over the network and are expected to comply with all Division policies related to the respectful, responsible, ethical and lawful use of technology.

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[JFCB – Property Damage](#)

Date Adopted: October 9, 2019

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Technology and Electronic Communication JF/R

Student use of Rolling River School Division's networks and technology is for educational purposes only and is a privilege, not a right. This regulation outlines students' responsibilities associated for the respectful, ethical, and legal use of Division technologies and resources.

Internet use is an important component of the integration of technology and communications with learning in the School Division. Teachers will guide students to become responsible digital citizens in order to:

- access information on topics studied in the classroom;
- communicate rapidly with other users around the world;
- collaborate with others in different locations on topics of common interest;
- become competent global citizens.

A. General Student Responsibilities

When using technology at school, it is expected that students will:

- act responsibly and protect the equipment from misuse, loss, theft or damage and promptly notify the Division/School Administration in any such event;
- obey network and Internet limitations and restrictions put in place by the Division;
- accept responsibility for their actions in accessing Division technology and communication resources;
- use good judgment at all times and to respect the rights and privacy of other technology users;
- follow generally accepted network etiquette rules, including using appropriate language and content in all correspondence or communications;
- obey all applicable copyright and intellectual property laws;
- use only the Divisional accounts (e.g. network login, e-mail) assigned to them by the Division IT Department;
- ensure all user IDs and passwords for Divisional accounts remain confidential
- close all Internet browser windows and log off the Divisional network when not directly using a computer or mobile device;
- maintain settings and software previously installed by the Division IT Department; do not modify or uninstall software;
- access only Internet sites with content appropriate for a school environment;
- treat others with respect and engage in appropriate behaviours as per Policy GBCB – Harassment Prevention, Policy GBCD-JFA-KGB – Code of Conduct, and Policy JG – Safe & Caring Schools;
- do not reveal personal information about themselves and/or others online, including but not limited to, name, age and location;
- respect the direction of their teachers as to when, and what technology use is appropriate while in class.
- use only Division managed or endorsed technology and communication systems unless otherwise approved through the Director of Instruction, Curriculum and Technology;
- accept the consequences of inappropriate use of technology, as outlined in this policy;

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Digital Technologies and Electronic Communication – Continued JF/R

Examples of prohibited activities:

- Any action that violates existing Division policy, public or copyright law.
- Accessing another's personal accounts or passwords without permission.
- Releasing personal information such as address, phone number, or names.
- Sharing or posting information about others including employees and students.
- Purporting to act on behalf of or impersonate the Division or someone else.
- Disclosing any passwords to another user or to a third party.
- Employing Division technologies for commercial or political purposes (e.g. promoting and/or advertising commercial events, promoting a political party or candidate).
- Unauthorized access to, or distribution of confidential or proprietary material of the Division.
- Distributing unsolicited, non-business-related email. (e.g. spam or chain mail).
- Sending, displaying or downloading offensive messages or pictures.
- Using obscene language, harassing, insulting or attacking others, maligning or defaming the Division, its employees, its students or the Rolling River School Division community.
- Sending fraudulent or anonymous messages.
- Deliberately accessing, downloading, storing, transmitting or printing inappropriate content that contains obscene or objectionable material, including files or messages that are vulgar or sexually explicit, or that contain profane language or degrade others.
- Downloading and/or installing unauthorized software on workstations or other Division owned devices.
- Deliberately bypassing, attempting to bypass or disabling any workstation or network level security measures implemented by the Division.
- Any attempts to alter, damage, congest or destroy data on the division's network include, but are not limited to:
 - o knowingly distributing or propagating files that may introduce a virus to the system.
 - o denial of service attacks.
 - o unauthorized access to any information or systems on the network.
- Any non-school related online activity.

B. Student Safety

Ensuring student safety while accessing the internet is the shared responsibility of Division personnel, parents/guardians and students.

Network and internet access measures, in addition to staff and student training and procedures, are in place to encourage safe and ethical use of the Internet. The School Division employs the use of web content-filtering software to support our educational goals and initiatives (e.g. conducting research, communicating for legitimate school or educational activities).

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Digital Technologies and Electronic Communication – Continued JF/R

Student use of technology and communication resources will take place in settings supervised by instructional staff. Teachers will guide students toward appropriate online materials to ensure that all students are utilizing the Internet in a manner consistent with the mission of the School Division.

C. Student Owned Devices

All rules and procedures of this policy also apply to student owned devices accessing the School Division network.

Students are permitted to use student owned devices as part of their school day with the understanding that such use is limited to supporting curricular outcomes in the classroom.

Students are only permitted network access to the secure wireless network using their Division supplied access credentials.

Students accessing the internet on personal devices using the Division WiFi network will be provided with filtered internet access. Beyond this safety measure, the School Division is not responsible for supervising student internet access on personal devices outside of in-class use.

The School Division assumes no responsibility for the loss, damage or theft of any student owned device; nor will the Division be liable for the loss of any data on a student owned device due to any technical or other difficulties. Division IT staff will only provide direction for students to connect to the secure Wi-Fi network. Division IT Staff will not provide technical support or other services for student owned devices.

D. Privacy Notice

- Rolling River School Division's network is intended for educational or research purposes.
- The Division owns all data and information that is stored on or transmitted by Division technology or networks.
- Students have no privacy when they are using Division technology or networks even if students are using their own devices.
 - The Division will monitor student use of Division technologies for the purpose of:
 - o administering and operating its networks and related systems.
 - o conducting investigations into violations of this or other policies.
 - o online activities by students and to access student user accounts and email accounts in cases where there is reasonable cause to suspect misuse of the system or unlawful activity.
 - o disclosure of the student's confidential information, as well as infringements on individual staff and student privacy.
 - o preventing defamatory statements and harassment by students (which contravenes Safe & Caring Schools Policy).
 - o protecting the student's reputation.
 - o complying with the Division's legislated duties.

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Digital Technologies and Electronic Communication – Continued JF/R

E. Social Media & Other Interactive Online Services

Students are responsible for any information posted on social media sites or any interactive online services using either Division-owned or personal devices.

Please refer to Appendix A for Guidelines for Safe Student Use of Social Media.

F. Enforcement Policy

Students are responsible for their actions and are encouraged to report any unauthorized or inappropriate use immediately to their teacher or school administration.

Failure to comply with the rules and procedures set out in this policy may result in disciplinary action as necessary.

Disciplinary action may include temporary or permanent loss to technology access, suspension or expulsion from the Division, and/or legal action. Any suspension of network access may necessitate withdrawal from any technology-related courses in which a student is enrolled.

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Date Adopted: October 9, 2019

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Digital Technologies and Electronic Communication – Continued JF/R



“APPENDIX A” **Guidelines for Safe Student Use of Social Media**

Access to the Internet provides students with opportunities to use Social Media and other online interactive services on externally-hosted, public websites that benefit learning, communication and social interaction.

Students must abide by the Terms and Conditions as set out by the service to which they are subscribing as a condition of creating an account on any public social media site. Many of these services are hosted in the United States of America. The Children's Online Privacy Protection Act (COPPA) guidelines dictate that children under 13 years of age will not be permitted to subscribe to the service.

Teachers will not direct students to create personal accounts on public social media sites without prior authorization from the Director of Instruction, Curriculum, and Technology and parents.

Students are responsible for any information posted on social media sites or any interactive online services using either Division-owned or personal devices.

Safe Social Media Use Guidelines

Student use of social media and any interactive online services is be guided by these principles:

1. Be Aware
2. Be Safe
3. Be Respectful
4. Be Honest
5. Be an Ambassador
6. Be Healthy

Be Aware

- Be aware your digital footprint is permanent that what goes online stays online.
- Think before you post text, images, videos, etc. Do not post anything you wouldn't feel comfortable having friends, parents, teachers, or a future employer see.
- Never post or respond to posts in anger.
- Always consider the effects your words might have before you post.

Be Safe

- Never post or give out personal information, including, but not limited to, names, phone numbers, addresses, or birth dates.
- Never share your user ID or password.
- Be aware of your privacy settings and location service settings and know when they change. Review these settings frequently.
- If you don't know the person, do not friend them, open their emails, respond to their texts, etc.
- Be wary of emails from hacked accounts. Even if the email comes from someone you know, if it looks suspicious, delete it or follow up with your friend for confirmation.

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Digital Technologies and Electronic Communication – Continued JF/R

Be Respectful

- Always ask permission before you publish a photo or video of anyone.
- Do not post offensive and insulting comments.
- Respect your teacher. Social media (Facebook, Instagram, Twitter, etc.) is not permitted during class time unless specifically authorized by the teacher.
- Always ask permission before forwarding someone else's words/emails/texts/etc.
- Always ask permission before uploading and tagging a picture of someone.
- Never access another user's account. • Never pretend to be someone you aren't.
- Stop the activity if and when someone asks you to stop doing something online. (e.g. texting them repeatedly)
- If someone asks you to take down a post, image, etc., respect their wishes and take it down.
- Respect the rules of the virtual space you are in. (For example, if you are part of a class Edmodo site dedicated to homework questions, ensure that your questions are relevant.

Be Honest

- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to simply copy and paste other's thoughts or work.
- When referencing someone else's idea(s) or work online, be sure to cite your source with the URL.
- Obtain permission or the rights to use any images, etc. you find on the Internet.

Be an Ambassador for your School and School Division

- Disagree but do it respectfully. Ensure that criticism is constructive and not hurtful.
- Consider linking to other websites to support your thoughts and ideas. However, read the entire article prior to linking to ensure that all information is relevant and appropriate for a school setting.
- Ensure that any content you post does not reflect poorly upon the school or on you.
- Ensure that comments by other individuals in response to any content you post do not develop into something that negatively impacts the School Division or others. Should that occur, remove the initial post. • Do not publish or post disrespectful or harassing remarks. Social media is not the venue to vent.
- When creating anything online, permission from the school Principal is required before using the Division or School name, logo, photos or other intellectual property (documents produced by the school or students).

Be Healthy: Tips for Home

- Limit the amount of time you spend time working online.
- Balance your time online and time being active every day.
- Balance your time online and your time talking to people face-to-face. • Silence your device and suppress notifications after a reasonable hour every evening.
- Avoid spending time in front of your screen right before bed. The artificial light from the screen before bed can disrupt normal sleep patterns.

ROLLING RIVER SCHOOL DIVISION POLICY

Acceptable Student Use of Digital Technologies and Electronic Communication – Continued JF/R



“APPENDIX B”

Acceptable Student Use of Technology and Electronic Communication Student Use Agreement

A. Internet Use Parent Advisory

Rolling River School Division (RRSD) believes that technology and access to the internet are valuable resources that teachers use as a means to extend and enhance the learning experience in the classroom. Your child may have regular access to the technology available in their school and in turn, access to the internet.

All RRSD students will be supplied with a Division managed Office 365 account which includes an email address, cloud-based document storage, and a set of productivity and collaboration tools that can be used at school and at home.

These resources are provided to students with the understanding that they will be used for educational purposes only and any use will comply with the following Division policies including:

- Acceptable Student Use of Technology and Electronic Communication (Policy JF)
- Code of Conduct (Policy GBCD/JFA/KGB)

B. Student Acceptable Use Agreement

I have read and agree to comply with the Division Policies regarding my responsibilities as a Rolling River School Division student as they pertain to my use of information technology. I understand and agree that access to technology provided by the Division is for educational purposes only.

School: _____

Student Name: (Print) _____ Grade: _____

Student Signature: _____

As a parent or guardian of the above student, I have read and agree to support the Division's policies.

(Parent or guardian signature required for students less than 18 years of age.)

Name of Parent or Guardian (Print): _____

Signature of Parent or Guardian: _____

Date: _____

Note: Parents and students must annually sign Section B of Policy - JF on the School Registration Form. For students who turn 18 years of age during the school year, the school will ensure that the student signs a new media release form prior to their 18th birthday.

Minnedosa Collegiate School Clothing [\[back to contents\]](#)

Purpose of MCI School Clothing:

MCI has a long tradition of providing all students clothing options to show their Chancellor Pride. We plan to continue to do this in a manner that will offer choices that fit different budgets and styles, while still promoting a consistent look and set of colours. School jackets and track suits will be Minnedosa Collegiate items only (not sport specific). Students can add lines of text on the arms and lower back of most garments to customized the item to show their interests (eg. list of sports on the arm)

Purpose of MCI Sport-Specific Clothing:

We will continue to offer sport specific T-shirts and Sweatshirts/Hoodies when there is interest from a team. MCI has directed coaches, managers and supervisors involved with school teams to be very cautious when discussing non-uniform clothing options with team members – 2 guiding principles should always be applied:

1. All of these items should always be presented to students as optional purchases; there should never be pressure for all team members to purchase school clothing items to be part of the team – it is the responsibility of the school to purchase team uniforms so that all players wear an MCI uniform when in competition. Students should not feel pressured to purchase clothing to wear outside of game situations.
2. Clothing purchases must be made using the services of the Credit Union Youth Board. This student extra-curricular group offers the following services:
 - a. Planning clothing purchases & designs
 - b. Contacting suppliers to obtain garment sizes
 - c. Optimum pricing on most items due to positive relationships with suppliers
 - d. Ability to waive minimum order sizes without penalty
 - e. Coordination of ordering and collecting payments
 - f. Dealing with an issues that might arrive during or after the ordering process

To keep the MCI brand (colours and logos) consistent and to be cost effective all non-uniform student and staff clothing purchases must be made through the MCI Credit Union Youth Board.

Sport Uniforms:

To keep the MCI brand (colours and logos) consistent all purchases of uniforms will need to be pre-approved by a staff committee, which will include the school principal, physical education staff and other staff members as required.

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GENERAL INFORMATION [\[back to contents\]](#)

ATHLETE OF THE YEAR: Chosen by school team. The athlete of the year competes in multiple school sports and is an exemplary athlete and leader in the school.

ACCIDENT INSURANCE: Accident insurance is available at a reasonable cost. Application forms will be available at the beginning of each school year. Students participating in athletic activities or other school related activities are strongly urged to have adequate insurance coverage.

CHANGE OF ADDRESS: If you move during the school year, please inform the Office of your correct address immediately. Changes to your phone number or emergency number should also be reported.

COURSE CHANGES: Students wishing to make a course change can make the request to Administration within the first cycle of each semester. After consultation with the student and the administration will either deny or approve the request based on its validity and availability of space. All course changes, beyond the first 6 days, require parent/guardian, teacher, and administration approval. *All requests for course changes must be completed by using the "Course Change Request Forms" that are available at the office.*

The deadline for "dropping courses" or voluntary withdrawal is immediately after midterm reports are received. In order to "officially" drop a course, students must utilize the school's COURSE DROP FORM which can be picked up at the office. The form requires parent, student, teacher and administration signatures. Courses cannot be dropped after the completion of all summative assessments. Students who stop attending a course after this date will receive an incomplete on all remaining evaluations.

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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.

LOCKERS: Lockers will be provided to all students at the beginning of the year. Locks are available for students to use and students are STRONGLY recommended to keep their lockers locked. The year-end cleaning of lockers is the responsibility of the student. Failure to do so will result in a \$5 fee assessed against the caution fee. Valuables missing from lockers will not be the responsibility of the school.

Locker Search: Lockers are the property of the school and can be searched at any time.

PARKING: Student parking is limited to the assigned spaces in the student parking areas. Student vehicles that are parked in teacher assigned, visitor, or non-parking zones will be towed. Towing costs will be the responsibility of the student.

SCHOOL EVACUATION DRILLS: School evacuations will be held during the school year. Signs and directions are posted in all rooms to direct students to the appropriate exits.

STUDENT TELEPHONE USE: A school phone is available for student use at the office. Use is restricted to breaks and lunch only, not during class. Long distance calls are prohibited. Students will not be called from class to take phone calls except in emergencies. Messages can be left with office staff.

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STUDENT ILLNESS: Illness at school - Students who become ill at school should go to the office and notify the secretary. At that time, a parent/guardian will be phoned. In the event of a serious illness or injury, the student will be moved to a hospital and a parent/guardian will be immediately notified. Students missing school due to illness will be marked absent. Parent/guardian must notify the school in advance.

TEXTBOOKS: The Rolling River School Division supplies textbooks for use during the school year. Students will be assessed a fine for any textbooks lost or unduly damaged. Textbooks will be signed out from and returned to the MCI Library.

SCHOOL ACCESS AND ENTRY: In compliance with Manitoba Safe Schools Charter, Rolling River School Division is planning for the implementation of front door lock and monitor policy and procedures at its schools. As part of the implementation, Minnedosa Collegiate began procedures in October 2017. To enter the school please use the front door and use the buzzer provided

VISITORS: All visitors are required to report to the MCI Office and will be issued a Visitor's Pass if required. Ring doorbell and report directly to the office. Visitors are encouraged to phone ahead for an appointment.

WITHDRAWING FROM SCHOOL: Under Provincial Legislation students must attend school until the age of 18. No student should withdraw from school without first seeing the Guidance Counsellor. Students must notify all their teachers, return textbooks, and have a clearance form signed by the administration.

LIBRARY: The library is an area to study, complete homework, and to read. Visiting is not to take place in the library and all students must respect the library's rules and the librarian's requests. Failure to comply may result in the loss of library use. All library books are to be signed out from and returned to the MCI Library. Students will be assessed a fine for any library books lost or unduly damaged.

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CAFETERIA: The cafeteria is a place for the students to eat, work, and visit. There is a limited canteen available and students can buy lunches and snacks here. Students are expected to keep the tables clean, put trash in the garbage/recycling cans provided and behave in a reasonable manner. Using this area is a privilege that can be revoked. Students will only be served during lunch, breaks and study periods—NOT during their classes. **In order to keep our canteen operating, we encourage students to use our food services rather than opting for off-campus options during the school day.** The MCI canteen offers healthy choices and can only remain a part of our school if supported by our students.

FOOD: Students are allowed to eat food or snacks in the cafeteria and in the hallways. Food or drinks are allowed in the classrooms during regular classroom instruction at the discretion of the teacher. Food or drinks are not allowed in the gymnasium at any time. Students should clean up any debris from their food or drink.

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INFORMNET: Minnedosa Collegiate offers opportunities for all students to register in the Informnet (on-line). This program is made available for the following reasons:

1. Timetable conflicts
2. Extra credits
3. Enrichment opportunities
4. Course is not offered at MCI.

If you are interested in registering for a course through Informnet, please see the following website for courses available <https://www.informnet.mb.ca/registration.html>. A form must be completed at the office prior to signing up as a refund for the courses may be available. Please talk to the principal before registering for any courses as a refund may be available depending on the situation.

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DRIVER EDUCATION PROGRAM: Driver Education programs are set up as online courses. Students who are interested in participating in this valuable experience are encouraged to inquire at their local insurance office.

STUDENT EMPLOYMENT: No employer shall employ a student of compulsory school age (which is 18) during those hours in which the individual is required to be in attendance at a school. For those students of compulsory school age who wish to work outside of regular school hours, the principal may be asked to sign an application for a Child Employee Permit.

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STUDENT INVOLVEMENT OPPORTUNITIES [\[back to contents\]](#)

STUDENT COUNCIL: The Minnedosa Collegiate Student Council is organized by constitution for the purpose of promoting school spirit in all school functions. All students are encouraged to work with our Student Council representatives in order to develop a strong student organization. A student fee (\$10) will be collected to support student events during the school year and will help pay the cost of student activities during the school year. See Mrs. Barrett or Mrs. Storozynsky for more information.

YEARBOOK: The Yearbook Club is a fascinating and enjoyable activity which teaches many useful skills. Involvement in this club is definitely a way to liven up a week. Students design, organize, and plan the yearbook from cover to cover. In doing this, they learn about photography, special effects, layouts, design, and many other skills which can be very useful in the job market. It is one of the best ways to get involved in our school's extra-curricular programs. See Mrs. Enns or Mrs. Barrett for more information.

MINNEDOSA COLLEGIATE YOUTH IN PHILANTHROPY FOUNDATION: The Minnedosa Collegiate Foundation (a youth in philanthropy project) is a group of grades 9-12 students from Minnedosa Collegiate plus representatives of MCI staff and the Minnedosa & District Foundation. This newly formed foundation was inspired by an ongoing partnership between the Thomas Sill Foundation and the Minnedosa & District Foundation. These two groups are providing the funds to award grants for the first six years. The Minnedosa Collegiate Foundation will be growing the endowment fund through donations and fundraising. Specifically, the group will be contacting MCI alumni to offer help with upcoming graduating class reunions in exchange for donations. For more information see Mrs. Proven-Luhowy.

PRYDE – Please Respect Your Diverse Environment: See Ms. Henry for more information.

ECO GROUP – See Ms. Atkinson for more information.

PEER TUTORING: If you are a Grade 10, Grade 11, or Grade 12 student who would like to volunteer to help other students with schoolwork please see Mrs. Proven-Luhowy, Mrs. Atkinson or Mrs. Ross. Peer tutors work in close cooperation with the Resource Teacher, Guidance Counsellor and the Student Support Facilitator and are provided with training and on-going support.

COACHING, SCORE KEEPING & OFFICIATING: Students who are interested in volunteering to coach teams at TCS, score keep games at MCI and TCS or officiate at both schools should see Mr. Jacobson.

GRAD COMMITTEE: Early in the school year graduating students should listen for announcements for upcoming grad meetings. Grade 12s can be nominated for several sub-committees including: decorating, pictures, grad dinner, memories presentation and fundraising. See Mrs. Barrett for more information.

Additional school groups may be formed depending on need and student interest so listen to announcements or ask a staff member.

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