

Erickson Collegiate Institute

Code of Conduct

ERICKSON COLLEGIATE MISSION STATEMENT

We are committed to providing a safe and positive learning environment that fosters respect, responsibility, and excellence. We are all responsible for creating school communities where the emotional, spiritual, and physical well being of all students and staff is assured. These principles guide our practice:

- Schools are for teaching and learning;
- Education is a shared responsibility among students, staff, parents, and community;
- We treat one another with dignity, respect, and fairness;
- We work within a framework of rights and responsibilities.

On the basis of these principles, our school has developed behavioural guidelines that reflect the needs and desires of our school community.

Academic Excellence Policies

a. **COURSE LOAD:** Full-time students at ECI must be enrolled in the following minimum number of courses:

9 – 10 (5 per semester)	11 – 8 (4 per semester)
10 – 8 (4 per semester)	12 – 6 (3 per semester)

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

- are not allowed in the building when not in class(including lunch, breaks, and spares)
 - can not participate in intramural or extra-curricular activities.
 - if a student is part-time due to extenuating circumstances, alternate arrangements can be made by the school's 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.
- c. **TEST & EXAM WRITING:** Students are responsible for writing tests & exams as scheduled. Parents and students must inform the school in advance if students are going to be absent from scheduled tests & exams. These alternate arrangements must be made by the parent/guardian **at least 5 days** in advance. Exam schedules will not be altered. **Only medical or emergency situations** will be taken into consideration. Efforts will be made to limit a student to writing a maximum of two tests or exams per day.
- e. **LATES:** Teachers and administration will deal with all lateness issues in the school. Students may be required to make up late time during break time supervised by the classroom teacher. **If a student is excessively late for a class, they may not be allowed to take part in that class.** However, they must still check in with the classroom teacher, at which time they may be sent to the office for the remainder of the period. If a student is persistently late for a class, administration will be informed of the situation and the following disciplinary action will be taken:
- **4 lates:** letter will be sent home.
 - **8 lates:** 1 day in-school suspension.
 - **12 lates:** 1 day out of school suspension and parent re-entry meeting.
 - **16 lates:** parent meeting and possible withdrawal from course.

If a student has a legitimate excuse for being late, it is their responsibility to get an “appointment slip” signed by a staff member verifying their reason for being late. The student will be marked present if such a slip is presented to the classroom teacher.

f. **SIGN OUTS:** ECI is responsible for knowing where students are during the course of the school day. Any 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 and/or guardian, etc. Upon returning to school, the student is expected to report to the office to be signed back in.

g. **UNASSIGNED TIME:**

- Grades 11 & 12 students may sign out during unassigned time if parental permission has been granted. (This privilege can be revoked.)
- 9 & 10 students are not to leave school property during regular school hours. (Upon leaving or returning, all students must sign in/out (including Grade 12's)).

h. **REPORTING POLICY:**

Report cards will be issued for all students 7 to Grade 12: November, January (Semester One); April, June (Semester Two). A Parent-Teacher Interview day/evening will be scheduled once each semester, so that parents/guardians and students can meet and consult with teachers to discuss students' progress. Starting during the 2007-2008 school year, **mid-term report cards** will not be handed out directly to the students. Parents will pick up the reports from the office prior to parent teacher interviews. Reports that were not picked up will be mailed to the student's home address. **Final Reports** will be mailed to the student's home address.

i. **ACADEMIC STATUS:** Teachers will report to parents on the student's academic status

1. when there is evidence that a student is working below his/her potential (i.e. At-Risk letters)
2. through regular reporting followed by parent/teacher interviews.

j. **REQUIREMENTS FOR GRADUATION:** Any student wishing to participate in the annual Graduation exercises at Erickson Collegiate must meet the following requirements:

- Have earned a minimum number of credits (29) needed for graduation in 2009.
- Have the necessary compulsory credits in Grade 9 to 12 or expect to have them by the end of June of that year.
- Grade 11 and 12 PE/Health will be mandatory for graduation in the 2008-2009 school year. Grade 12 will require 29 credits to graduate in 2009, and 30 credits will be required by everyone to graduate in 2010, and after.

ACADEMIC HONORS: The top students in each grade will be honored at the end of the school year at the Undergraduate Awards evening. The graduates will be honored, and eligible to receive scholarships and bursaries during the Graduation ceremonies. Students who have achieved an average at or above 80% will be recognized on Erickson Collegiate's Honor Roll.

SCHOLARSHIPS: Scholarship information is made available to Grade 12 students throughout the school year.

Guidelines for Evaluation and Assessment for Grades 7 – Grade 12

1. All Grade 7 to Grade 12 students will be expected to complete all assignments to complete course requirements. Grade 7 to Grade 11 students may be exempt from writing the final exam except where required to write the Provincial Standards Test. The academic performance standard for exemption shall be 80%. All Senior 4 students will be required to write final exams in all subject areas.
2. All Grade 7 and 8 students will be required to write a final exam in the core subject areas of English Language Arts, Mathematics, Science and Social Studies. The final exam will count for 20% of the course mark with the exception of exemptions.
3. All Grade 9-12 students will be required to write a midterm exam and may be required to write a final exam in the core subject areas of English Language Arts, Mathematics, Science and Social Studies. The midterm and final exam will not exceed 40% of the course mark and the final exam will not exceed 30% with the exception of Provincial Standards Tests.
4. All Grade 7 to Grade 12 students will receive a detailed course outline including the assessment process to be used (i.e. assessment strategies, timeline for assignments, tests and exams). Any changes to outlines/assessment process will require approval by the school administration.
5. All assignments, tests and exams are the property of the student and will be returned to students. Tests and exams will be reviewed with students as part of the learning process.

Exceptions to this policy may be made for extenuating circumstances at the discretion of the school administration.

ECI JUNIOR HIGH EXPECTATIONS

- 1) Students will respect each other at all times.
- 2) Homework must be completed and handed in by the due date.
- 3) Be on time and prepared for class.

Students must follow the Erickson Collegiate Code of Conduct as well as the Junior High Expectations outlined above.

JUNIOR HIGH PROMOTION REQUIREMENTS:

Students in Grades 7 and 8 either pass or fail the entire year. Retention of a student in Grade 7 or 8 may occur in the following situations:

- Failing two major courses (English Language Arts, Mathematics, Science and Social Studies)
- Failing one major and two minor courses
- Failing three minor courses

HOME ECONOMICS AND INDUSTRIAL ARTS FOR GRADE 7 & 8 STUDENTS

Home Economics classes are based on food preparation and nutrition. Industrial Arts classes deal with drafting and woodwork. Students travel to Tanners Crossing in Minnedosa once per cycle for “Shops”. It should be noted that attending “Shops” is a privilege. Any behavior problems occurring during these classes, or on the bus to and from Tanner’s Crossing School, may result in withdrawal from the program.

STUDENT MOVEMENT DURING SCHOOL BREAKS AND NOON HOUR:

MORNING AND AFTERNOON BREAKS: During the breaks in the morning and the afternoon, **all students must remain on the school grounds.**

NOON HOUR:

- **JUNIOR HIGH:** Students will be allowed to leave the school during noon hour *with signed parental approval only*. The school will provide the parents of these students with a form upon which they can indicate whether they *do or do not give permission* to their son or daughter to leave the school building at noon hour.
- **SENIOR HIGH:** Students will be allowed to leave the school during noon hour *with signed parental approval only*. The school will provide the parents of these students with a form upon which they can indicate whether they *do or do not give permission* to their son or daughter to leave the school building at noon hour.
- **N.B:** Students are expected to respect public and private property, as well as our community members and each other, whenever they are out of the school. If students do not meet these expectations, the privilege of leaving school grounds may be taken away.

THE SCHOOL DAY

<i>Warning Bell</i>	8:54
Period 1	8:55 - 9:56
<i>Class Change</i>	9:56 - 9:59
Period 2	9:59 - 11:00
<i>Break</i>	11:00 - 11:10
<i>Warning Bell</i>	11:08
Period 3	11:10 - 12:15
<i>Lunch</i>	12:15 - 1:08
<i>Warning Bell</i>	1:06
Period 4	1:08 - 2:13
<i>Break</i>	2:13 - 2:25
<i>Warning Bell</i>	2:23
Period 5	2:25 - 3:30
End of the Day	3:30

Attendance Procedure

ATTENDANCE POLICY: ECI administration and staff recognize that regular attendance is necessary for a complete educational experience.

It is the responsibility of parents and students to ensure regular attendance and to notify the school of absences by 9:00am

Teachers will report attendance to the office at the beginning of each class. School administration and Guidance Department will arrange to notify parents at regular intervals and will include attendance with school mark reports. More frequent reporting of attendance and holding conferences with the parents will occur if the student is at risk.

1. **4 unexcused absences** - Parents/Guardians will be contacted by the **classroom teacher** stating the course(s) from which the student has been absent. A parent conference may be requested and may include the student, subject teacher and administration.
2. **7 unexcused absences** - A parent conference may be requested and will include the student, subject teacher(s), guidance counselor and administration.
3. **10 unexcused absences** – A parent conference will be requested and will include the student, subject teacher(s), guidance counselor and administration. Loss of credit will be a consideration.

N.B: An absence will be considered “excused” only if a parent contacts the office or if the absence is for a school sponsored event.

N.B: students planning to be away from school for more than one day must request a “Planned Student Absence Form” from the office, have it filled out and signed by a parent/guardian and the respective teachers.

Truancy (i.e. skipping):

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

1st Occurrence:

- Administration will contact parents
- Interview with student and classroom teacher
- Student will make up the time after school under supervision and will have to be picked up by a parent
- **Or** - will serve a 1 day in-school suspension the following day.

2nd Occurrence:

- Administration will contact parents
- Interview with student, parent, classroom teacher and administration
- Behavioral expectations outlined
- 1 day In-school suspension

3rd Occurrence:

- Interview with student, parent, classroom teacher and administration must take place before the student is allowed back to ECI
- Counseling sessions
- 1 day out of school suspension
- Rolling River School Board may be approached regarding further action.

Repeated violations may result in further disciplinary action progressing from in-school to out-of-school suspensions, a combination of both, and/or a possible loss of school privileges.

General Behavior Policies

- a. **Respect:** Students attending classes at ECI 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, complying with the Code of Conduct. Sexist/racist jokes, inappropriate comments and gestures, etc. will not be tolerated at ECI.
- b. **Insubordination:** Is defined as a failure to comply with reasonable requests made by any staff member of Rolling River School Division or school volunteer.
- c. **Bullying/Harassment:** 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.

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

Bullying/Harassment may include:

- Racial, ethnic and/or homophobic slurs and/or verbal abuse or threats
- Unwelcome remarks, jokes, innuendoes or taunting about a person's body, friends, family
- 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
- Behavior of a sexual nature that others state as offensive (see Divisional Sexual Harassment Policy - GBCB / P-129)
- Gang involvement will not be tolerated on school sites.
- Cyber-Bullying

At Erickson Collegiate, "Cyber-bullying" is defined as follows:

"... a situation when [an individual] is repeatedly "tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted" by another [individual] using text messaging, email, instant messaging or any other type of digital technology."

(from StopCyberbullying.org)

Bill 24: The Public Schools Amendment Act [Cyber-Bullying and Use of Electronic Devices] has stated that schools are required to include within their codes of conduct reference to cyber-bullying as an **unacceptable practice**. As such, students who use any type of digital technology to harm another student will be subject to consequences determined by the school administration. The police may also be notified depending on the severity of the incident.

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

NOTE: An allegation of harassment can be very damaging; therefore, complaints, which have been deliberately falsely alleged will render the complainant liable to discipline.

- d. **Dress Code**: Offensive and inappropriate clothing for a school environment will not be tolerated. (For example, alcohol/drug advertisement, gang clothing, exposed midriffs, excessively short skirts or revealing tops.) Regular headgear (hats, caps, sunglasses, and bandanas, etc.) will not be permitted in any classroom, unless otherwise arranged.
- e. **Smoking**: Jr. High students are **NOT** allowed to smoke. Sr. High students, who choose to smoke, are permitted to do so during their breaks or spares in the designated smoking area. Any violation of this policy will result in an automatic out of school suspension and counseling sessions.
- f. **Fighting**: is considered a serious offense in our school. Fighting can include such actions as the use of physical force, and attempts or threat to apply force. The parties involved will be subject to suspension.
- g. **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.
- h. **Vandalism**: is the willful damage, defacing or destruction of personal and private property. It includes such actions as defacing ceilings, walls, 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.
- i. **Inappropriate Displays of Affection**: Relations between male and female students that are deemed inappropriate are not acceptable. Ex. Kissing, hugging, groping, etc...
- j. **Dangerous Weapons and Materials**: A dangerous weapon or material is any instrument or material that can actually or potentially inflict harm, injury or duress upon another person.
- Students are forbidden to carry on their person or have in their lockers any instruments or materials which are inherently dangerous, such as knives, guns, and explosive devices or materials.
 - Students are directed not to use any potentially dangerous instrument in a threatening manner such as art knives, penknives, compasses, pencils, elastic and paper clip projectiles, etc.
 - The dangerous object/weapon will be removed; suspension and notification of parents/police will occur.
- 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 will be notified.
- NOTE: Repeat offenders will receive a lengthy school suspension and may be considered for expulsion by the school board.
- l. **False fire alarms, threats and fires**: Disciplinary action will be taken by school personnel and/or police for any student or students who:
- deliberately activate a false fire alarm,
 Students who deliberately activate a false fire alarm, will be responsible for any payment of emergency response team billings
 - 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.

Disciplinary Process

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

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 have made classroom expectations and consequences clear to students. Students will also have been made aware of general school rules and regulations as outlined in the school handbook. Students involved in classroom offenses and/or major school offenses can expect the following:

Stage I:

- Teacher opens file on student (Classroom incident report completed)
- 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
- Expectations are emphasized once again.
- Teacher may present behavior contract
- Consequences are stated and carried out

Stage III:

- School suspensions (*may be in or out of school suspension as determined by administration and/or teacher*)
- Parents contacted and conference arranged
- Behaviour contract revised/reinforced
When a student is on a suspension, teachers will provide the student with appropriate assignments to be completed during that suspension.

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 preempted.
- 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.

Consequence: Discipline procedures may range from a letter of discipline to suspension (School/Board levied).

Some possible consequences include the following:

1. Detention (at the discretion of the teacher)
2. Withdrawal from class setting
3. Removal of privileges, including field trips
4. Removal of noon privileges (i.e. Not allowed on school property)
5. Conflict Resolution and Mediation Session
6. Restitution
7. Behavioural/performance contract
8. Loss of sports and or extra-curricular privileges
9. Suspension:

In-school suspensions are assigned as a consequence for disruptive behavior or in situations where a student has repeatedly ignored school or classroom rules. The purpose of an in-school suspension is to indicate to a student that he/she has reached the limit of behavior that will be tolerated. Parents will be notified of in-school suspensions, work will be provided to the student by the teacher, and a meeting between the student and an administrator will occur. This consequence will be served in the school where the student is expected to keep up with classroom work. For the purpose of extra-curriculars this suspension ends at the end of the school day of the last day served (no MP3 players allowed).

Out-of-school suspensions are assigned as a consequence for breach of specific school policies such as bullying, fighting, vandalism, substance abuse, smoking, carrying weapons and in situations where a student exhibits defiant behavior. The purpose of an out-of-school suspension is to indicate to a student that a specific behavior will not be tolerated in the school and to indicate to parents that their involvement and help is needed to resolve the issue. A meeting between the family and the school administration is a prerequisite for the student returning to school. This type of suspension will end at the beginning of the first day after the suspension has been served.

Students may not participate in any school activities until the suspension has been complete.

10. Expulsion
11. Police Involvement

*** Any student accused of a Code of Conduct violation has the right to request a hearing before the Principal, with the student's parents attending if he/she desires. If the student is still dissatisfied, he/she may request a hearing before the Superintendent of Schools and if still dissatisfied, may request a hearing before the Board of Education.

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

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 behavior 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 behaviors 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 behavior.

Rolling River School Division Guidelines for Resolving Complaints Regarding Teachers & School 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 school administrator. The following guidelines are a suggested process for unresolved concerns or more serious matters, which 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) raised as early as possible, ensuring confidential treatment of complaints including the use of in-camera sessions by the Board of Trustees whenever addressing personnel issues and recognizing the importance of a process that is recognized as fair and equitable by all parties.

The process outlined below recognizes that when a complain reaches the Board of Trustees, it takes on a significance that requires more formality. An individual or group raising a concern or complaint needs to be advised on the appropriate process.

1. School Level

- Whenever possible, the complaint should be dealt with at the school level.
- It is important for the complainant to meet with the person against whom the complaint is made. The exception to this is legislation prescribed otherwise (e.g. Child & Family Services Act).

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 complainant 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. The division administrator or trustee should take no action 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. Division 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.

3. Personnel Files

- If documentation is entered into a personnel file, the teacher or school administrator will be provided with a copy and will have an opportunity to include a written response. If a complaint is determined to be unfounded, it will not be included in the employee's personnel file.

Rolling River School Division Policy on Video Surveillance

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the Board authorizes the use of video surveillance equipment on school division property where circumstances have shown that it is necessary for these purposes and its benefit outweighs its impact on the privacy of those observed.

In dealing with surveillance of schools the Board recognizes both its legal obligation to provide appropriate levels of supervision in the interests of student safety and the fact that students have privacy rights that are reduced but not eliminated while the students are under the supervision of the school. Thus video surveillance, like other forms of student supervision, must be carried out in a way that respects student privacy rights.

Video monitoring is to be carried out in accordance with this policy and regulations. The Board will take appropriate action in the event that any video surveillance is carried out contrary to this policy and these procedures.

The Board required that video surveillance technology use must comply with the provisions of the Freedom of Information and Protection of Privacy Act.

ERICKSON COLLEGIATE GENERAL INFORMATION

COURSE CHANGES:

Students wishing a course change can make the request to Administration within the first cycle of each semester. After consultation with the student and with parental approval, the administration will either deny or approve the request based on its validity and availability of space. (All course changes require parent/guardian, teacher, and administration signatures – forms may be obtained from the office.)

LOCKERS:

Lockers and locks will be provided to all students at the beginning of the year. In order to use the school's lockers, students must keep the locker locked at all times. Valuables missing from lockers will not be the responsibility of the school. Inappropriate posters, drawings, or graffiti will not be tolerated.

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

USE OF VEHICLES & PARKING:

It is strongly recommended that all students use school transport if provided. Students possessing a valid driver's license may, with parental approval, travel to and from school with a private vehicle. Parents and students assume all responsibilities when a student uses a private vehicle for traveling to and from school. Any vehicle brought to school must be parked in the designated area, locked on arrival to school, and remain in the parking lot during the school day. Students must obey all the rules, regulations, and procedures pertaining to pedestrian safety. 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.**

DRIVER EDUCATION PROGRAM:

Driver Education programs are instructed at E.C.I. Students who are interested in participating in this valuable experience are encouraged to listen to school announcements in regards to this program.

BAND

Our band program is open to students from Grade 7 to 12. Students learn to play their instruments in a group setting, working together toward their common goal to create music. *Students who join the band are expected to honour this commitment for the full academic year.*

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 FEES:

Student Fee	\$20.00 (Grade9-12 Only)	
Caution Fee	\$20.00	
Art Fee Grade 9-12	\$20.00	<i>(Field Trip fees will be assessed accordingly.)</i>

CAUTION FEES:

Students are assessed a \$20.00 caution fee and they must maintain it at that level at all times. Fines will be charged to a student's caution fee at the following rates:

1. Lost/damaged locks	\$6.00
2. Damaged lockers.....	\$20.00
3. Locker Cleaning -	\$5.00
(assessed if lockers are not adequately cleaned at year end)	
4. Lost textbooks	Cost of Replacement
5. Damaged textbooks (repairable).....	½ Cost of Replacement
6. Damaged textbooks (unrepairable).....	Cost of Replacement
7. Lost Library Books (soft cover).....	Cost of Replacement
8. Lost Library Books (hard cover)	Cost of Replacement
9. Damaged Library Books (repairable)	Cost of Replacement
10. Damaged Library Books (unrepairable)	Cost of Replacement

N.B. Students who have outstanding fees of any kind will not participate in any extra-curricular activity.

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. Parents must notify the school if a student will be absent due to illness.

VISITORS:

All visitors are required to report to the Office and sign in and wear a Visitor/Volunteer Identification Tag. Upon leaving, they must sign out and return the Identification Tag.

WITHDRAWING FROM SCHOOL:

No student should withdraw from school without first seeing the counselor or administration. 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 accessibility.

STUDENT TELEPHONE USE:

A school pay phone is available for student use at the front foyer. Use is restricted to breaks and lunch only, not during class. Students will not be called from class to take phone calls except in emergencies. Office phones are for school related business only, **NOT** for student's personal use. Any outgoing messages can be left with office staff. Cell phone use, Blackberries included, is strictly prohibited at ECI during class time. Failure to comply will result in confiscation on the first offense; the phone will be returned to the student at the end of the day. Second and future offenses will result in confiscation and a parent having to come in to retrieve the phone and discuss the incident.

INDEPENDENT STUDY OPTION:

Erickson Collegiate offers opportunities for all students to register in the province's Independent Study Option. These programs are made available for the following reasons:

1. Timetable conflicts
2. Extra credits
4. Enrichment opportunities
5. Course is not offered at E.C.I.

Erickson collegiate and Rolling River School Division support students who wish to take courses through the Independent Study Option (Manitoba Education). Students are responsible for the cost of tuition; as well they are responsible for ordering textbooks and/or materials if they are not available in the school. Tuition will be reimbursed upon successful completion of the course if the course is not offered at Erickson Collegiate.

SELF-DIRECTED LEARNING PROGRAMS:

Erickson Collegiate Institute offers Self-Directed Learning courses. These courses cover the same course content as regular courses but will have that content divided into smaller section or "modules". Students will be able to work through these courses at their own pace. The reason for offering courses in this manner is to allow students who may have difficulty working in a regular classroom another way of earning credits.

INTERNET ACCESS FOR STUDENTS:

Access to the Internet is an individual privilege, not a right. Any student who violates the guidelines listed below will have his or her access removed for a period of time as the teacher, librarian, or school administration deems appropriate.

- Students will not create, distribute, download, or save any text, sounds, graphics, or other material that is obscene, harassing, racist, malicious, fraudulent, libelous, or which may affect the function of a computer or computer network.
- Students may not attempt to read, copy, or change files or passwords belonging to other people, either locally or on the Internet, unless authorized to do so by those individuals.
- Parents must sign a form giving their child permission to access the Internet.

SCHOOL PUBLICATIONS:

A school newsletter will be published monthly. Important information regarding special events, exams, holidays, and other activities is incorporated into the newsletter. Community service announcements are also welcomed in the newsletter. It is important that students are encouraged to bring home these publications! The newsletter is also available on the Internet at www.rrsd.mb.ca/ericksoncoll.

VOLUNTEERS:

We encourage parents, grandparents, and community members to offer their services as volunteers. Please let us know if you are interested in helping us along the road to providing quality education. CALL NOW! 636-2605

SCHOOL DANCES:

Guests are to be signed in by 1:00 p.m. on the day before the dance. Students who sign in guests are responsible for their guests. Doors close exactly one hour after the start of the dance unless previous arrangements have been made. Bags and coats will be checked into the office. Lockers and locker areas will be off limits.

PARENT ADVISORY COUNCIL:

The effectiveness of a Parent/School Council is related directly to the number of parents willing to take active participation in council activities. All parents are welcome and we value your input.

CANTEEN:

The canteen is a place for the students to eat, work, and visit. Students can buy lunches and snacks here. Students are expected to keep the tables clean, put waste in the receptacles provided, keep noise to a minimum, and behave in a reasonable manner. Using this area is a privilege that can be revoked.

ERICKSON COLLEGIATE HEALTHY FOOD POLICY

Philosophy Statement:

Erickson Collegiate recognizes its responsibility in co-operation with the home and community to encourage healthy lifestyles and acknowledges the important role that nutrition plays in the total development and performance of the individual.

Erickson Collegiate also believes that the food served or sold in schools should reinforce good nutrition as emphasized in the Manitoba Physical Education/Health Education Curriculum 2001.

Rationale:

Nutrition plays a significant role in growth and development, resistance to disease, and physical and mental health. It is important for children to have food that is nutritionally well balanced. Research clearly shows that many chronic diseases such as heart disease, diabetes, and cancer have their roots in childhood and early food habits. Research also demonstrates a relationship between nutrition, and children's physical, emotional and intellectual readiness to learn. The school's role in health promotion and disease prevention is significant. A significant number of children do not receive enough essential nutrients to support growth and good health. Short-term effects of malnutrition are tiredness, irritability, inattentiveness, and increased susceptibility to colds, flu, and infections. Long term effects include underachievement in school, poor self-esteem and continuing poor health.

Policy:

Erickson Collegiate will continue to promote healthy eating and active living our food programs, nutrition education and physical education. We will ensure that all decisions involving food and drink at Erickson Collegiate will be carried out in the best interests of our children and our school community needs. Our continuing education will incorporate Canada's Food Guide to Healthy Eating and the Manitoba Physical Education/Health Education Curriculum and will focus on nutritional foods during class and school functions.

- Fundraising in the school will not rely on the sale of non-nutritious foods.
- Our school will offer milk, fruit juice, and water for sale to students and staff. Soft drinks **will not** be sold to students.
- School community members will be encouraged to bring only food belonging to one or more of the four food groups of Canada's Food Guide to Healthy Eating for class parties, recess snacks and lunches.
- School groups will be encouraged to offer healthy lunch choices on special lunch days.
- Our school will continue to promote active living choices throughout the school year.
- Erickson Collegiate will take individuals with food allergies into consideration.

STUDENT INVOLVEMENT OPPORTUNITIES

ATHLETICS

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

Coaches, with administrative consultation, reserve the right to remove players from their teams at any time during the season.

- **School Teams** - Erickson Collegiate offers a variety of athletic programs to students. Athletic teams will be in place for the following sports during the school year if student interest and if coaches are available:

<i>golf</i>	<i>volleyball</i>	<i>hockey (Co-op with MCI)</i>	
<i>curling</i>	<i>basketball</i>	<i>badminton</i>	<i>track and field</i>

Philosophy of E.C.I. Athletics

The overall philosophy for all athletes at Erickson 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. The Rolling River Athletic Association (see RRAA handbook) governs ECI athletes.

E.C.I. offers students many sports teams with a variety of different skills. The coaches at E.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 high 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 to encourage sport participation because it may take time for them to develop as an athlete.

At the *varsity level*, participation is important, but it is also important to be competitive. At the varsity level, 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.

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).

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

Grade 9 – 9/10 courses
Grade 10 – 8/10 courses
Grade 11 – 8/10 courses
Grade 12 – 6/10 courses

COMMITMENT POLICY

When students commit to taking part in a school sponsored activity they are expected to fulfill any obligations that pertain to that activity, (ie. practices, trips, performances). Failure to fulfill those obligations could result in having to appear before E.C.I.'s Commitment Board, (administrator, coach/supervisor, student council representative) to face possible disciplinary action.

- **Intramural Sports Program** - For those students who are not involved in extra-curricular sports, EC.I. offers an intramural program at noon hour all year round. This program is geared for maximum participation of all students. Students are encouraged to take part in this program to keep them involved and better themselves in sports.

Intramural sports are extra-curricular activities organized by the Phys-Ed instructor. These sports are played during the lunch break. Become involved by participating in our school's intramural program.

DRAMA

E.C.I. may stage a major drama production during the school year. Those students who are interested in becoming involved with the production are encouraged to participate.

STUDENT COUNCIL

The Student Council is responsible for coordinating the activities that enhance school spirit and student cohesiveness. Many activities throughout the year celebrate student successes, community involvement, and seasonal occasions. A major commitment is the support of the athletic teams and competitions.

YEARBOOK

The Yearbook Club is a fascinating and enjoyable activity that 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 using computer technology. In doing this, they learn about photography, special effects, layouts, design, and many other skills that can be very useful in the job market. Yearbook is one of the best ways to get involved in our school's extra curricular programs.

EXTRA-CURRICULAR PARTICIPATION POLICY

- Any participant in a school-sponsored athletic or non-athletic activity should be maintaining a 50% average at the time of the activity and maintain good standing in ALL courses. Every student must have his or her student fees paid before participating in a school-sponsored activity.
- The principal may at any time exclude a student from a school-sponsored activity for a temporary time period during which the student fulfills disciplinary requirements specified by the principal. (For example: school suspensions in effect at the time of a school activity.)

TRANSPORTATION TO/FROM EXTRA CURRICULAR EVENTS

Students must use school transport to/from extra curricular events unless prior arrangements for parental drop-off/pick-up have been made with the school administration.

It is absolutely forbidden for a student to drive him/herself to an extra-curricular event or activity. In the event that a student does drive to an event, he or she will not be allowed to participate in the activity.