

# Erickson Collegiate

ERICKSON



COLLEGIATE

# Student Handbook

2011-2012

## 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.

## **Erickson Collegiate Institute**

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Office Hours: 8:00 - 4:00 (Monday-Friday)

# Erickson Collegiate Institute

Welcome back to all returning students and welcome to all those new to Erickson Collegiate. Summer holidays have come and gone, and now it is time to get acquainted or reacquainted with friends and staff.

This student handbook contains policies, procedures, and information that are designed to allow our collegiate and you to function well so that we may all enjoy a successful year.

Students are to review this handbook online with parents/guardians. It is important for students, parents, guardians to be aware of our school policies, procedures, and information. It is expected that parents and guardians will review the handbook with their child. This is an important first step in working together in assisting your child with his/her education and in striving to make the year a successful one for them.

Our mission statement encourages students, staff, parents, administrators, and community to work together in striving for growth and excellence in our students. Our student-centered approach will encourage high academic achievement, recognition of accomplishments, and an increase in community involvement in our school.

Everyone at Erickson Collegiate is expected to develop self-discipline, responsibility, and respect for others. It is these qualities that will contribute to the overall positive, friendly, and safe environment at Erickson Collegiate.

The staff looks forward to teaching those returning students and to developing rapport and relationships with our new students. Have an enjoyable, productive, and memorable year!

Mr. B. Lee  
Principal

## Erickson Collegiate Institute Goals:

- promote respect and positive attitudes and behaviour
- facilitate the acquisition of knowledge and skills for a changing world
- provide active, meaningful learning experiences which foster continued learning
- foster citizenship through the development of leadership and decision-making skills
- develop positive school spirit, pride, and a feeling of ownership
- accept individual responsibility towards learning
- provide an opportunity for growth and excellence in the areas of intellectual, physical, social, aesthetic, technological, cultural, and moral development
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## BELIEFS AND VALUES

At Erickson Collegiate we believe in developing a positive school climate by providing a safe, supportive, orderly environment where dignity and respect are always present. We believe that education is a partnership between school, community, students, and parents. A successful experience at our collegiate requires trust, cooperation and constant communication involving all members of our school community. It is our belief that well educated students must receive a well-rounded education, which includes exposure to academics, technology, skills in leadership, service, arts, and athletics. We are committed to the use of a wide variety of instructional techniques and experiences in meeting the needs of our students. Finally we believe in the following: providing consistent, fair, realistic guidelines and consequences; that student rights are accompanied by responsibilities; and true discipline is self discipline and to reach that goal, responsibility lies with the student, teachers, and the parents.

# Erickson Collegiate Code of Conduct

Erickson Collegiate Code of Conduct is intended to outline the expectations and responsibilities for students, staff, and parent/guardians. The code applies to and will be enforced in all school settings, including buses, interscholastic events, and school functions.

## **Responsibilities of Parents/Guardians - Public School Act 58.7**

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

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

## **Responsibilities of Students - Public School Act 58.10**

A student is responsible for:

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

## **Students Can Expect That Staff Will:**

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

## **Staff Can Expect That Students Will:**

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

- refrain from bringing prohibited substances and weapons on school property or to school sponsored events. The result will be suspension and/or expulsion from school and legal charges may be laid. (Police are involved)
- refrain from sexual harassment (i.e. unwanted comments - verbal or written) and/or touching
- refrain from performing acts of destruction /vandalism, and theft
- smoke in area designated by school administration and not on public roads and school property. **Students may smoke before and after school and during the noon break.**
- refrain from chewing tobacco on school property including buses and school sponsored activities
- Refrain from inappropriate displays of affection
- wear appropriate clothing. Clothing that promotes alcohol, drugs or tobacco products are inappropriate. Clothing that contains profanity, offensive words, pictures or slogans are also considered inappropriate
- resolve interpersonal conflicts and difficulties through discussions or by seeking help
- demonstrate behaviour that contributes to an orderly, safe, and supportive learning environment
- make the most of the educational opportunities provided at Erickson Collegiate through active classroom participation and involvement in other school activities outside of class
- abide by policies and guidelines for cell phones and other technological equipment as set by the division and school
- not use personal video camera at school unless permission is given by parents/guardians and the school administration
- not use laser pens or other related devices at school or on the buses
- be familiar with and abide by the Rolling River School Division Internet Acceptable Use Policy
- be familiar with and abide by the Erickson Collegiate Code of Conduct

#### **Parents/Guardians Can Expect That:**

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

#### **Parents Can Be Expected To:**

- discuss the meaning of the code of conduct with their child
- be familiar with the code of conduct and promote and abide by it
- encourage their child to work to the best of their ability
- understand the importance of an education
- respect the rights of other students and staff
- respect property and resources
- recognize the authority of the school staff in promoting a safe, orderly, supportive, non-threatening environment
- maintain regular communication with their child about school matters
- ensure their child attends school regularly and punctually
- provide the equipment their child needs for school learning

- attend school meetings/events and give constructive input to support the school
- maintain open communication with all staff
- notify the school in the event of their child's lateness or absence
- encourage life-long learning skills inside and outside of the school environment
- contact school personnel to advise them of situations or problems their child may be having which could affect the student's behaviour and/or performance at school
- assist their child in providing restitution for taking, damaging, or destroying property, in accordance with the Parental Responsibility Act
- act appropriately at school and divisional functions
- follow protocol

### **Student Charter: Rights and Responsibilities**

- I have the RIGHT to learn.
- It is my RESPONSIBILITY to be on time, be prepared, and to do my best.
- I have the RIGHT to hear and to be heard.
- It is my RESPONSIBILITY to communicate in a way that does not disturb others when they are speaking and learning.
- I have the RIGHT to be treated with respect.
- It is my RESPONSIBILITY to act in a way that does not tease, bully others, or hurt their feelings. When conflicts occur it is my RESPONSIBILITY to solve these conflicts peacefully through discussion.
- I have the RIGHT to be safe.
- It is my RESPONSIBILITY to move in an orderly manner throughout the school and behave in a way that does not threaten or physically harm anyone.
- I have the RIGHT to have my personal property respected.
- It is my RESPONSIBILITY to respect school property and the property of others.

#### **Erickson Collegiate Code of Conduct (continued)**

A. Pupils and staff must behave in a respectful manner and comply with the code of conduct

B. The following are unacceptable at Erickson Collegiate:

- i. bullying and cyberbullying, or abusing physically, sexually, or psychologically - orally, in writing or otherwise - any person
- ii. discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code (i.e. race, religion, gender)
- iii. using, possessing or being under the influence of alcohol or illicit drugs at school or a school sponsored event or activity

C. The following will not be tolerated on school sites:

- i. gang involvement
- ii. possessing a weapon

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

### **Disciplinary Consequences for Violating the Code of Conduct:**

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

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

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

### ***Consequences include (not an exhaustive list):***

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

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

**Formal Interview:** A conference is held with the student, teacher, and administration and/or guidance counselor and the parents/guardians to develop a plan for changing student behaviour.

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

**Removal of Privileges:** Examples - loss of school dances, access to school grounds, canteen, library, field trips, and extracurricular activities. Parents and guardians will be notified.

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

**Detention:** Parents/guardians may be notified in certain circumstances.

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

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

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

**Suspensions:** Suspensions from school is imposed subject to Division Policy. The principal can suspend up to one week without approval of the Superintendent. In all cases of suspension the parents/ guardian are notified as soon as possible.

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

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

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

### **THREAT ASSESSMENT POLICY: FAIR NOTICE**

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

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

#### **Definition Of High-Risk Behaviours (Violence Potential)**

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

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

#### **Guidelines For Re-entry Into School**

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

### **DRUG SWEEPS**

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

## PROCESS FOR APPEALING DISCIPLINARY DECISIONS & GUIDELINES FOR RESOLVING COMPLAINTS REGARDING TEACHER & ADMINISTRATORS

From time to time concerns arise regarding teachers and school administrators. Most of these situations will be addressed satisfactorily through informal discussion between the person(s) with the concern and the teacher or the school administrator. The following guidelines are a suggested process for unresolved concerns or more serious matters that would be characterized as a complaint. Everyone has an interest that a fair and expeditious process is in place to deal with complaints about teachers or school administrators. The purpose of this process is to find a satisfactory resolution to the complaint(s) raised. Important considerations include addressing the complaint(s) as early as possible, ensuring confidential treatment of complaints.

### **1. School Level**

- Whenever possible, the complaint should be dealt with at the school level.
- It is important the complainant to meet first with the person against whom the complaint is made.

If the meeting with the person against whom the complaint is made does not result in satisfactory resolution, the parties would meet with the immediate supervisor in an attempt to resolve the issue.

- Where a concern or complaint is directed to a division administrator or trustee, it is important that the complaint be directed first to the school to allow for a meeting between the person against whom the complaint is made and, if necessary, with the school principal. No action should be taken by the division administrator or trustee before the concerns/complaints have been addressed at the school level.
- The school board will share its policies or procedures dealing with complaints with its employees, school advisory committees and other individuals or groups as appropriate.

### **2. Divisional Level**

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

## CONTROLLING VISITOR ACCESS

1. At 9:00 a.m. all entrances with the exception of the front doors to the school are locked. After 9:00 the school is accessible only through the front doors.
2. There are signs posted that state, "All visitors must report to the office." All visitors must sign in, state their purpose for visiting the school and sign out when leaving the school. Visitors will be assigned tags to wear, which are to be returned upon leaving the school. Whenever possible school administrators will speak to the visitor(s) to discover the nature of the visit.
3. There are signs posted that state, "This school is under video surveillance."
4. There are cameras to monitor the entrances and movement throughout the school. The display of the cameras are constantly displayed on a computer located behind the secretary's desk.
5. Staff has been instructed to let school administration know immediately if there is someone in the school they do not recognize.

6. Staff is to be visible before morning and afternoon classes and during transition times.
7. If a visitor has been denied access to the school, the following will occur:
  - the visitor will be asked to leave by school administration or designate
  - if the visitor does not leave, the RCMP will be notified
  - the visitor will be given a no trespassing order

### LOCKDOWN DRILLS

**Erickson Collegiate is required to have two lockdown drills each school year (one in each semester)**

### ERICKSON COLLEGIATE ATTENDANCE POLICY

Punctuality and reliability are essential life skills. Regular attendance promotes the development of these skills and enhances the student's opportunity to learn.

With these ideas in mind, the staff and administration are asking all parents and guardians to work as partners with us in enforcing the Erickson Collegiate Attendance Policy. Teachers will discuss attendance issues with a student and contact parents or guardians so that they are aware of the situation and can assist their child in solving the problem. Parents and guardians are expected to discourage irregular attendance and to plan appointments and vacations on days when our school is closed. Teachers are expected to keep careful records to students' attendance and daily attendance reports are submitted by teachers to the office. It is recognized that a student may miss a class for legitimate reasons. However, it is expected that not a single class should be missed unless there is a legitimate reason and an explanation for the absence. Examples of an "explained absence" might be illness, medical or dental appointments, hospitalization, compassionate leave and home convalescence. It is the student's responsibility to catch up on work missed from the day of absence. Students can gain the information from other students or the teacher.

**Parents and guardians may monitor their student's attendance and report card marks by accessing the school's web portal. For more information about the web portal contact the school and arrangements will be made for an access code.**

#### **Attendance Procedures**

All students must attend regularly scheduled classes unless excused by the parents/guardians or teacher.

The following are Erickson Collegiate's attendance procedures for students:

1. If a student is going to be absent, the parent or guardian of the student must phone the school before the absence occurs. This information will given to the subject teacher so that they understand the reason for the absence. If a student must miss school for an extended period of time, the parent or guardian must call the principal for make arrangements ahead of time.
2. After the first period attendance, the school will attempt to make contact with a parent/guardian if a student is absent and an explanation has not been provided.
3. If a phone call is not possible, then the parent or guardian must provide a note to each subject teacher of the student. The note should provide an explanation for the absence.
4. If the absence is not explained by a phone call or note, the subject teacher(s) will meet with the student to discuss the unexplained absence.
5. Students must make up missed assignments and/or time at the teacher's discretion.
6. Should a student's absences impact academic performance, and the credit is deemed unattainable, the student will be withdrawn from the course. Course withdrawal will only be done by school administration and /parents/guardians will be notified.

This policy applies to both semester and non-semester courses.

**School administration will deal with attendance on an individual basis.**

### LATES

Students are expected to be on time for all classes. Lates are occasionally unavoidable due to inclement weather, medical appointments, late buses, etc. In these cases, the student is to report to the lateness to the office. Warning bells occur in the morning and after lunch to remind students to be on time. **Consequences for late arrival will be handled by the subject teacher.** If a student is consistently late the matter will be referred to school administration and further consequences will be applied.

### Our School Day

#### **BELL TIMES**

<b>First Bell</b>	<b>8:55</b>
<b>Homeroom/Opening Exercises/Announcements</b>	<b>9:00</b>
<b>Period 1</b>	<b>9:05 – 10:05 Break</b>
<b>(Change)</b>	<b>10:05 – 10:10</b>
<b>Period 2</b>	<b>10:10 – 11:10</b>
<b>Break</b>	<b>11:10 – 11:15</b>
<b>Period 3</b>	<b>11:15 – 12:15</b>
<b>Lunch</b>	<b>12:15 – 1:15</b>
<b>Warning Bell</b>	<b>1:10</b>
<b>Period 4</b>	<b>1:15 – 2:20</b>
<b>Break</b>	<b>2:20 – 2:25</b>
<b>Period 5</b>	<b>2:25 – 3:30</b>

#### Student Dress Code

In establishing and providing for a respectful, safe, secure, and positive school environment, the wearing of appropriate clothing by students is an important factor. Students are expected to wear appropriate clothing at all times during the school day.

Appropriate clothing is free from:

- Inappropriate words, phrases, and images that can be offensive to others. Any words, phrases, and images that are offensive to another's ancestry, including color and perceived race, nationality or national origin, ethnic background or origin, religion or creed, sexual orientation, and physical or mental disabilities will not be considered appropriate.
- Promotion of narcotics and/ or alcohol
- Promotion of violent or illegal activities
- Gang related clothing, colors, and symbols

- Being sexually explicit or revealing in nature such as bare midriffs, tube tops, halter tops, spaghetti strap tops, revealing necklines, see-through garments and inappropriate length of skirts and shorts.

Tank tops may be deemed appropriate as long as bra and spaghetti straps are not revealed and the neckline is not revealing.

Tank tops (“muscle” shirts) that are open and revealing on the side of the body are inappropriate.

It is inappropriate to wear jeans in a fashion so that undergarments are revealed. The appropriate length of shorts and skirts will be between mid and high thigh.

No headgear such as hats, toques, bandanas, or hoods will be worn in the school building, with the exception of religious headwear and for medical purposes. The minister responsible for education has directed that the wearing of gang colors, signs, symbols, or other identifying representation of gangs be banned in all school in Manitoba.

The school administration shall have the responsibility of deciding the appropriateness of a student’s dress.

### **EVALUATION AND ASSESSMENT**

As the school year begins, the division and its teachers are committed to continuing the work already started provincially on current evaluation and assessment practices.

Divisionally, there will be no exemptions; all students will write a final exam or complete a final assessment for their courses. Midterm exam for core subjects will not be required but teachers may choose to have a mid-term exam or assessment if set out in their course outlines. There will not be a blocked period of time for mid-term exams in November and April. If a course does have a midterm assessment it will be written during the regularly scheduled class time. Teachers may not be giving a mark for missed homework, incomplete assignments, non-attendance, or any behaviour related performance. Students will not be penalized through mark deduction for late assignments.

Grading will focus on curricular outcomes (outcome based learning) as determined by Manitoba Education. Students need to demonstrate an understanding of the learning outcomes and grades will be based on students’ achievement of the stated outcomes in each course. Should there be an insufficient evidence of achievement, a student’s grade will be recorded as incomplete and no credit will be given until all incomplete assignments are completed and assessed and evaluated by the teacher. In other words, in order for a student to receive a grade for a course, he or she needs to complete all tests, assignments, projects, etc.

For further information regarding evaluation and assessment, refer to RRSD Policy IKAA: Student Assessment and Communication of Student Achievement.

## GRADING GUIDELINES

### 1. Relating Grading Procedures to the Learning Outcomes:

All grading procedures will be linked to curricular outcomes as determined by Manitoba Education.

Grade determination will be based solely on students' achievement of the stated outcomes.

Teachers' grade books will indicate achievement by outcomes, rather than by assessment method.

### 2. Use of Performance Standards:

Teachers will use the most effective assessment methods meeting the standards of quality assessment by:

#### ***Determining clear outcomes***

Teachers, in collaboration with their colleagues, will determine the essential outcomes for each course / unit of study. Teachers are expected to understand and teach these outcomes.

#### ***Stating purpose of assessment and learning***

Teachers will be clear on the purpose of assessment, i.e. whether it is FOR, AS or OF learning.

#### ***Matching outcome methods***

Teachers will develop an appropriate repertoire of assessment strategies and will determine which strategy is best suited to measure the outcome.

#### ***Selecting appropriate samples***

Teachers will give multiple opportunities for students to show their learning, choosing the most recent and / or most representative summative samples to create the grade.

#### ***Controlling distortion***

Teachers will consider and address distortions such as time, noise, test anxieties and environment.

#### ***Providing timely feedback***

Teachers will recognize the importance of feedback and will ensure students' assignments / tests are returned in a timely fashion.

#### ***Keeping accurate records***

Teachers will keep records that reflect the principles of effective grading practices (i.e. based on summative, not formative samples, and based on outcomes, not types of assignments).

Teachers will provide students with a written course outline, including an overview of their assessment plan for a given unit or course of study

Assessment of learning (summative assessment) is a critical component of a balanced assessment process. Where final examinations, projects, presentations, etc., serve as an assessment of learning in a given course, all students will complete the final summative assessment.

### 3. Creating the Grade:

#### ***Grades will be based only on the demonstration of an individual student's knowledge and skills components of the outcome:***

Teachers are required to use the most relevant and representative assessment information. Grades will be based only on individual students' achievement (i.e. no "group grades").

A student's grade will be determined by the teacher only; self- and peer- assessments will not be a part of a student's final grade.

Students will only be penalized through mark deduction for late assignments when other

interventions have been exhausted. The deduction of marks must NOT result in a misrepresentation of a student's ability or achievement of the outcomes.

*When determining the grade, the teacher will decide whether there is sufficient evidence of achievement.*

If not, the grade recorded will be I (incomplete), and no credit will be given until the missing work is completed. Teachers will determine with students and parents / guardians a plan for completion.

*Students are expected to meet the essential outcomes of each course. Where there are incomplete or missing assignments, a mark of zero will only be given when all other interventions have been exhausted.*

Where a teacher intends to assign a grade of zero for an incomplete or missing assignment, the principal must be notified. The zero will serve to indicate that outcomes have not been met, but will not be averaged with the other summative marks for a given course. As such, a zero will result in an incomplete course (i.e. no credit).

Grades will be calculated on summative information only, and not on homework, pre-tests, practice tasks, etc.

Marks pertaining to a particular learning outcome will be determined using median or mode; the final grade will be determined using the mean of all learning outcome marks. Essential outcomes will be weighted equally.

The final grade calculation will be a fair reflection of the student's achievement of the learning outcomes.

#### **4. Communicating Learning:**

The grade on the student's report card will ONLY reflect the student's achievement of the learning outcomes, using only summative assessment information. Specific learning behaviours (e.g. effort, participation, homework / assignment completion, attendance) will be reflected separately and will not constitute part of the overall grade.

Student achievement will be communicated to parents in multiple ways in order to provide on-going, clear and concise information about student achievement.

Students who disagree with a final grade may, within five days of the grade being issued, request a review of the grade.

#### **5. Professional Judgement:**

Grading and reporting will always involve some degree of subjectivity. Based on the best evidence available, the teacher will use professional judgement to determine the grade. Above all, the grade should be an accurate reflection of what the student has learned.

#### **Sources:**

Provincial Assessment Policy Kindergarten to Grade 12 – Academic Responsibility, Honesty, and Promotion / Retention (Manitoba Education, 2010)

Communicating Student Learning - Guidelines for Schools (Manitoba Education, Citizenship and Youth, 2008)

### ACADEMIC HONESTY

Students must understand that the assignments they submit as evidence of learning and the tests / examinations they complete must be their own work and that academic dishonesty will not be tolerated.

Teachers have the responsibility to communicate and reinforce expectations of academic honesty with students. Where academic dishonesty has occurred, the teacher is expected to respond appropriately. Aspects of academic dishonesty include copying others' work, using cheat notes, and submitting or representing someone else's work as one's own (plagiarism).

Teachers need to consider the nature of the assignment, the age and maturity of the student, the individual circumstances of the student and the potential impact of the consequence on subsequent learning and motivation when dealing with academic dishonesty. Whatever the consequence, students are expected to complete their work in an honest way.

### INCOMPLETE WORK EXPECTATIONS

Students at Erickson Collegiate are expected to complete their work for course teachers on the assigned due date; however, if a student does not complete their work they are considered incomplete. In an effort to assist students with completion of assignments so they do not fall behind in their coursework, ECI has scheduled a Noon Hour Incomplete Work Period.

#### **Process:**

- For each course, teachers will enter incomplete assignments onto the First Class incomplete worksheet and inform students that they need to attend the Incomplete Work Room.
- Mrs. Robson will be checking the incomplete list each morning and will be speaking to those with incompletes after morning announcements.
- Students are expected to report to Mrs. Robson's room with their lunch and their incomplete work promptly at noon hour.
- Mrs. Robson will provide assistance with work where and when necessary.
- Students only need to be in the Incomplete Work Room for the time it takes to complete their work (ie. 20 minutes, one noon hour, two noon hours). Once work is completed, students are free to leave and it is their responsibility to turn the completed work into the course teacher.
- If a student does not show up, he or she is non-compliant and defiant and the situation will be dealt with by the school administration as a behaviour issue.
- This room takes precedent/priority over any other lunch time activity (ie. intramurals, student council, clubs, etc.) in which a student may be involved.
- Students lose their sign out privileges at noon hour if they have incomplete work.

### GENERAL INFORMATION

## EXTRA-CURRICULAR ACTIVITIES

Erickson Collegiate makes available, to all students, a range of extra-curricular activities. Sometimes students fail to develop a balance between their extra-curricular involvement and their academic responsibilities. We will monitor their academic progress and if they jeopardize their progress through areas such as the lack of attendance, missed assignments, poor behaviour or failing result, we will look at disciplinary measures. These measures may include suspension from extra-curricular activities until such time that the student shows marked improvement in the areas of concern. If improvement is not forthcoming, the suspension may be long-term. We want to impress upon all students that academics at Erickson Collegiate are a priority.

### ATHLETICS

Students participating on athletic teams are required to “pay as you play” and they are also required to pay a fee for transportation. Students are also required to place a deposit for their uniforms which will be reimbursed at the end of the season upon return of their uniforms. Students that play on athletic teams will also be required to pay a \$10.00 equipment enhance/ replacement fee for each sport they play. The fee to play each sport will be determined by the administration and the physical education teachers. The fee for each student sport must be paid prior to the team’s first game. The school will accept a cheque or series of post-dated cheques prior to the first game.

### INTRAMURALS

Intramurals are offered during the noon hour and consist of athletic activities run in the gym. Activities include volleyball, basketball, soccer, badminton, and dodge ball.

### 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.

### 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.

### THE CREDIT SYSTEM

Manitoba Education, Citizenship and Youth Program Development require that a student accumulate a minimum of thirty credits in Grade 9 through Grade 12 order to graduate. The Rolling River School Division and Erickson Collegiate require additional credits to be taken and completed. When selecting courses consideration should be given to compulsory courses, student needs, interests and abilities, as well as the admission requirements of the post-secondary institution and/or work situation the student will be going to. **In order to keep track of your child's credits we will be sending home in the near future a Senior Years Credit Requirements form. Please take time to go through this form with your child so that you are aware of what courses they have completed and are currently enrolled in.** Additional information can be found at: [http://edu.gov.mb.ca/k12/policy/grad\\_require.html](http://edu.gov.mb.ca/k12/policy/grad_require.html)

### STUDENT RECOGNITION PROGRAM

#### **Purpose**

This program was developed to recognize the hard work and dedication that our students put in to not only to their academic studies, but their surrounding communities as well.

#### **Criteria**

Every student in the school is eligible to apply for recognition. Points are awarded in four different categories: Academics, School Related Activities, Community Activities, and Community Volunteer. Students must complete the forms and submit them no later than **Friday June 10<sup>th</sup>, 2012** to Mrs. Robson in order to be considered.

#### **Points System**

Points have been assigned to each sport, activity, and service listed on the form. Only full points will be awarded in each category. Points will not be awarded if the information given by the applicant is incomplete. Points will be tabulated by Mrs. Robson and Mr. Sansom, with awards being given out at the undergraduate and graduate award ceremonies.

Gold	48+ points in a minimum of 4 categories
Silver	36+ points in a minimum of 3 categories
Bronze	24+ points in a minimum of 2 categories

For further information regarding this program, please visit the school's web page.

### VIDEO SURVEILLANCE

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

### SIGN-OUTS AND UNASSIGNED TIME

Students from Grades 7-12 will be eligible for the following sign-out privileges:

**Grade 7, 8 & 9:** These students will be carrying a full course load and will not have any unassigned time.

**Senior 10:** Since most students will carry a full course load, unassigned time will be limited and any available unassigned time may be taken in a classroom under the direction of a teacher.

**Grade 11 & Grade 12:** Students are eligible for sign-out privileges during the noon hour and during the school day, providing the following conditions are met:

- a. Classroom performance and general behaviour is acceptable to staff and administration. Students not complying with the code of conduct and classroom rules and expectation will have their privilege removed.
- b. Sign-outs take place at class breaks.

Students who have unassigned time in their timetable may spend that time in one of four assigned areas: a) an open classroom b) the library c) canteen or d) in front of the school. Students found in the hallways during unassigned time may lose that privilege and be assigned to a classroom under the supervision of a teacher.

Students from Grades 7 - 12 will be able to sign-out during the noon hour. They may be allowed to sign-out by special permission from the administration or by a note from the parent or guardian. Students will be required to **SIGN OUT AT THE OFFICE AND TO SIGN BACK IN ON THEIR RETURN.**

### GOVERNOR GENERAL'S AWARD

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

**Source: The Governor General's Academic Medal Directive**

### COURSE CHANGES

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

### WITHDRAWAL FROM COURSES OR SCHOOL

The guidance counselor must be consulted if a student is going to withdraw from any course. If a student is going to withdraw from school he/she must have parental/guardian consent and complete the appropriate forms in the office, in consultation with the administration and/or guidance counselor. In order for a mark not to be registered on a student's transcript, the student must withdraw from a course on or before the following dates: **November 30 (first semester); April 30 (second semester).**

Students under the age of 16 or in Grade 9 may not withdraw from courses considered compulsory for graduation, unless extenuating circumstances are approved by the principal.

### CANTEEN

The canteen area is available to students and staff throughout the day. Students are to eat their lunch in the canteen or in Room 4, across from the canteen. We expect students to clean up their eating space and behave

in an appropriate manner while in the canteen and in room 209. Any students behaving in a manner deemed incongruent with the school Code of Conduct may lose canteen privileges. Our canteen will operate from September through mid June.

### LOCKS AND LOCKERS

Students are assigned a locker for storing books, school materials, and clothing. Homeroom teachers assign lockers the first day of classes in September. Students in Grades 7 & 8 will be assigned a lock and are expected to use it. Grades 9 - 12 will be assigned a lock if they request one at the office. If the lock is lost or stolen it will be assessed against the student's caution fee (\$20.00). Locks and lockers are not a guarantee of protection and **Erickson Collegiate can assume no responsibility for loss of property**. Students are strongly advised not advised to leave money or other valuables in lockers and they must not change locker locations once they have been assigned. **Lockers remain the property of Erickson Collegiate and are subject to staff inspection at any time**. It is the responsibility of the student to keep the locker clean and locked. It is expected that students' lockers are free of inappropriate posters, drawings, graffiti, or anything else that violates the school's code of conduct. All lockers must be cleaned out by June 25 or a \$5.00 fine will be imposed against caution fee.

### MEDICATION

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

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

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

### 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.

### **SCHOOL EVACUATION & FIRE 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. Students are required to stay with their classroom teacher and stay with their class for the duration of the drill.

### **STUDENT FEES**

Student Fee	\$20.00
Caution Fee	\$30.00 (all new/first time students to the school)
Art Fee Grade 9-12	\$20.00

*(Field Trip fees will be assessed accordingly.)*

### **CAUTION FEES**

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

Fines 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
.....	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
11. Locks handed in locked or with inappropriate labeling.....	\$1.00

**N.B.** Students who have outstanding fees of any kind may not be allowed to participate in any extra-curricular activity.

### **STUDENT ACCIDENT INSURANCE**

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

### **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. For personal calls, students may use the payphone or their cell phone during the appropriate time and in the appropriate spaces.

### DISTANCE LEARNING

If students are unable to obtain a course because it is not offered at Erickson Collegiate, or for other valid reasons, students may pursue a credit through two distance learning options: Independent Study Option (ISO) or WebCT. While these programs are vastly different, both require self-discipline, motivation, time management and strong organizational skills.

#### Independent Study Option:

The Independent Study Option (ISO) provides the opportunity and flexibility for high school students to study a wide range of compulsory and optional distance education courses. Commonly known as “correspondence courses”, the application form is available from the school contact person or directly online at : <http://www.edu.gov.mb.ca/k12/dl/forms/isoregistrationform.pdf>

**Each course requires a \$124.00 registration fee that is only partially refundable within 30 days of receiving the course** (textbooks and other course materials may be required.) The student is responsible for all costs. Each course is structured to be completed independently by the student. One calendar year is allowed to complete an ISO course.

A marker from the ISO division of the Manitoba Education, Citizenship and Youth Department, will administer the course, mark the assignments and exams, and contact the student and the home, if necessary.

Rolling River School Division will reimburse students who successfully complete an ISO course; the school contact will send in a letter requesting the reimbursement when documentation that the course has been successfully completed has been received. Is an ISO course for you: Take the quiz at <http://www2.edu.gov.mb.ca/k12/dl/quiz/quiz.asp>

#### Web-Based Courses:

WebCT courses differ greatly from ISO courses in that they are administered by a teacher, in a school and the students meet online in a virtual classroom. Regular contact with their teacher and with the other students enrolled in the online course, makes the online learning environment interactive.

The courses open to outside registration changes each semester. Please see the in-school WebCT facilitator for information about specific courses available. There is no fee to take a WebCT course and, as the course and material used is web-based, additional textbooks are not required. Access to the internet is also required, should students wish to work on their WebCT course outside of school hours. To learn more about WebCT courses, visit <http://www.edu.gov.mb.ca/k12/dl/wbc/wbcdemo.html>

### 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 be-

longing 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.

### COMPUTER AND TECHNOLOGY USAGE

Students are welcome to use school computers and technology. The use of the computers and technology is a privilege, not a right. Erickson staff expects students to abide by the following when using the equipment and technology:

1. The Rolling River Internet Agreement
2. That students will sign-in and sign-out when using the computer
3. Be on appropriate sites
4. No food or drinks near the computers
5. They will be used for educational purposes, not personal  
(i.e. Students are not to download music, use Facebook or MSN to chat, or email)
6. There will be no games played on school computers
7. That students will be responsible and respect the computers and damage them in any way.

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

### PERSONAL ELECTRONIC DEVICES

Technology has changed the educational environment in many positive ways. Personal electronic devices (PEDs) are becoming commonplace. They allow users to access information anytime, anywhere and to communicate spontaneously with everyone.

The use of PEDs must respect privacy, safety, and academic integrity in our schools. All schools in Rolling River School Division will incorporate the following procedures and guidelines in their School Code of Conduct:

#### Electronic Devices

Personal Electronic Devices (PEDs) include:

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

#### General Guidelines for Acceptable Use

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

#### Use of PEDs (including text messaging)

- A. During classroom instruction, school presentations, assemblies, etc, all staff and student cell phones and other electronic devices must be turned off and out of sight.
- B. Cell phones may only be used outside of classroom time, school presentations, assemblies etc
- C. Cell phones may not be taken into examination rooms, school presentations, assemblies, the library, etc
- D. Devices must not be used to access or display inappropriate material and/or software
- E. Unacceptable use of PEDs may include but not limit to the following:
  - taking photos/video/audio without permission
  - bullying others
  - and violating the general guides for discipline

Students will have wireless access for the use of their own devices (ie. Cell phones, laptops, iPads) from 8:30 a.m. to 5:00 p.m. They must see a school administrator to acquire a password. Students and parents are given “fair notice” that division policies regarding the use of personal electronic devices still apply.

### SCHOOL PUBLICATIONS:

A school newsletter will be published on a regular basis. Important information regarding special events, exams, holidays, and other activities is incorporated into the newsletter. Community service announcements are also welcomed in the newsletter. Our newsletter is available on the Internet at [www.rrsd.mb.ca/ericksoncoll](http://www.rrsd.mb.ca/ericksoncoll). If you do not have access to the website, arrangements can be made to send a paper copy home with your child.

### SCHOOL BUS CANCELLATIONS

In the event that school buses are unable to travel their routes due to inclement weather on any particular day, the division Transportation Supervisor will have “Bus Cancellation” aired on the radio shortly after 7:00A.M. The following radio stations will carry the message: CKLQ 880, KX96, Hot 101, and 94.7 Star FM. If buses are called in before regular dismissal time due to a sudden turn in weather, it is the responsibility of the bus driver to be sure a parent is home before students are dropped off.

### 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. All volunteers are required to complete a Child Abuse Registry form and a Criminal Record Check.

### SCHOOL DANCES

School dances will be held and take place from 7:00—11:00 p.m. 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 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. **Fees must be paid before students are permit-**

*Remember Picture Day.*

*September 27, AM*

Packages must be pre-paid, forms will be  
sent home in mid-September

ted to attend a dance.

### 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.

### SPECIAL SERVICES AND PROGRAMS

#### **SOCIAL WORKER/BEHAVIOR SPECIALIST:**

This professional provides support for students and families to assist students with personal, emotional and social issues which may be interfering with his/her learning and overall function.

#### **DIVISIONAL SPEECH/LANGUAGE PATHOLOGIST:**

This professional helps students develop communication that is effective and does not unduly draw attention to it. Though students using this service are mainly in the primary grades, the service is available to students from kindergarten to Grade 12.

#### **GUIDANCE:**

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

#### **RESOURCE:**

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

#### **LIFE SKILLS:**

The Life Skills program is designed to foster student development in attitudes, desires, interpersonal skills, and knowledge necessary for entry into the occupational and general life of the community insofar as it is possible. Students work towards developing skills that will enable them to participate actively and meaningfully in the community. Erickson students, along with students from other schools in the division, will travel to Erickson Collegiate on a regular basis to participate in the division's Life Skills program.

#### **STUDENT SUPPORT PROGRAM:**

The Student Support Facilitator's role as part of the Student Support Team is to be a liaison between students, teachers, administration, and parents. As an advocate for students, the facilitator works with resource, guidance, and administration, to identify students' academic, behavioral, and social needs, and to develop



# ROLLING RIVER SCHOOL DIVISION

## 2011 - 2012 SCHOOL CALENDAR

Tuesday, September 6	- Administration Day
Wednesday, September 7	- First Day of Classes
Friday, September 30	- Divisional Inservice
Monday, October 10	- Thanksgiving Day
Friday, October 21	- S.A.G. Conf.
Monday, November 7	- <b>Elementary School</b> – Administration Day - <b>High School</b> - Inservice
Friday, November 11	- Remembrance Day
Wednesday, November 16	- Parent Teacher Interviews
Thursday, December 22	- Last Day of Classes (Christmas Break Begins)
Monday, January 9	- Classes Resume
Monday, February 6	- <b>High School</b> - Administration Day - <b>Elementary School</b> - Inservice Day
Monday, February 20	- Louis Riel Day
Monday, February 27	- Divisional Inservice
Wednesday, March 7	- <b>Elementary</b> - Parent Teacher Interviews - <b>High School</b> – Inservice
Friday, March 23	- Last Day of Classes (Spring Break Begins)
Monday, March 26 - Friday, March 30	- Spring Break
Monday, April 2	- Classes Resume
Friday, April 6	- Good Friday
Monday, April 23	- <b>Elementary School</b> - Inservice - <b>High School</b> – Parent Teacher Interview
Monday, May 21	- Victoria Day
Thursday, June 28	- Last Day of Classes
Friday, June 29	- Administration Day

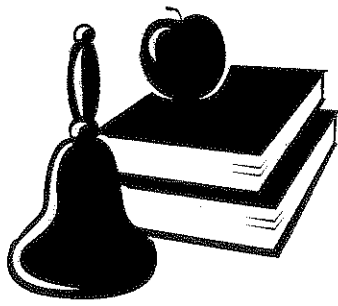
# ROLLING RIVER SCHOOL DIVISION 2011 – 2012 SCHOOL DAY CALENDAR



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SEPTEMBER
					1	2	3
	4 Labour Day	5 ADM. DAY	6 Day 1	7 Day 2	8 Day 3	9	10
11	Day 4	12 Day 5	13 Day 6	14 Day 1	15 Day 2	16	17
18	Day 3	19 Day 4	20 Day 5	21 Day 6	22 Day 1	23	24
25	Day 2	26 Day 3	27 Day 4	28 Day 5	29	30 Divisional Inservice	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	OCTOBER
							1
	2 Day 6	3 Day 1	4 Day 2	5 Day 3	6 Day 4	7	8
9	Thanksgiving Day	10 Day 5	11 Day 6	12 Day 1	13 Day 2	14	15
16	Day 3	17 Day 4	18 Day 5	19 Day 6	20 S.A.G. Conf.	21	22
23	Day 1	24 Day 2	25 Day 3	26 Day 4	27 Day 5	28	29
30	Day 6	31					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOVEMBER
		Day 1	1 Day 2	2 Day 3	3 Day 4	4	5
6	Elem. - Admin. H/S - Inservice	7 Day 5	8 Day 6	9 Day 1	10 Remembrance Day	11	12
13	Day 2	14 Day 3	15 Parent Teacher Int.	16 Day 4	17 Day 5	18	19
20	Day 6	21 Day 1	22 Day 2	23 Day 3	24 Day 4	25	26
27	Day 5	28 Day 6	29 Day 1	30			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	DECEMBER
				Day 2	1 Day 3	2	3
4	Day 4	5 Day 5	6 Day 6	7 Day 1	8 Day 2	9	10
11	Day 3	12 Day 4	13 Day 5	14 Day 6	15 Day 1	16	17
18	Day 2	19 Day 3	20 Day 4	21 Day 5	22 Last Day of Classes	23 CHRISTMAS BREAK	24
25 Christmas Day	26 Boxing Day	27	28	29	30	31	
CHRISTMAS BREAK							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	JANUARY
1 New Year's Day	2	3	4	5	6	7	
CHRISTMAS BREAK							
8	Day 6 Classes Resume	9 Day 1	10 Day 2	11 Day 3	12 Day 4	13	14
15	Day 5	16 Day 6	17 Day 1	18 Day 2	19 Day 3	20	21
22	Day 4	23 Day 5	24 Day 6	25 Day 1	26 Day 2	27	28
29	Day 3	30 Day 4	31				

# ROLLING RIVER SCHOOL DIVISION 2011 – 2012 SCHOOL DAY CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
			Day 5	1 Day 6	2 Day 1	3	FEBRUARY
	5 Elem. - Ins. H/S - Adm. Day	6 Day 2	7 Day 3	8 Day 4	9 Day 5	10	11
	12 Day 6	13 Day 1	14 Day 2	15 Day 3	16 Day 4	17	18
	19 Louis Riel Day	20 Day 5	21 Day 6	22 Day 1	23 Day 2	24	25
	26 Divisional inservice	27 Day 3	28 Day 4	29			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	MARCH
				Day 5	1 Day 6	2	3
	4 Day 1	5 Day 2	6 Elem. - P/T Int. H/S - Ins.	7 Day 3	8 Day 4	9	10
	11 Day 5	12 Day 6	13 Day 1	14 Day 2	15 Day 3	16	17
	18 Day 4	19 Day 5	20 Day 6	21 Day 1	22 Day 2	23	24
	25	26	27	28	29	30	31
-SPRING BREAK-							
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	APRIL
	1 Day 3	2 Day 4	3 Day 5	4 Day 6	5 Good Friday	6	7
	8 Day 1	9 Day 2	10 Day 3	11 Day 4	12 Day 5	13	14
	15 Day 6	16 Day 1	17 Day 2	18 Day 3	19 Day 4	20	21
	22 Elem. - Ins. H/S - P/T Int.	23 Day 5	24 Day 6	25 Day 1	26 Day 2	27	28
	29 Day 3	30					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	MAY
		Day 4	1 Day 5	2 Day 6	3 Day 1	4	5
	6 Day 2	7 Day 3	8 Day 4	9 Day 5	10 Day 6	11	12
	13 Day 1	14 Day 2	15 Day 3	16 Day 4	17 Day 5	18	19
	20 Victoria Day	21 Day 6	22 Day 1	23 Day 2	24 Day 3	25	26
	27 Day 4	28 Day 5	29 Day 6	30 Day 1	31		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	JUNE
					Day 2	1	2
	3 Day 3	4 Day 4	5 Day 5	6 Day 6	7 Day 1	8	9
	10 Day 2	11 Day 3	12 Day 4	13 Day 5	14 Day 6	15	16
	17 Day 1	18 Day 2	19 Day 3	20 Day 4	21 Day 5	22	23
	24 Day 6	25 Day 1	26 Day 2	27 Day 3	28 ADM DAY	29	30



## ECI Staff 2011-2012

Mr. Barry Lee, Principal  
Mrs. Tricia Robson, Vice, Principal  
Mrs. Nancy Coulson, Secretary

Mr. Curt Allen  
Mrs. Kristel Boyd  
Mrs. Kim Branconnier  
Mrs. Kim Braschuk  
Mrs. Julie Collyer  
Mr. Curt Cornish  
Ms Mary Dalton  
Mrs. Melissa Davies  
Mrs. Kimberley Ferguson  
Mrs. Ruth Frey  
Mrs. R. Gray  
Mr. Thomas Mathews  
Mrs. Arden McInnes  
Ms Evangeline McKay  
Mrs. Debra McLaughlin  
Mrs. Lisa McLaughlin  
Mr. Morley Robertson  
Ms Della Robinson  
Mrs. Darlene Preisinger  
Mr. Charlie Sansom  
Ms Sheila Tiller  
Mr. Rick Waterman  
Ms Myrna Young

*Welcome Back to all Staff and Students!*