



Minnedosa Collegiate Code of Conduct

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

1. School Environment

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

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

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

All school policies will be applied in a fair and consistent manner.

2. Academic Excellence Policies

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

| | |
|-------------------------------|--------------------------------|
| Grade 9 – 10 (5 per semester) | Grade 10 – 10 (5 per semester) |
| Grade 11 – 8 (4 per semester) | Grade 12 – 6 per school year |

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

- not allowed in the building when not in class.
- cannot 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. Course work not submitted will be considered incomplete and the student's course grade will be Incomplete (Inc) until work is complete.

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. Exam schedules will **not be altered**. Only medical or emergency situations will be taken into consideration. Students who miss exams will be given an incomplete in the course and will still be responsible for demonstrating those learning outcomes in a format determined by the teacher. Efforts will be made to limit a student to writing a maximum of two tests or exams per day.

Mid-term exams, where they are to be written, will occur in class time, unless by prior arrangement. There will not be class days blocked for mid-term exams. In courses where exams are set there will be no exemptions from writing the exam(s).

d. Academic Integrity – MCI has a zero tolerance policy in the event that cheating occurs on a test or exam and each case will be dealt with by the teacher on an individual basis, in consultation with the school administration, with appropriate action being taken. Consequences of cheating on assignments will be handled by the teacher, in consultation with the office, in a consistent and fair manner. The use of cell phones, during assessments, will be considered cheating (eg. text messaging). The onus is not on the school to determine if the student's intent was to cheat.

e. Lates – In order to track student whereabouts and to assist in positive student attendance, it is an expectation that students arrive to homeroom and all classes on time. Grade 11 & 12 students are to be in homeroom if they have a class during first period. The consequence for being late will be to serve a five-minute detention for every minute late. Reasonable explanations by parents to excuse the late, and detention time, must be made in advance. If these detentions are not promptly served, they will result in an in-school suspension and/or a loss of school privileges. Students who are chronically late will be subject to alternate consequences.

- f. **Sign Outs** - Students wishing to leave the school for any reason must check out at the Main Office and justify the intended absence, e.g. a dental appointment card, a note from parent/guardian, etc. Upon returning to school, the student is expected to report back to the office to be signed back in.
- g. **Unassigned Time** – Grade 11 and Grade 12 students have sign out privileges during unassigned time. This is a privilege that can be revoked. Grade 11 and Grade 12 sign out privileges will be revoked if abused or if the student is failing a course. Grade 9 and Grade 10 students are not allowed to leave school property during regular school hours, excluding lunch, unless parental consent has been provided in advance. Upon leaving or returning, ALL students must sign in/out (including Grade 11's and Grade 12's).
- h. **Attendance** – MCI administration and staff recognize that regular attendance is necessary for a complete educational experience. Since a unit of study involves the development of a sequence of related understandings, irregular attendance disrupts the process and content of learning. Irregular attendance causes the individual and his/her classmates to suffer a loss of experience that cannot be entirely regained.
Attendance at the high school level is a student/parent responsibility. If an absence from school is necessary a parent/guardian must communicate with the school in advance.

Attendance Procedure:

Teachers will report attendance to the office daily. School administration 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.

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

- Interview with student
- Student will make up the time missed during non-class time
- Gr. 11/12 sign-out privilege will be revoked
- In-school suspension
- Out of school suspension
- Withdrawal of credit

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

- 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. progress reports, credit at-risk forms
 2. through regular reporting including progress reports, report cards and the opportunity of parent/teacher interviews.

NOTE:

The Awards section of MCI's Code of Conduct is under review—updates will be available on the school website: www.rrsd.mb.ca/mci

- j. **Awards** - To recognize outstanding achievement, numerous commendation letters, awards, certificates and scholarships are issued annually. Be part of the MCI standard of excellence.

Students in Grade 12 will receive scholarship information through announcements, bulletin board displays, the MCI website.

Students planning to pursue a post-secondary education should be seeking this information as early as possible.

Medallion Program: One portion of MCI's recognition of student achievement is our medallion program. All students will be asked to apply for medallions near the end of the school year. Three areas are recognized: academics, athletics, and school service. Students meeting the criteria for one of these areas are awarded a bronze medallion. If a student meets the standards set for two of the three sectors, a silver medallion is presented. If the criteria for all three areas is met. A gold medallion is awarded. Medallions are presented at both undergrad and graduation ceremonies (certificates for portfolio use are also given). Students should speak to the guidance counsellor or their homeroom teacher for more information—or please see the school website (www.rrsd.mb.ca/mci).

Graduates: Grade 12 students are eligible for awards upon Graduation. Please see the school website for specific information or contact the school by phone (867-2794).

Undergraduates: Grade 9, Grade 10 and Grade 11 students are eligible for awards at the end of the school year. Parents/students will be notified in advance if an award is to be presented. Please see the school website for more information or contact the school by phone (867-2794).

3. General Behaviour Policies

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

Headwear (hats, caps, bandanas) will not be allowed to be worn in the building during the regular school day. Headwear of a religious or medical nature is allowed, as are hair decorations such as barrettes and headbands (that are not bandanas). Hats will be allowed in the Power Mechanics shop as they have been shown to be effective for safety and cleanliness.

Pants, shorts and skirts should be no more than 3 inches (7.5 cm) above the wearer's knee.

Shirts and tops should not have messages that promote alcohol, tobacco, drugs and violence. Also included are messages that are vulgar, offensive, obscene or libelous. Tops should not be low cut at the neck line or cropped at the waistline.

Bare shoulders, midriffs and lower backs are not acceptable.

Students not following this dress code will be required to change or add clothing. Failure to comply with such a request will result in disciplinary action.

Staff will try to deal with dress code violations discreetly and consistently. Final discretion rests with the school administration.

- d. **Vehicles on School Property** – Individuals are required to maintain proper control of their vehicles on school property and to use proper driving skills as they enter and leave the school property. Students will park only in the student designated parking area. Motorists driving and parking inappropriately will be warned by staff or by police, and may lose the privilege of parking on school property.
- e. **Smoking** – Rolling River School Division policy has declared MCI as a “smoke free” environment. No one is permitted to smoke in the school or on the school grounds. Any violation of this policy will result in an automatic out of school suspension of 1-5 days.
- f. **Fighting** is considered a serious form of anti-social behaviour. Fighting can include such actions as harassment, intimidation, use of uninvited physical force, and attempts or threat to apply force. The aggressor 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 wilful 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. **High Risk Behaviours (Violence Potential)**—The high-risk behaviours addressed in this protocol include but are not limited to:
- possession of weapons or materials and instruments which can actually or potentially inflict harm, injury or duress upon another person
 - bomb threats
 - verbal/written threats to kill or injure others
 - internet website/email threats to kill or injure others
 - gang activity

Threats may be written, verbal, drawn, posted on the internet or made by gesture only. Threats may be direct, indirect, conditional or veiled.

Any person in school having knowledge of high-risk student behaviour or having reasonable grounds to believe there is a potential for high-risk behaviour shall promptly report the information to the school administration and/or their designates.

It is important to consider the above statements as “fair warning” that these behaviours will not be tolerated. *See Division policy on following pages.

j. 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 normally be notified. Offenders will receive a lengthy school suspension and may be considered for expulsion by the school board. See RRSD policy.

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

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

l. Cell Phones— Cell phones may not be used to harass peers either through connection or text messaging (see Harassment policy).

Inappropriate cell phone use, messaging, or unauthorized/inappropriate pictures will result in disciplinary action. Unacceptable use of cell phones will result in their confiscation. Parents will be asked to pick them up and/or students will have to leave them in the office. Please see RRSD policy and guidelines for personal electronic devices (PEDs).

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

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

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

4. Disciplinary Process

The progressive discipline plan is intended for use 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 behavior in school and in the classroom. Teachers will make classroom expectations and consequences clear to students. Students will also have been made aware of general school rules and regulations as outlined in the school handbook. Students involved in classroom offenses and/or major school offenses can expect the following:

Stage I:

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

Stage II:

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

Stage III:

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

Stage IV:

- Referral to Superintendent/Board for extended suspension or expulsion

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

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

Some possible consequences include the following:

1. Detention
2. Withdrawal from class setting
3. Removal of privileges
4. Restitution
5. Behavioural/performance contract
6. Suspension:

In-school: This consequence will be served in the school where the student is expected to keep up with classroom work. This suspension ends at the end of the school day of the last day served.

Out-of-school: This type of suspension will end at midnight of the last day served.

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

7. Expulsion
8. Police involvement

Disciplinary Appeals Process:

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

Minnedosa Collegiate Student Harassment Policy

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

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

Harassment may include:

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

Consequence:

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

Procedure:

Any person who believes he/she has been harassed is encouraged to contact a staff member, 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:

Visitors to M.C.I. are governed by the Manitoba Rights Code.

MCI staff are governed by Rolling River School Division Sexual Harassment Policy - GBCB / P-129.

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

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

Without formal procedures in schools and communities to assess threats that are common in the aftermath of high profile traumatic events, the likelihood of over-reacting or under-reacting to threat 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.

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

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

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 first with the person against whom the complaint is made. The exception to this is where legislation prescribes 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. 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. 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 - Healthy Foods and Nutrition

Children need healthy food for growth and development and they need to establish a pattern of eating that focuses on balance, variety and moderation. Rolling River School Division will promote responsible eating patterns consistent with what is taught in school curriculum to help students establish healthy habits for a lifetime. School lunch and snack programs should provide students with the energy required to learn and to be physically active each day.

The following regulations will help school communities to be a role model to students, educators, parents and communities about the importance and value of healthy eating practices. This regulation will provide guidelines for schools regarding foods served and sold in Rolling River School Division schools. This policy does not impact on lunches and snacks that students or staff bring from home. The intent of the policy is to encourage students and staff to make healthier food choices in their day to day life both at school and out of school.

1. Each school within Rolling River School Division will establish a School Nutrition Action committee (SNA) by September 30th of each school year. The committee will have at least one student representative, staff representative and parent representative. This committee will develop a Healthy Food Policy and meet on a regular basis to monitor the implementation of this policy in the school.
2. The Manitoba School Nutrition Handbook will serve as a guideline for the development and implementation of the Healthy Food Policy for each school.
3. Commencing September, 2007 all beverage vending machines and dispensing machines will only provide product in the form of 100% unsweetened fruit juices and/or vegetable juices and/or water and/or diet drinks.
4. School canteens and food vending machines will provide products chosen from the recommended list from the Manitoba School Nutrition Handbook guidelines and follow The Quick Guide recommendations.
5. All Rolling River School Division school fundraising activities involving the sale of food/beverage items will be governed by the Healthy Food Policy. School Administrators will consider using products and services that reflect healthy choices.
6. Guidelines regarding food allergies will be incorporated in the school's Healthy Food Policy.

Rolling River School Division Policy on Personal Electronic Devices (PEDs) JFC/P

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 into 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 phone)
- 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

Date Adopted: April 8, 2008

Date Revised: May 13, 2009

Rolling River School Division Regulation for Use of Personal Electronic Devices (PEDs) JFC/R

General Guidelines for Acceptable Use

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

Use of PEDs (including text messaging)

- a) Cell phones or other PED's may be used during instructional time as a teaching/learning tool, at the discretion of the classroom teacher.
- b) Cell phone use for personal use may only be used outside of classroom time.
- c) Cell phones may not be taken into examinations rooms.
- 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
 - harassing
 - cheating
 - facilitating the commission of a crime

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

Date Adopted: April 8, 2008

Date Revised: May 13, 2009

Rolling River School Division Computer, Network and Internet Use Policy JF/P

Introduction:

This policy shall govern the use of computer equipment, software, the network, e-mail and Internet access provided by Rolling River School Division to students, employees, contractors and others. Rolling River School Division's computers, software, networks, electronic systems and access to the Internet are intended for educational and/or research purposes and for conducting valid school board business.

The Rolling River School Division reserves the right to restrict the scope of access to individual users or classes of users. Access to the system, including Internet resources is a privilege, not a right. Access is made available if the user complies with the Computer and Internet Usage and Access Policy and such rules and regulations as may be made by the Rolling River School Division from time to time. The account belongs to the person to whom it is issued and that person is responsible for its use. In order to ensure smooth system operations, the System Administrator has the authority to monitor all accounts. Users should not expect that files stored on the divisional servers are private or secure. Rolling River School Division may monitor staff and student use of network resources. Monitoring may include tracking the amount of time spent using these resources.

Date Adopted: September 21, 2000 **Date Revised:** May 3, 2007

Rolling River School Division Regulation Computer, Network and Internet Use JF/R

The following guidelines on the acceptable use of the on-line information resources shall be observed.

- a. Use of school local area networks including access to the Internet must be consistent with the educational mandate of Rolling River School Division.
- b. Any use of the Internet for commercial purposes, advertising or political lobbying is prohibited.
- c. Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is prohibited.
- d. Network users shall not seek information on obtaining copies or modified files, data or passwords belonging to other users, or misrepresent other users on the network.
- e. All copyright issues regarding software information and authorship must be respected. The unauthorized copying or transferring of copyrighted materials may result in a loss of network privilege.
- f. Malicious use of the network that harasses other users; infiltrates a computer or computer system and/or damages the software components of the computer or computer system is prohibited.
- g. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the network. All users of the school network shall use language appropriate for school situations.
- h. Accessing or downloading of inappropriate materials, text files, or files dangerous to the integrity of the local area network is prohibited.
- i. Schools are encouraged to produce or publish web pages to share students' accomplishments, school goals, objectives, and relevant school information. The development, expansion, revision to a school's web site must be authorized by the school principal.
- j. Rolling River School Division will not be held responsible for lost files.
- k. No student addresses, phone numbers or individual photographs linked to student names may be published under any circumstances.

Any violation of these regulations will be considered grounds for disciplinary action, loss of computer lab privileges, and/or appropriate legal action.

Date Adopted: September 21, 2000 **Date Revised:** May 3, 2007

MCI Computer Lab Rules

Use of school computers is reserved for educational purposes only.

1. **NO GAMES** including: online, downloaded or from a storage device.
2. **NO** downloading, chats, messaging, discussion groups, blogs, or viewing personal websites or social networking sites (eg. facebook and myspace).
3. Do **NOT** listen to music or watch videos online.
4. Protect your network **password**—you are responsible for all actions on your username.
5. **No food**, candy or drinks at the computers.
6. **Print limit**: 50 pages per month—manage your output carefully.
7. **Space limit**: 15 MB on the network (includes your H: drive and shared—manage your files carefully).
8. **DO NOT** try to fix any school computer equipment yourself—report problems to your teacher +/- Mrs.Barrett immediately.
9. Please **LOGOUT & SHUT DOWN** when you are finished with a computer—not just at the end of the day.
10. **PLEASE** do your part to keep the labs neat & clean.
11. Clean out unneeded files often—over the summer any files that are not resumes, portfolio material or cover letters will be deleted (label your files accordingly).

Access to school computers is a privilege that you will lose if you don't follow the rules.

Student Evaluation and Assessment

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

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.

If there is insufficient evidence of achievement, as a result of missing or incomplete assignments, a student's grade for the course will be recorded as incomplete and no credit will be given until all assignments are completed and assessed by the teacher. Therefore, a mark of "0" for missing assignments will no longer be issued.

In order for a student to receive a grade for a course, he/she needs to complete all summative exams, tests, assignments, projects, etc. Given that a student will be required to complete all exams, tests, assignments, projects, etc., in order to demonstrate understanding of the learning outcomes to receive a grade, exemptions will no longer be granted.

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

Grading guidelines are available at the school upon request.

GENERAL INFORMATION

ACCIDENT INSURANCE

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

CHANGE OF ADDRESS

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

COURSE CHANGES

Students wishing to make a course change can make the request to Administration within the first cycle of each semester. After consultation with the student and 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 approval.

All requests for course changes must be completed by using the "Course Change Request Forms" that are available at the office.

The deadline for "dropping courses" or voluntary withdrawal is November 26, 2010 or April 29, 2011, after midterm reports are received. Students who stop attending a course after this date will receive a mark of zero on all remaining evaluations, and a cumulative final mark will be issued.

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. No student will receive a locker if they refuse to keep it clean and locked.

The year end cleaning of lockers is the responsibility of the student. Failure to do so will result in a \$5 fee assessed against the caution fee.

Valuables missing from lockers will not be the responsibility of the school.

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

PARKING

Student parking is limited to the assigned spaces in the student parking areas. **Student vehicles that are parked in teacher assigned, visitor, or non-parking zones will be towed. Towing costs will be the responsibility of the student. Armitage Avenue is a NO PARKING zone.**

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.

SCHOOL LOCK DOWN DRILLS

School lock-down drills will be held during the school year. The purpose of these drills will be to prepare students and staff in the event of an unwelcome, threatening intruder.

STUDENT USE of SCHOOL TELEPHONE

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

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:

| | |
|---|---------------------|
| Lost/damaged locks | \$5.00 |
| Damaged lockers | \$20.00 |
| Locker Cleaning .. \$5 fine if lockers are not adequately cleaned at year end | |
| Lost textbooks | Cost of Replacement |
| Damaged textbooks (irreparable)..... | Cost of Replacement |
| Lost Library Books | Cost of Replacement |

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 in advance.

TEXTBOOKS

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

VISITORS

All visitors are required to report to the MCI Office and will be issued a Visitor's Pass if required.

WITHDRAWING FROM SCHOOL

No student should withdraw from school without first seeing the counsellor. Students must notify all their teachers, return textbooks, and have a clearance form signed by the administration.

LIBRARY

The library is an area to study, complete homework, and to read. Visiting is not to take place in the library and all students must respect the library's rules and the librarian's requests. Failure to comply may result in the loss of library accessibility.

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 garbage / recycling cans provided and to behave in a reasonable manner. Access to the canteen is a privilege that can be revoked.

FOOD

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

INDEPENDENT STUDY PROGRAM AND WEB CT

Minnedosa Collegiate offers opportunities for all students to register in the province's Independent Study Program or Web CT (online). These programs are made available for the following reasons:

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

If you are interested in registering for one of these optional delivery methods, please see the librarian, who is the Independent Study Program Supervisor, and ask for a copy of the Independent Study Program's information package.

DRIVER EDUCATION PROGRAM

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

STUDENT EMPLOYMENT

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

SCHOLASTIC INFORMATION

To recognize outstanding progress, numerous commendation letters, awards, certificates and scholarships are issued annually. Recognition is given for outstanding achievement during the year. Be part of the MCI standard of excellence.

One portion of MCI's recognition of student achievement is our medallion program. All students will be asked to apply for medallions near the end of the school year. Three areas are recognized: academics, athletics and school service. Students meeting the criteria for one of these areas is awarded a bronze medallion. If a student meets the standards set for two of the three sectors, a silver medallion is presented. If the criteria for all three areas is met, a gold medallion is awarded. Medallions are presented at both undergrad and graduation ceremonies (certificates for portfolio use are also given). **MCI's medallion program is currently under review.**

SCHOLARSHIP ANNOUNCEMENTS

Students in Grade 12 will receive scholarship information through announcements, bulletin board displays, the MCI website. **Students planning to pursue a post-secondary education should be seeking this information themselves as early as possible.**

M.C.I. STUDENT INVOLVEMENT OPPORTUNITIES

ATHLETICS

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

| | | | |
|-------------------|-------------------|------------------------|----------------|
| <i>golf</i> | <i>volleyball</i> | <i>hockey</i> | <i>curling</i> |
| <i>basketball</i> | <i>badminton</i> | <i>track and field</i> | <i>soccer</i> |
| <i>rugby</i> | <i>baseball</i> | | |

Philosophy of M.C.I. Athletics

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

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

At the *junior varsity level*, there are often more positions available for athletes, because at this level participation is very important. Also athletes at this age are still in the development stage and it is important that we do not discourage them from playing sports because it may take time for them to develop as an athlete.

At the *senior varsity level*, we feel participation is important, but it is also important to be competitive. At the varsity level, coaches feel all athletes have an opportunity to try out for the limited number of positions on the team. This gives our top athletes the opportunity to excel to a higher level.

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

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

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

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

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, they will not be permitted to play that game. If overall attendance is poor, the school reserves the right to review the student's participation.

2. **Intramural Sports Program** - 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. This program is geared for maximum participation of all students. We encourage students to take part in this program to keep them involved and better themselves in sports.

M.C.I. STUDENT INVOLVEMENT OPPORTUNITIES—*continued*

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

YEARBOOK: The Yearbook Club is a fascinating and enjoyable activity which teaches many useful skills. Involvement in this club is definitely a way to liven up a week. Students design, organize, and plan the yearbook from cover to cover. In doing this, they learn about photography, special effects, layouts, design, and many other skills which can be very useful in the job market. See Mrs. Enns or Mrs. Barrett for more information.

T.A.D.D. (Teenagers Against Distracted Driving): TADD is about us, as students! It is a school/community-minded organization. Teenagers helping others to make the right decisions, “Don’t Drink or text and Drive.” There is a meeting every second week to update our members and the school about the activities. We have a lot of new and exciting ideas so come and check it out. We’ll see you there. “It’s not your life we’re trying to change, it’s your life we’re trying to save.” See Mrs. Ross or Mrs. Atkinson for more information.

CREDIT UNION YOUTH BOARD: The Minnedosa Credit Union and MCI support the Credit Union Youth Board, which is comprised of Grade 11 and Grade 12 students who order and sell school clothing and make presentations to the Credit Union Board twice a year. Meetings are held once a month after school. Grade 10 students can apply and be interviewed for a position each spring. The term for the Board is two years (your Grade 11 and Grade 12 school years). See Mrs. Barrett for more information.

PEER TUTORING: The Peer Tutor Club is an opportunity for Grade 10, Grade 11, and Grade 12 students to offer their services voluntarily to help their peers succeed. Peer tutors work in close cooperation with the Guidance Counsellor and the Student Support Facilitator and are provided with training and on-going support. See Mrs. Atkinson for more information.

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

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

C.H.A.N.G.E.: Citizens Helping All Nations Grow Equally is “a bunch of people who believe that everyone deserves a chance. We know that we can’t fix everything, or save everyone, or convince everybody that our cause is worthy. But what we also know is that we can fix some things, we can help somebody, and we believe that our cause is worthy. We want to be a spark that lights a powerful fire of change in this world.” (former *CHANGE* president Kailey Bradco) *CHANGE* has set a goal to raise \$6250 per year for 3 more years to build a housing unit in Haiti for displaced orphans. Listen for announcements for your chance to get involved in *CHANGE*.

LUNCH TIME SUPERVISION: If you are interested in supervising students during the lunch break see Mrs. DeMontigny.

(revised: June 2010)