

Erickson Collegiate



Handbook

2022-2023

ERICKSON COLLEGIATE MISSION STATEMENT

Erickson Collegiate Institute is committed to providing **quality education** in a safe and positive **learning** environment that supports academic, social, and personal growth. We encourage and assist students in their development of becoming **responsible** contributing citizens who **respect diversity, culture**, community, the environment, and themselves.

Erickson Collegiate Institute

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

Office Hours: 8:30 - 4:00 (Monday-Friday)

Dear Families,



The 22-23 school year is upon us and there are some new and exciting changes to our Erickson schools this year. I am extremely excited to be working with both the elementary and high school as principal this school year. I am also excited to be working with co-admin Ms. Robson and Ms. Warrington as well as both school teams to bring new learning adventures for all our students. After two years of uncertainty, we are hoping that this school year will be more routine and is full of creative and exciting opportunities to learn, collaborate, grow, and experience the full scope of what an education can offer. It will be a year of re-building and re-connection. We will be finding ways to re-connect with each other and with our communities. We will focus on the whole child – the mental, physical, spiritual, and emotional needs of all our students. We will continue to provide the absolute best we can for our students in this constantly changing world.

You are a big part of this. As families of our children, your support and collaboration are key in their success. Getting them to school, collaborating with us to program for them, and keeping the door of communication open always is vital to making the school experience successful for everyone. If there are suggestions, concerns, or questions, I encourage you to connect to the teachers and/or myself anytime.

In closing, together we can make this school year a great one, and I along with our entire staff in both schools are truly blessed and looking forward to be working with all our children and their families.



All the best, Laurie Bachewich and the EES/ECI Team

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

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.

Code of Conduct

Erickson Collegiate is guided by the Rolling River School Division Code of Conduct. The code applies to and will be enforced in all school settings, including buses, interscholastic events, and school functions.

(Please see attached Divisional Code of Conduct at the back of this document)

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 TEACHERS & 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 a 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 and a door bell must be rung.
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

OUR SCHOOL DAY

- 8:50** 1st Bell – (Proceed to first period class)
8:55 O'Canada/Announcements
9:55 End of 1st Period
10:00 WIN
10:30 End of WIN
10:35 Period 2
11:30 End of 2nd Period
11:35 Period 3
12:30 End of 3rd Period/Lunch
1:25 End of Lunch period
1:30 Period 4
2:25 End of 4th Period
2:30 Period 5
3:25 Class over/Return to devices
3:30 Dismissal – no bell

ERICKSON COLLEGIATE ATTENDANCE POLICY

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 be 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 to 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.

School administration will deal with attendance on an individual basis.

Non-Attendance or Leaving Class

1. If a student is not present for class and has no reason for being absent noted, the classroom teacher (CT) is to notify the office via phone or TEAMS that the student is not there. Administration is notified to further investigate where the student is.
2. If a student leaves the classroom for a specified or unspecified reason and are gone for more than a few minutes, the CT will notify the office via phone or TEAMS that the student has not returned.
3. If the student returns to class they will not be marked late, and the matter is considered resolved.
4. If the student does not return, they are to be marked absent, and a phone call home by admin will be made.
5. A plan will be made to make up for the missed work. CT are to provide work and consult with Admin around a plan for finishing the work and returning to class. Ex. A spare may be taken away until the work is completed.
6. If this behavior continues – things like sports, drama, gaming, or extra-curricular activities may be impacted. This policy does not pertain to students who may need alternative work spaces that have been arranged by the school team.

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.

Washroom Procedures

- We have one gender neutral bathroom adjacent to the ramp.
- We have one gender neutral and accessible washroom next to the boys' washroom.
- We have one designated STAFF ONLY washroom across from the gym.
- Students are to use the washrooms during break times. If students need to use the washrooms during class time, there needs to be a limit of one per class who goes at any given time. Students needs to be reminded that breaks (five of them) are for the use of the washroom.
- If students are gone for long periods of time or do not return, please see the procedures for leaving class.

WIN (WHAT I NEED)

WIN will continue this school year.

From 10-10:30, WIN is a period that will allow teachers to spend extra time with students on materials previously taught. It may be a time for re-teaching, added support, checking in for understanding, reviewing for assessments, to get organized, or to get caught up on incomplete work. No new material is taught at this time. WIN is NOT a time to spend on phones, games, or to visit. It is a time of the day that is used to support stu-

dents in being successful in their learning. It is proactive and preventative and allows students built in time in their day to catch up or stay on top of their workload. We ask that students take full advantage of this built-in time and follow the protocols:

1. Teacher will request students.
2. Students can request teachers.
3. Priority will be Math and ELA, however other teachers from other courses can request students.
4. Students not requested or who have not requested a teacher are required to report to their teacher leader's room. They can bring additional work they need to work on, read, or work on other projects that may come up throughout the year.

The procedure for requesting students/teachers will be discussed with the staff and students on the first day of classes every year.

ECI Student Dress Code

All students/staff have the right to express themselves in school through their choice of clothing, hair-styles, jewelry, and accessories. While a student's style is their choice, we want to keep school a place where everyone can feel comfortable.

We ask that students refrain from wearing clothing with the following:

- 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 .
- Promotion of narcotics and/or alcohol
- Promotion of violent or illegal activities
- Gang related clothing, colors, and symbols

School administration will deal with dress code issues in a discreet manner and on a case by case basis. Final decisions will rest with school administration.

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 exams for core subjects will not be required but teachers may choose to have a midterm exam or assessment if set out in their course outlines. There will not be a blocked period of time for midterm 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 record

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 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 ongoing, 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)

How to Grade for Learning 3rd Edition (Ken O'Connor, 2009)

Sunrise School Division Grading Guidelines 6 -12 (Sunrise School Division, 2007)

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.

Any student that plagiarizes, cheats, or is academically dishonest in any other way or form on tests, exams, and assignments is ineligible for scholarships, awards, the honour roll, or any other academic recognition for the school year in which the academic dishonesty occurs.

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, it is expected that students will work at noon break with the teacher in which they have incomplete work.

Teachers will notify the student and principal if the student is incomplete and expected to be in the classroom at noon break.

Students only need to be in the classroom for the time it takes to complete their work. Students may go once the teacher has the completed work and she/he gives the student permission.

If a student does not show up, he or she is non-compliant and the situation will be dealt with by the principal as a behavioral issue.

Incomplete work takes precedent over any noon activity (i.e. intramurals, student council, clubs, etc.) in which a student may be involved.

Until students are caught up they will lose their sign out privilege at noon and all participation in extra-curricular activities and noon hour events (including team practices and games, club activities/ meetings, ski trips, field trips, etc.)

GENERAL INFORMATION

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.

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. There is also school surveillance on school buses.

SIGN-OUTS AND UNASSIGNED TIME

SPARES

If students are at school for spares, they are to be in Ms. Henry's room or the canteen, unless otherwise arranged with a classroom teacher or administration. Students are not to be in the hallways during this time.

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

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

Grade 9 & 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 Learning Centre 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.**

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.

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

Uncle Carl's Canteen will be fully operational this school year. Expect a calendar of affordable daily specials, as well as drinks and snacks. **IOU'S WILL NOT BE PERMITTED.** Pre-paid lunch cards (\$30.00) will be available to purchase out of the canteen.

BREAKFAST PROGRAM

Our breakfast program will continue. Simple breakfast items will be made available prior to the morning exercises in the canteen only.

LOCKS AND LOCKERS

Students will have access to a locker, and a pad lock upon request.

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 transportation 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 STUDENT area, north of the school. 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.**

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.

STUDENT FEES

Student Fee	\$25.00 annually (All students in Grades 9 - 12)
Caution Fee	\$30.00 (all new/first time students to the school)

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. Damages will be assessed and addressed by administration on an individual basis.

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

All students must begin the year with \$30 in their Caution Fee account. If a student's account was totally or partially depleted the previous year for fines he or she must replenish their account to \$30.

INTERNET ACCESS FOR STUDENTS

Access to the Internet is an individual privilege, not a right. Any student who violates the guidelines listed below will have his or her access removed for a period of time as the teacher, librarian, or school administration deems appropriate. Students will not create, distribute, download, or save any text, sounds, graphics, or other material that is obscene, harassing, racist, malicious, fraudulent, libelous, or which may affect the function of a computer or computer network. Students may not attempt to read, copy, or change files or passwords belonging to other people, either locally or on the Internet, unless authorized to do so by those individuals. Parents must sign a form giving their child permission to access the Internet.

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.

CELL PHONE AND PERSONAL ELECTRONIC DEVICE USAGE

We know that technology and personal devices play a major role in all our lives. They allow users access to information anytime, anywhere and to communicate spontaneously with everyone.

The use of cell phones and personal electronic devices must respect privacy, safety, and academic integrity in our schools. At ECI, the following procedures and guidelines will be followed:

1. Students may use their cell phones or PED's before school, on breaks, during lunch, and after school.
2. Devices are NOT to be used during presentations, school assemblies, or in class unless the teacher deems it necessary for educational purposes only.

3. Baskets or "parking spots" will be found in all classrooms. When students are in class, they are required to put their cell phone or PED in the spot in the classroom. If the teacher deems that the device is needed

for educational purposes, the students can certainly have access to them and then return them to the designated spot once finished. TO REVISIT

4. If there is an emergency and someone must contact a student, please call the main office and a message will be given to the student immediately.

These procedures are not to punish students. They are to help support and teach students appropriate use of cell phones and other devices in the world. There have been instances where devices are distractions, used inappropriately, and have resulted in behavioral issues. We believe in being pro-active and preventative in these matters.

General Guidelines for Acceptable Use

- A. All staff and students who bring a cell phone and personal electronic device to school or to a school sponsored activity will comply with the requirements of this policy.
- B. The secure storage of cell phone and personal electronic device is the responsibility of the owner/user. The school accepts no responsibility for damage or theft.
- C. Using a cell phone and personal electronic device in a manner which violates a person's reasonable expectation of privacy is strictly prohibited. Unacceptable use of cell phones and personal electronic devices may include but not limit to the following:
 - taking photos/video/audio without permission
 - bullying others
 - and violating the general guides for discipline
- D. Devices must not be used to access or display inappropriate material and/or software
- E. Students are responsible for the content of their cell phone and personal electronic device . A school administration who suspects that cell phone and personal electronic device is being used inappropriately or is in violation of the code of conduct may search the device.

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 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 before or after 7:00 am via School Messenger, or the Divisional Website.

ERICKSON COLLEGIATE HEALTHY FOOD POLICY

Philosophy Statement:

Erickson Collegiate recognizes its responsibility in co-operation with the home and community to encourage healthy lifestyles and acknowledges the important role that nutrition plays in the total development and performance of the individual. Erickson Collegiate also believes that the food served or sold in schools should reinforce good nutrition as emphasized in the Manitoba Physical Education/Health Education Curriculum 2001.

Rationale:

Nutrition plays a significant role in growth and development, resistance to disease, and physical and mental

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

Policy:

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

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

ECI Staff 2022-2023

Laurie Bachewich - Principal, Ext. 411/446

Tricia Robson - Vice-Principal (Senior Years Math/Science), Ext. 423

Nancy Coulson, Secretary, Ext. 410

Brooke Bayes (Gr. 7 - 12 Phys. Ed), Ext. 431

Kim Braschuk (Educational Assistant)

Julie Collyer (Guidance), Ext. 428

Ruth Frey (Senior Math/Science), Ext. 424

Wendy Harder (Senior Math/Resource), Ext. 420

Melanie Henry (Student Support Facilitator/Librarian), Ext. 417

Dakota Johnston (Grade 8), Ext. 425

Nakella Kingdon (Educational Assistant)

Jason Lorenowicz (Grade 7), Ext. 416

Sheila Marcinyk (Educational Assistant)

Thomas Mathews (Senior ELA/Psychology/Gr. 7 - 12 Music), Ext. 427

Myrna Young (BSSIP), Ext. 433

Debra McLaughlin (Head Custodian), Ext. 429

Jeremy Roberts (French/Senior Years S.S/Senior Years Art), Ext. 426

Della Robinson (Cleaner), Ext. 429

Gwen Smid (Senior Years ELA/Careers/Math/Horticulture/Science), Ext. 422

Jennifer Workman (Senior Years Food and Nutrition/Photography/Math/Art), Ext. 419/418





ROLLING RIVER SCHOOL DIVISION 2022 - 2023 SCHOOL CALENDAR

Tuesday, September 6, 2022	- Administration Day & Professional Development Day – No classes (K to 12)
Wednesday, September 7, 2022	- First day of classes for all students
Friday, September 30, 2022	- National Day of Truth and Reconciliation (All schools closed)
Monday, October 3, 2022	- Professional Development Day – No classes (K to 12)
Monday, October 10, 2022	- Thanksgiving Day (All schools closed)
Friday, October 21, 2022	- SAGE Conference (K to 12 – No classes)
Thursday, November 10, 2022	- Elementary Schools - Administration Day – No classes
	- High Schools - Inservice – No classes
Friday, November 11, 2022	- Remembrance Day (All schools closed)
Friday, November 25, 2022	- All Schools - Student/Parent/Teacher Interviews – No classes (K to 12)
Thursday, December 22, 2022	- Last day of classes before Christmas Break (Dec. 23 to Jan. 6 inclusive)
Friday, January 6, 2023	- Administration Day – No classes (K to 12)
Monday, January 9, 2023	- All schools resume classes
Tues, Jan 24 – Mon, Jan 31, 2023	- RRSD Exams
Tuesday, February 1, 2023	- Elementary Schools - Inservice Day – No classes
	- High Schools - Administration Day – No classes
Wednesday, February 2, 2023	- Semester 2 begins (9 to 12)
Monday, February 20, 2023	- Louis Riel Day (All schools closed)
Friday, March 17, 2023	- Elementary Schools - Student/Parent/Teacher Interview – No classes
	- High Schools – Inservice Day – No classes
Friday, March 24, 2023	- Last day of classes before Spring Break
Monday, March 27, 2023	- Spring Break (All schools closed Mar. 27 to Mar. 31 inclusive)
Monday, April 3, 2023	- All classes resume
Friday, April 7, 2023	- Good Friday (All schools closed)
Friday, April 21, 2023	- Elementary Schools - Inservice – No classes
	- High Schools - Student/Parent/Teacher Interviews – No classes
Monday, May 22, 2023	- Victoria Day (All schools closed)
Thurs, Jun 15 – Thurs, Jun 22, 2023	- RRSD Exams
Friday, June 23, 2023	- Graduation Day (Elton Collegiate, Minnedosa Collegiate, Rivers Collegiate)
Monday, June 26, 2023	- Graduation Day (Erickson Collegiate)
Thursday, June 29, 2023	- Last day of classes for Students
Friday, June 30, 2023	- Administration Day & Professional Development Day – No classes (K to 12)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FEBRUARY			Elem-Inservice 1 H/S – Admin	Day 4 2 Start of Semester 2	Day 5 3	4
5	Day 6 6	Day 1 7	Day 2 8	Day 3 9	Day 4 10	11
12	Day 5 13	Day 6 14	Day 1 15	Day 2 16	Day 3 17	18
19	Louis Riel Day 20	Day 4 21	Day 5 22	Day 6 23	Day 1 24	25
26	Day 2 27	Day 3 28				
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MARCH			Day 4 1	Day 5 2	Day 6 3	4
5	Day 1 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	Elem – P/T Int. 17 H/S - Inservice	18
19	Day 4 20	Day 5 21	Day 6 22	Day 1 23	Day 2 24 Last Day of Classes	25
26	27	28	29	30	31	
----- Spring Break -----						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
APRIL						1
2	Day 3 3 All Classes Resume	Day 4 4	Day 5 5	Day 6 6	Good Friday 7	8
9	Day 1 10	Day 2 11	Day 3 12	Day 4 13	Day 5 14	15
16	Day 6 17	Day 1 18	Day 2 19	Day 3 20	Elem – Ins. 21 H/S – P/T Int.	22
23/30	Day 4 24	Day 5 25	Day 6 26	Day 1 27	Day 2 28	29
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MAY						
	Day 3 1	Day 4 2	Day 5 3	Day 6 4	Day 1 5	6
7	Day 2 8	Day 3 9	Day 4 10	Day 5 11	Day 6 12	13
14	Day 1 15	Day 2 16	Day 3 17	Day 4 18	Day 5 19	20
21	Victoria Day 22	Day 6 23	Day 1 24	Day 2 25	Day 3 26	27
28	Day 4 29	Day 5 30	Day 6 31			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JUNE				Day 1 1	Day 2 2	3
4	Day 3 5	Day 4 6	Day 5 7	Day 6 8	Day 1 9	10
11	Day 2 12	Day 3 13	Day 4 14	Day 5 15	Day 6 16	17
				----- RRSD Exams -----		
18	Day 1 19	Day 2 20	Day 3 21	Day 4 22	Day 5 23	24
	-----RRSD Exams-----				Graduation (Elton MCI, RCI)	
25	Day 6 26 Graduation (ECI)	Day 1 27	Day 2 28	Day 3 29 Last Day of Classes	All Schools- ADMIN / PD Day 30	