



K to 12 STUDENT HANDBOOK

Table of contents

Page 3 Welcome!

Page 4 School Personnel

Page 5 School Division Calendar

Page 7 School Information

Page 8 Attendance

Page 9 Student Safety

Page 11 Use of Technology

Page 13 Graduation Requirements French Immersion Program

Page 14 Graduation Requirements Technology Education Program

Page 15 Highschool courses

Page 16 Academic Honesty

Page 17 School Closure

Page 17 Damage to property

Page 18 Alcohol and drug use

Page 18 Dress Code

Page 19 Library Use

Page 20 Code of Conduct

Page 26 Student Threat Assessment Fair Notice

Page 27 Bus Ridership

Bienvenue! Welcome!

École Héritage Immersion - home of the Huskies - has a long, proud history of providing first-rate French language education for the communities it serves. We receive our students from many communities surrounding the areas of Red River Valley School Division, Border Land School Division, and Hanover School Division.

Nous sommes une école d'immersion à St-Pierre-Jolys. Nous offrons plusieurs options de cours pour tous les niveaux, y inclus les arts, l'harmonie et l'expérience de travail. Nous offrons même des diplômes vocationnels. Peu importe votre intérêt, nous avons un programme pour vous!

As a small rural school, we pride ourselves on thinking creatively by offering students diverse options such as academic program course options, vocational options, art, drama, fine art or band, and work experience opportunities. By providing our students with diversity and choice, we have created a culture of learning through life experience. Life experience enriches academic performance and strengthens opportunities for success.

We are a welcoming and accommodating learning culture, always seeking to improve our attitudes and practices while maintaining a commitment to the immersion program.

Come to the school and see for yourself. We'd love to see you!

SCHOOL PERSONNEL

Administrative, Office, Student Services, and Custodial staff		
Principal- Julie Karatchuk - jkaratchuk@rrvds.ca Vice Principal- Rachelle Law- rlaw@rrvds.ca Office Administrative Assistant- Danika Funk dafunk@rrvds.ca Office Administrative Assistant- Taylor Richter tritcher@rrvds.ca Guidance- Philippa Pasieczka ppasieczka@rrvds.ca Resource- Renée Loxton rloxton@rrvds.ca Resource- Lynne Lambert llambert@rrvds.ca Librarian- Johanne Picton jpicton@rrvds.ca Head Custodian - Sandra Ostrowski sostrowski@rrvds.ca		
K to 8 Personnel		Highschool Personnel
Kind- Michelle Dubois mdubois@rrvds.ca Coup de Pousse - Janelle Heppner jheppner@rrvds.ca ½ - Allie Tessier-Curé atcure@rrvds.ca ½ - Kirsten Remillard kremillard@rrvds.ca ½ - Diane Sarassin dsarassin@rrvds.ca ¾ - Brigitte Saurette bsaurette@rrvds.ca ¾ - Nadine Bouchard nbouchard@rrvds.ca ¾ - Aliane Préfontaine aprefontaine@rrvds.ca ⅝ - Alex Bertrand abertrand@rrvds.ca ⅝ - Salina Breton sbreton@rrvds.ca ⅞ - Martin Lela mlela@rrvds.ca ⅞ - Ashley Poirier apoirier@rrvds.ca		HS - Adam Thorvaldson athorvaldson@rrvds.ca HS - Fabien Bruel fbruel@rrvds.ca HS - Rhéal Chartier rchartier@rrvds.ca HS/Phys Ed (M-6) - Dariene Côté dcote@rrvds.ca HS -Justin Hochman jushochman@rrvds.ca HS - Jean-Marc Kodja jmkodja@rrvds.ca HS -Michelle Kirouac-Fouad mkirouac@rrvds.ca Arts - Rachelle Lamoureux rlamoureux@rrvds.ca Music - Liane Ouimet louimet@rrvds.ca Phys Ed - Paul Esteves pesteves@rrvds.ca
Educational Support Staff		
Johanne Picton Courtney Baldwin Christine Doerksen Janice Forest Linette Forest	Maxine Forest Pearl Funk Charmaine Gagne Alix Ginter Chelsea Gosselin	Vicki Lafrance Lynn Tétrault Danielle Wattam Isabelle Gauthier

SCHOOL DIVISION CALENDAR

Red River Valley School Division - Ecole Héritage Immersion

2024-2025 School Calendar

September 2024	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Labour Day (no classes)	3 Admin. Day (no classes)	4 Admin. Day (no classes)	5 Day 3 Classes Begin	6 Day 4	7
	8	9 Day 5	10 Day 6	11 Day 1	12 Day 2	13 Day 3 Strong Beginnings (M-8)	14
	15	16 Day 4 Strong Beginnings (M-8)	17 Day 5	18 Day 6	19 Day 1	20 Day 2	21
	22	23 Day 3	24 Day 4	25 Day 5	26 Day 6	27 Day 1	28
	29	30 Truth & Reconciliation Day (no classes)					
October 2024	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Day 2	2 Day 3	3 Day 4	4 Day 5	5
	6	7 Divisional PD Day (no classes)	8 Day 1	9 Day 2	10 Day 3	11 Day 4	12
	13	14 Thanksgiving Day (no classes)	15 Day 5	16 Day 6	17 Day 1	18 Day 2	19
	20	21 Day 3	22 Day 4	23 Day 5	24 Day 6	25 MTS PD Day (no classes)	26
	27	28 Day 2	29 Day 3	30 Day 4	31 Day 5		
November 2024	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Day 6	2
	3	4 Day 1	5 Day 2	6 Day 3	7 Day 4	8 Admin. Day (no classes)	9
	10	11 Remembrance Day (no classes)	12 Day 6	13 Day 1	14 Day 2	15 Day 3	16
	17	18 Day 4	19 Day 5	20 Day 6	21 Day 1	22 Admin. Day (no classes)	23
	24	25 Day 3	26 Day 4	27 Day 5	28 Day 6	29 Day 1	30
December 2024	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Day 2	3 Day 3	4 Day 4	5 Day 5	6 Day 6	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 Day 4 Last Day of Classes	21
	22	23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28
	29	30 Winter Break	31 Winter Break				
January 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Winter Break	2 Winter Break	3 Winter Break	4
	5	6 Day 5 Classes Resume	7 Day 6	8 Day 1	9 Day 2	10 Day 3	11
	12	13 Day 4	14 Day 5	15 Day 6	16 Day 1	17 Day 2	18
	19	20 Day 3	21 Day 4	22 Day 5	23 Day 6	24 Day 1	25
	26	27 Day 2	28 Day 3	29 Day 4	30 Day 5	31 Day 6	

**Strong Beginnings - there are no regular classes for K-8 students. Students are scheduled for appointments during those days at their school. Please contact your school for additional information. **

Red River Valley School Division - Ecole Héritage Immersion

2024-2025 School Calendar

February 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
	2	3 Day 1 Semester 2 First day of classes	4 Day 2	5 Day 3	6 Day 4	7 Day 5	8
	9	10 Day 6	11 Day 1	12 Day 2	13 Day 3	14 Day 4	15
	16	17 Louis Riel Day (no classes)	18 Day 5	19 Day 6	20 Day 1	21 Day 2	22
	23	24 Day 3	25 Day 4	26 Day 5	27 Day 6	28 Day 1	
March 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
	2	3 PD Day (no classes)	4 Day 3	5 Day 4	6 Day 5	7 Day 6	8
	9	10 Day 1	11 Day 2	12 Day 3	13 Day 4	14 Day 5	15
	16	17 Day 6	18 Day 1	19 Day 2	20 Day 3	21 Admin. Day (no classes)	22
	23	24 Day 5	25 Day 6	26 Day 1	27 Day 2	28 Day 3	29
April 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	30	31 Spring Break	1 Spring Break	2 Spring Break	3 Spring Break	4 Spring Break	5
	6	7 Day 4	8 Day 5	9 Day 6	10 Day 1	11 Day 2	12
	13	14 Day 3	15 Day 4	16 Day 5	17 Admin. Day (no classes)	18 Good Friday (no classes)	19
	20	21 Day 1	22 Day 2	23 Day 3	24 Day 4	25 Day 5	26
	27	28 Day 6	29 Day 1	30 Day 2			
May 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Day 3	2 Day 4	3
	4	5 Day 5	6 Day 6	7 Day 1	8 Day 2	9 Day 3	10
	11	12 Day 4	13 Day 5	14 Day 6	15 Day 1	16 Day 2	17
	18	19 Victoria Day (no classes)	20 Day 3	21 Day 4	22 Day 5	23 Day 6	24
	25	26 Day 1	27 Day 2	28 Day 3	29 Day 4	30 Day 5	31
June 2025	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Day 6	3 Day 1	4 Day 2	5 Day 3	6 Day 4	7
	8	9 Day 5	10 Day 6	11 Day 1	12 Day 2	13 Day 3	14
	15	16 Day 4	17 Day 5	18 Day 6	19 Day 1	20 Day 2	21
	22	23 Day 3	24 Day 4	25 Day 5	26 Day 6	27 Admin. Day (no classes)	28
	29	30					

SCHOOL INFORMATION & DAY SCHEDULE

Elementary (K-8)

8:45 - 10:15 - Instructional Time
 10:15 - 10:30 - Instructional Time/Nutrition
 10:30 - 11:00 - Health break
 11:00 - 12:45 - Instructional Time
 12:45 - 1:15 - Nutrition Break
 1:15 - 1:45 - Recess
 1:45 - 3:15 - Instructional Time
 3:15 - 3:20 - Dismissal

High School (9-12)

8:45 - 9:55 - Block 1
 9:55 - 11:00 - Block 2
 11:00 - 12:00 - Block 3
 12:00 - 1:00 - Lunch
 1:00 - 2:05 - Block 4
 2:05 - 3:15 - Block 5
 3:15 - 3:20 - Dismissal

Please Note: Only students participating in an organized activity may stay after 3:20 pm

Information on school activities and calendar events:

[Facebook link](#)

Instagram: @ecoleheritage

SEE SAW for individual early years classes

Report cards and parent-teacher conferences

	1st Semester	End 1st semester	2nd Semestre	End 2nd Semestre
Grade K-8		December 20, 2024 Report cards Grade K-8	March 28, 2025 Report cards Grade K-8	June 27, 2025 Report cards Grade K-8
Grades 9-12	November 15, 2024 Report cards grades 9-12	January 31, 2025 Report cards grades 9-12	April 11, 2025 Report cards grades 9-12	June 27, 2025 Report cards grades 9-12
Grades K-12	Parent-teacher November 7, 2024: 3:30-7:00 November 8, 8:45-12:00 (By appointment)		Parent-teacher March 20, 2024: 3:30-7:00 March 21, 8:45-12:00 (By appointment)	

ATTENDANCE

Our goal is to have students miss the least amount of classes for their optimal learning and success. Regular attendance is extremely important. Unless necessary for the student to do so, the student should attend school every day. Absences will be classified into three categories:

- 1) Special situations, school-approved
 - school field trips, outings, or sports events will not be considered absent from class.
 - Working at the office or resource room (with teacher permission) are acceptable reasons to be out of class. These are not considered absences.
- 2) Excused absences with justifiable reason
 - Absence caused by serious or prolonged illness and justified by a note from the doctor
 - Absence due to a death in the family
 - Absence justified in advance by a parent via note signed by them/email/phone call to the classroom teacher and/or secretary
 - Absence justified by note **within two school days of the absence**
- 3) Unexcused absences
 - Absence that has not been justified by a parent or by a student who is 18 years of age or older
 - Absences caused by unacceptable behavior in class where the teacher must ask the student to be removed
 - 4 late arrivals will equal one unexcused absence

COMMUNICATION OF ATTENDANCE

Each time a student is not in class and the school has not received a note or call from the guardian to justify the class that was missed, the school will:

- Send an automated message to the home phone number or email via our Synervoice system. Once this message is received by the guardian, they have 2 days to explain their child's absence.

When a student has accumulated 5 absences, the following will happen:

- A communication by the teacher via letter/phone call/email will be sent home
- This will be repeated every 5 absences to inform the parents of all classes missed at EHI because no matter the reason, our goal is to have students miss the least amount of classes for their optimal learning and success.

The school will enforce a policy in which students with these truancy issues or if they have been suspended from school may not be allowed to participate in extra-curricular events such as field trips, sporting tournaments, ski trips, etc. In severe cases of truancy, and the steps mentioned above have been followed, the principal may remove the student from the class they are not attending. Meetings with the guidance department, along with parental involvement, will take place to discuss alternative programming for the student. All people under the age of 18 must be under some programming from the school.

STUDENT SAFETY

PARENTS/GUARDIANS AND VISITORS

To support the safety of our school community, all exterior doors to the school will remain locked at all times. As such, parents, guardians, or family members are asked to report to the school office when attending the school (via the main doors located on Highway 59). This would include when picking up a child before the end of the day, dropping off items for a child, or meeting with school personnel. Family members/guardians are asked to remain at the office while being assisted.

FIRE DRILLS

- 1) The province mandates 10 fire drill exercises per year.
- 2) Designated primary and alternate exit routes are assigned to all classrooms and other rooms such as the gymnasium, the laboratories, and the library.
- 3) Students, staff, and guests are expected to exit the building during a fire drill and make their way to the assigned Muster point (posted in the community surrounding the school).
- 4) Once outside the school building, students remain (as a group) with the teacher. Students not with a particular group (during a break or study period) leave the school building via the appropriate exit and make their way to the assigned Muster point for their current location.
- 5) Do not re-enter the building until signaled to do so by the principal, a teacher, the secretary, or the janitor.

LOCKDOWNS

EHI will have 2 lockdown practices per year. Students and staff are to lock their doors, barricade, and hide. Only the principal (or the designate) or the RCMP can unlock the doors to end the lockdown. Students are prepared for lockdown practices and a follow-up debrief takes place as needed.

TORNADO DRILLS

EHI will have 2 tornado drills per year as per province requirements. Students and staff are to take cover in a covered safe space.

LEAVING THE SCHOOL PREMISES

Students may leave the school premises with the authorization of the principal or a teacher.

There are 2 exceptions to this rule:

- 1) Grade 9-12 (open campus)
- 2) For grade 7-8 students who have written permission to leave school for lunch, a note must be signed and dated for the current date.

- 3) Kindergarten to grade 6 do not have an open campus and are not permitted to leave school grounds during the school day during health breaks (ie: going to Bakery to buy lunch). Parents or guardians are welcome to drop off food at the office for their child.

PROHIBITED ITEMS

To ensure the safety and well-being of all, students should not have the following items on school property during school hours: Lighters and matches, Beverages containing high contents of caffeine (Jolt, Red Bull, etc...), Over the counter medication (Tylenol, Advil, etc...), Alcohol, non-alcoholic (0.5%) beverages, illicit drugs, prescription drugs, Tobacco products, Vaps, any dangerous weapons defined by the Criminal Code of Canada (see **School Code of Conduct** on page 20)

VEHICLES ON SCHOOL PROPERTY

It is not recommended that students use their cars to come to school since the Division provides all transportation. In the case of using a personal vehicle, the following are to be closely adhered to:

- The speed limit on school grounds is 15 km/hour
- Vehicles are not allowed to proceed near or around buses during periods of loading/unloading
- Vehicles must be parked in the designated area (along the arena, side streets) anytime during a school day
- There are spaces reserved for visitors at the front main entrance.

Note: Please do not park in front of the library or in front of the garbage bins.

BUSSED STUDENTS

Bussed students are required to travel on their designated bus and follow the [Bus Ridership Rules and expectations](#).

Bus Misconduct Reports

School administration speaks with students and parents are notified; further consequences may be applied, depending upon the situation. This may include a bus suspension or in-school suspension. Any ongoing misconduct reports may be cause for indefinite or permanent suspension from using school division buses.

STUDENT PHYSICAL HEALTH CARE

The school will contact families of a student who falls ill or is injured to be informed of and/or picked up at school. If any injury warrants hospitalization we will make every effort to call you or your emergency contact for prior approval. If you are unavailable, we will call an ambulance on your behalf.

Medication

Please be advised that we cannot administer prescription or over-the-counter medication without a signed URIS plan or in certain circumstances, a parent's signature. All prescriptions must be stored in the original pharmacy-dispensed container. Students are not to carry any medication of any kind with them.

Allergies/Medical conditions

It is very important that you notify the office if your child has a life-threatening allergy or is taking medication. (Asthma, EpiPen, etc...)

Allergies

We are an allergy-aware school (nuts, fish, seaweed). Although each child and their family must take responsibility to avoid exposure, staff and other children and their families can also help to make the school environment safer by refraining from sending nuts, fish, and seaweed-based food. Due to allergies, we discourage the sharing of lunches or snack foods.

USE OF TECHNOLOGY

CELL PHONES AND ELECTRONIC DEVICES

NEW for 2024-25 Province of Manitoba policy states:

Manitoba students have the right to learn in environments with limited distractions and where the potentially harmful impacts of online platforms and cell phone use are minimized. With student learning and safety front of mind, I am directing that all schools and school divisions/districts review and revise use of technology policies to include clear guidelines for cell phone use in publicly funded Kindergarten to Grade 12 schools. Renewed policies are to include:

- Kindergarten to Grade 8 students are banned from using cell phones during school hours, inclusive of breaks and lunch.
- Grades 9 to 12 students are banned from cell phone use during class time and may be permitted to use cell phones during break times/lunch as well as for educational purposes when directed by classroom teachers.
- Appropriate exceptions to support student medical and diverse learning needs.
- Clear and appropriate direction for cell phone use in classrooms for school staff.

In addition:

Personal electronic devices, such as cell phones, handheld game systems, iPods/MP3s, etc., must be kept in the locker during the instructional day. They should be turned off when stored in the locker.

The school will not be responsible for the loss of any electronic devices. It is strongly suggested that valuable items be left safely at home.

Students are not permitted to take pictures or videos of anybody at school; this includes field trips and lunch hours. For the safety of everybody, this rule needs to be respected and followed, regardless if you have the person's permission.

Any students not respecting these rules will have their phones confiscated by staff and must notify their parents. Subsequent violations require parents to pick up the phone at the office, and students may face further disciplinary consequences.

Please refrain from contacting your child's mobile device with text/calls during the school day. All emergencies are to be routed through the school office. We are happy to help you contact your child!

ACCEPTABLE USE OF TECHNOLOGY

All students and parents are required to sign an acceptable use agreement yearly for the use of the Internet provided by the school division. **Refusal to comply with the Acceptable Use Agreement Personal Device Policy and cell phone rules may result in the suspension of technology privileges at school.**

Students must:

- Use the electronic information system for educational purposes only
- Not attempt to harm, modify without system administrator approval, gain unauthorized access to division systems or data, destroy software, or interfere with system security
- Not submit, publish, display, or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening, racially offensive, or illegal
- Notify a system administrator if a password is lost/stolen, or if there is reason to believe that someone has unauthorized access to the system
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music or tests) in violation of copyright laws
- Not use another's password or attempt to access another's folders, work, or files
- Not intentionally waste limited resources
- Abide by all copyright, trademark, and license restrictions
- Follow all school policies and student handbooks as written

CYBERBULLYING

In addition to the above, the Board recognizes that activities that may be considered harmful can also take place on other personal electronic devices. ***Cyberbullying is defined as the use of technology to bully, embarrass, threaten, or harass another. It also includes the use of information and communication technology to engage in behavior that is derogatory, defamatory, degrading, illegal, and/or abuse.*** As such students must:

- Refrain from any behavior that may be considered cyberbullying
- Understand that email should not be considered secure or private
- Not reveal a student's personal information
- Understand that computer activities may be monitored and tracked

Note: Any form of threats or intimidation made at school or after school that is brought to the administration's attention can be reported to the police and charges may be laid to anyone 12 years old or older.

Graduation Requirements French Immersion Program

Graduation Requirements

for the *French Immersion* Program

Minimum 30 credits of which a minimum of 14 taught in French

21 Compulsory Credits

	Grade 9 6 credits	Grade 10 6 credits	Grade 11 5 credits	Grade 12 4 credits
Compulsory Subjects	French Language Arts • Français langue seconde – immersion	French Language Arts • Français langue seconde – immersion	French Language Arts • Français langue seconde – immersion : langue et communication	French Language Arts • Français langue seconde – immersion : langue et communication
	English Language Arts • English Language Arts	English Language Arts • English Language Arts	English Language Arts - 1 of the following: • ELA - Imm: Comprehensive Focus • ELA - Imm: Literary Focus • ELA - Imm: Transactional Focus	English Language Arts - 1 of the following: • ELA - Imm: Comprehensive Focus • ELA - Imm: Literary Focus • ELA - Imm: Transactional Focus
	Mathematics • Mathématiques or Mathematics	Mathematics - 1 of the following: • Mathématiques au quotidien or Essential Mathematics • Mathématiques au quotidien I and Mathématiques I and Essential Mathematics II • Introduction aux mathématiques appliquées et au pré-calcul or Introduction to Applied and Pre-Calculus Mathematics	Mathematics - 1 of the following: • Mathématiques appliquées or Applied Mathematics • Mathématiques au quotidien or Essential Mathematics • Mathématiques au quotidien III and Mathématiques III and Essential Mathematics IV • Mathématiques pré-calcul or Pre-Calculus Mathematics	Mathematics - 1 of the following: • Mathématiques appliquées or Applied Mathematics • Mathématiques au quotidien or Essential Mathematics • Mathématiques au quotidien V and Mathématiques V and Essential Mathematics VI • Mathématiques pré-calcul or Pre-Calculus Mathematics
	Éducation physique et Éducation à la santé or Physical Education/Health Education	Éducation physique et Éducation à la santé or Physical Education/Health Education	Éducation physique et Éducation à la santé or Physical Education/Health Education	Éducation physique et Éducation à la santé or Physical Education/Health Education
	Social studies • Le Canada dans le monde contemporain or Canada in the Contemporary World	Social studies • Les enjeux géographiques du XXI ^e siècle or Geographic Issues of the 21 st Century	Social studies • Histoire du Canada or History of Canada	
	Science • Sciences de la nature or Science	Science • Sciences de la nature or Science		

ELIGIBILITY FOR GRADUATION

To be eligible to receive a graduation diploma and to participate in the graduation exercises, a student must satisfy the requirements of the Department of Education and of the school. Recognition will be given at graduation to students obtaining distinction or honors in their courses.

9 Optional Credits

9 credits from subject areas such as:

- Français (additional courses for credit)
- English language arts (additional courses for credit)
- Mathematics (additional courses for credit)
- Sciences (additional courses for credit)
- Social studies (additional courses for credit)
- Other languages
- The arts: visual arts, music, drama, dance
- Career development
- Psychology
- Computer science
- Technical/vocational education
- Human ecology
- Business and marketing
- Industrial arts
- Others as offered by the school including School-Initiated Courses (SICs) and Dual Credits
- Others as initiated by the student including Student-Initiated Projects (SIPs) and Special Language Credit Options (SLCOs)

See your school for a complete list of course offerings.

GRADUATION REQUIREMENTS FOR THE FRENCH IMMERSION PROGRAM

Notes

- Students must earn at least **14 credits** from courses taught in French to meet the requirements of the French Immersion Program Diploma.
 - In Grade 9, a minimum of **4 credits** from courses taught in French;
 - In Grade 10, a minimum of **4 credits** from courses taught in French;
 - In Grade 11, a minimum of **3 credits** from courses taught in French;
 - In Grade 12, a minimum of **3 credits** from courses taught in French.
- Credit cannot be held concurrently for the same course with different course designations (ex: English language arts 10F and 10E).
- Non-Manitoba courses from other jurisdictions may be evaluated and accepted by the school principal for credit to meet Manitoba high school graduation requirements.
- In exceptional circumstances and in discussion with parents, a school administrator may approve the substitution of a maximum of two optional credits for two compulsory credits. All substitution of credits must be reported to Student Records.
- Students following Advanced Placement (AP) or International Baccalaureate (IB) programs must meet the Manitoba graduation requirements, including attaining credits in Grade 12 Français, English, and Mathematics prescribed by the Department, and must write the provincial tests associated with these courses.
- At least **one** optional credit must be at the Grade 11 level and at least **one** optional credit must be at the Grade 12 level.
- Students may obtain credit for a maximum of 11 SICs, 3 SIPs, 4 SLCOs and 4 PMOs at the senior years level.
- Students should ensure that they meet the entrance requirements of the post-secondary education (college or university), training or work situation they intend to pursue.

For a summary explanation of courses see:
www.manitoba.ca/mychildinschool

Graduation Requirements Technology Education Program

Graduation Requirements

for the

French Immersion Program

TECHNOLOGY EDUCATION

Minimum 30 credits of which a minimum of 14 taught in French

Effective September 2018, Grade 11 History of Canada will be a compulsory credit for students graduating with a Technology Education Diploma in 2020/21 and subsequent years. This means that Grade 10 students entering the program in September 2018 will require the credit to graduate in June 2021.

21 Compulsory Credits

Compulsory Subjects	Grade 9	6 credits	Grade 10	6 credits	Grade 11	5 credits	Grade 12	4 credits
	French Language Arts	• Français langue seconde – immersion	French Language Arts	• Français langue seconde – immersion	French Language Arts	• Français langue seconde – immersion : langue et communication	French Language Arts	• Français langue seconde – immersion : langue et communication
	English Language Arts	• English Language Arts	English Language Arts	• English Language Arts	English Language Arts - 1 of the following:	• ELA - Imm: Comprehensive Focus • ELA - Imm: Literary Focus • ELA - Imm: Transactional Focus	English Language Arts - 1 of the following:	• ELA - Imm: Comprehensive Focus • ELA - Imm: Literary Focus • ELA - Imm: Transactional Focus • ELA - Imm: Language and Technical Communications (see number 6 from Notes on next page)
	Mathematics	• Mathématiques or Mathematics	Mathematics - 1 of the following:	• Mathématiques au quotidien or Essential Mathematics • Mathématiques au quotidien I and Mathématiques au quotidien II or Essential Mathematics I and Essential Mathematics II • Introduction aux mathématiques appliquées et au pré-calcul or Introduction to Applied and Pre-Calculus Mathematics	Mathematics - 1 of the following:	• Mathématiques appliquées or Applied Mathematics • Mathématiques au quotidien or Essential Mathematics • Mathématiques au quotidien III and Mathématiques au quotidien IV or Essential Mathematics III and Essential Mathematics IV • Mathématiques pré-calcul or Pre-Calculus Mathematics	Mathematics - 1 of the following:	• Mathématiques appliquées or Applied Mathematics • Mathématiques au quotidien or Essential Mathematics • Mathématiques au quotidien V and Mathématiques au quotidien VI or Essential Mathematics V and Essential Mathematics VI • Mathématiques pré-calcul or Pre-Calculus Mathematics
	Éducation physique et Éducation à la santé or Physical Education/Health Education		Éducation physique et Éducation à la santé or Physical Education/Health Education		Éducation physique et Éducation à la santé or Physical Education/Health Education		Éducation physique et Éducation à la santé or Physical Education/Health Education	
	Social studies	• Le Canada dans le monde contemporain or Canada in the Contemporary World	Social studies	• Les enjeux géographiques du XXI ^e siècle or Geographic Issues of the 21 st Century	Social studies	• Histoire du Canada or History of Canada		
	Science	• Sciences de la nature or Science	Science	• Sciences de la nature or Science				

GRADUATION REQUIREMENTS FOR THE FRENCH IMMERSION TECHNOLOGY EDUCATION PROGRAM

8 Compulsory Technical-Vocational Credits

- The French Immersion Technology Education Program consists of 21 compulsory credits plus 8 compulsory technical-vocational credits from an approved technical-vocational cluster and 1 optional credits.
- An approved cluster must comprise departmentally developed and/or approved courses which facilitate the transition from school to work.

1 Optional Credits

1 credits from subject areas such as:

- Français (additional courses for credit)
- English language arts (additional courses for credit)
- Mathematics (additional courses for credit)
- Sciences (additional courses for credit)
- Social studies (additional courses for credit)
- Other languages
- The arts: visual arts, music, drama, dance
- Career development
- Psychology
- Computer science
- Technical/vocational education
- Human ecology
- Business and marketing
- Industrial arts
- Others as offered by the school including School-Initiated Courses (SICs) and Dual Credits
- Others as initiated by the student including Student-Initiated Projects (SIPs) and Special Language Credit Options (SLCOs)

See your school for a complete list of course offerings.

Notes

- Students must earn at least 14 credits from courses taught in French to meet the requirements of the French Immersion Program Diploma.
 - In Grade 9, a minimum of 4 credits from courses taught in French;
 - In Grade 10, a minimum of 4 credits from courses taught in French;
 - In Grade 11, a minimum of 3 credits from courses taught in French;
 - In Grade 12, a minimum of 3 credits from courses taught in French.
- Credit cannot be held concurrently for the same course with different course designations (ex: English language arts 10F and 10E).
- Non-Manitoba courses from other jurisdictions may be evaluated and accepted by the school principal for credit to meet Manitoba high school graduation requirements.
- In exceptional circumstances and in discussion with parents, a school administrator may approve the substitution of a maximum of two optional credits for two compulsory credits. All substitution of credits must be reported to Student Records.
- Students following Advanced Placement (AP) or International Baccalaureate (IB) programs must meet the Manitoba graduation requirements, including attaining credits in Grade 12 Français, English, and Mathematics prescribed by the Department, and must write the provincial tests associated with these courses.
- ELA - Imm: Language and Technical Communication 40S/E/M may only be used to satisfy the Grade 12 English language arts requirement for the Technology Education Diploma.
- Students must complete a minimum of one Grade 11 credit and one Grade 12 credit within the approved technical-vocational cluster.
- Students may obtain credit for a maximum of 11 SICs, 3 SIPs, 4 SLCOs and 4 PMOs at the senior years level.
- To complete a High School Apprenticeship Program as part of a Technology Education diploma, students must complete the 21 compulsory requirements and the 8 approved High School Apprenticeship Program credits, along with the 1 optional credits.
- Students should ensure that they meet the entrance requirements of the post-secondary education (college or university), training or work situation they intend to pursue.

For a summary explanation of courses see:
www.manitoba.ca/mychildinschool

HIGHSCHOOL COURSES

COURSE CHANGES

After the commencement of classes, students will not be allowed to change course(s) after the first five (5) days of regular classes.

WEB CT COURSES/DISTANCE LEARNING COURSES

Web CT classes are a slotted yet independent learning course via a teacher and computer usage. You must attend that block as a class. When and if the course is scheduled in a regular block with a teacher, the first choice should be to take it in the classroom.

Exceptions are:

- if the course doesn't fit into the student's schedule
- if the student is making up a course due to certain reasons (major illness, shops schedule)
- if you have special permission from the guidance counselor and administration

Distance Learning Courses/ISO

The Red River Valley School Division and EHI encourage the use of a variety of distance learning programming, supported by Manitoba Education Citizenship & Youth.

The Red River Valley Division and EHI will reimburse a student's registration fee for a course provided that:

- 1) The course is not offered in the school or is unavailable to the student due to a timetable conflict (unless the conflict is due to a previous failing)
- 2) The principal has granted permission
- 3) The student completes the course

Note: The Red River Valley School Division will then reimburse a maximum of one correspondence course per semester per student if the above criteria are met.

VOLUNTARY WITHDRAWAL FROM A COURSE

The student should discuss with a school administrator and the teacher the reason for withdrawing from the course. The student must attend all classes until a final decision has been reached.

VOLUNTARY WITHDRAWAL FROM SCHOOL

A student who is considering withdrawing from school is required first to have a conference with the guidance counselor to discuss reasons for withdrawal. If a student still decides to withdraw, they must notify the principal before withdrawing.

EXAM PERCENTAGE OF FINAL MARK

A teacher has the option in some cases to not give a final exam, however, if they choose to give one, the values cannot exceed 20%.

PROMOTION ON A SUBJECT BASIS

Promotion will be on a subject basis. If a student passes a given subject, they may proceed to the next level in that subject the following year. If they fail a compulsory subject, they must repeat it. If they fail an optional subject and need it for credit, they must either repeat that subject or take another one in its place.

ACADEMIC HONESTY

ACADEMIC DISHONESTY

Plagiarism/Cheating is viewed as a major offense at EHI and will be treated as such. Consequences for plagiarism/cheating will range from a mark of zero on an assignment to suspension. In every case, a record will be kept for the duration of the student's tenure at the school.

USE OF UNASSIGNED TIME

Unassigned time should be used for the following purposes:

- Study
- Catch up on a missed assignment or test
- Student-Teacher conference
- Student-Counselor conference
- Research in the library
- Other work in school activities or committees

SCHOOL CLOSURE

Early dismissals due to blizzard warnings or other emergencies are a possibility during the school year. The procedure is as follows:

During extremely cold weather when buses are unable to be operated safely and with assurance, bus service will be discontinued. Parents will be notified via school messenger and families are responsible for making arrangements for their child's pick up at the main office. Students will be required to be signed out by the designated driver/pick-up.

In the event of school closure, please see the RRVSD website for further information. The decision to close schools shall be made before 6:45 a.m. Media announcements shall be made by 7:00 a.m. The paramount consideration is the safety of students. If school is closed due to cold weather or poor road conditions, parents and guardians need to keep students at home or make alternative arrangements.

DAMAGE TO PROPERTY

For all damages caused by students, full compensation will be made. In all instances, the parents will be held financially responsible.

Please note that under the Criminal Code of Canada, it is an offense to damage private and public property. Police involvement may occur.

ALCOHOL AND DRUG USE

Students suspected of being impaired due to the use of alcohol, prescription or non-prescription drugs, illegal drugs, marijuana or solvent sniffing on school property or at school-related activities shall be reported to the school administration, who will investigate any such incident. This investigation may include, but is not limited to, a locker inspection and contacting parents.

Rules concerning this policy

Students identified as being involved in the personal use and/or of trafficking drugs, marijuana, alcohol, or solvents (for inhalation) will be subject to any or all of the following intervention measures:

1. Immediate suspension from school until the administration has conducted a complete investigation.
2. Recommendations may include that students and/or parents see the Divisional Psychologists and/or that students attend drug rehabilitation courses, Alcohol Foundation Programs, etc.
3. A recommendation to the Board for expulsion

SMOKING/VAPING USE

Smoking/Vaping is prohibited at all times by students in the school buildings and on school property. The divisional policy states:

“The Red River Valley School Division also believes it has a responsibility to promote a wholesome lifestyle. The Red River Valley School Division believes that they have a responsibility to ensure that the students attending these schools, and also the employees who work at the schools can do it in a wholesome atmosphere. As a result, the school division has established a non-smoking policy in all divisional buildings, grounds, and vehicles. The schools will continue to remind the students about the dangers related to the use of tobacco products.”

Rules concerning this policy

All students who don't follow this policy will be reported to the principal who will be responsible for enforcing the following:

1. First offense: Student parents will get a warning via phone call or email
2. Second offense: Suspension from school for a day, readmission to school following a meeting with the parents and principal.
3. Third offense: Suspension from school for three days, readmission to school following a meeting with the parents, principal, and superintendent.
4. Fourth offense: Recommendation to the school board that the student not be readmitted to the school.

LOCKERS

Lockers are to be kept clean. Lockers are provided for the safekeeping of one's property. Students are advised against leaving their valuables unprotected. The school is not liable for lost or stolen articles.

DRESS CODE

Students are expected to be properly dressed at all times. Shirts/masks displaying suggestive slogans or vulgar designs are unacceptable. Footwear is compulsory.

Students participating in physical education are required to wear appropriate clothing and footwear.

The action taken to resolve dress code issues, unless it is of severe offense, is the student will be given one first-time warning. The following time the student dresses inappropriately, we will give the student the option to change (we have clean clothing at the office that we can provide or a parent can bring them clothing). The issue must be resolved within an hour of the warning or the student will be sent home for the day.

LIBRARY USE

The library will be open to students during designated times.

Public library hours are between 4:00 and 8:00 pm.

The purpose of the school library is to provide students with a QUIET learning and research environment. It is not intended to be a place for talking or socializing. The use of this area must be considered a privilege. To operate at maximum efficiency, each user must observe the following:

- Quiet atmosphere must prevail at all times
- Borrowed books must be checked out at the desk and returned punctually
- Any lost or damaged books must be fully compensated for
- Fines will be given for late books and failure to pay will result in a loss of privileges to be determined by the principal or staff
- Food and drinks are not permitted in the library

CODE OF CONDUCT

We all work together to make our school a safe, positive, and respectful place for each child to learn. In positive school environments, people feel welcomed, valued, and safe. They treat each other with respect.

École Héritage is committed to fostering a learning and work environment in which all individuals are treated with respect, kindness, and dignity.

The Red River Valley School Division confirms the disciplinary authority of the principal over the conduct of students while they are at school, on school grounds, at school-sponsored activities, on school buses, and on conduct towards one another to and from school. The Division also confirms the disciplinary authority of the principal to address unacceptable student conduct.

The EHI code of conduct follows the Provincial Code of Conduct, a ministerial directive intended to expand upon existing legislation and regulation. The EHI school code of conduct provides a reference for families/guardians, staff, and students in determining acceptable behavior.

Unacceptable behavior includes but is not limited to:	
☐ Disruption ☐ Defiance ☐ Disrespect (rude, unsolicited, disruptive comments) ☐ Physical Contact ☐ Inappropriate Language (swearing) ☐ Vulgar & Abusive Language ☐ Bullying ☐ Harassment ☐ Technology Violation ☐ Property misuse	☐ Physical aggression ☐ Inappropriate physical contact ☐ Verbal aggression ☐ Verbal or Physical Threats ☐ Vandalism/Property Damage ☐ Use of Drugs/Alcohol ☐ Gang involvement ☐ Possession of a weapon (as defined in section 2 of the Criminal Code (Canada))

“Weapon” means anything used, designed to be used, or intended for use

- (a) In causing death or injury to any person, or
- (b) for the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm;

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document. The principal maintains the authority to determine which consequences are appropriate in a given situation.

Rights and Responsibilities Regarding Student Discipline

Students

Rights

- To be accompanied by a parent or other adult to assist and make representations to the school board before a decision is made to expel.

Responsibilities

- Students are expected to attend classes regularly and punctually
 - Students are expected to behave respectfully and comply with the EHI School Code of Conduct.
 - Students are expected to follow instructions from staff, to complete assignments and other related work as required by teachers or other employees of the school division.
 - Students are expected to treat the school and others' property with respect.
 - Students are expected to assume responsibility if he or she destroys, damages, or loses school or division property.
-

Parents, Families

Rights

- To be informed regularly of the attendance, behavior, and academic achievement of his or her child in school.
- To be informed of the discipline and behavior management policies of the school or school division, and to be consulted before the policies are established or revised.
- To accompany his or her child and assist them in making representations to the school board regarding a suspension of more than five days or before a decision is made to expel the child.

Responsibilities

- Parents are expected to cooperate fully with teachers and other school and division staff to ensure their child complies with the school and division discipline and behavior management policies and the ÉHI School's Code of Conduct.
- Parents are expected to take all reasonable measures to ensure the child attends school regularly.
- Parents are expected to assume responsibility with the child where school and division property is damaged, lost, or converted but the intentional or negligent act of that child.

(Note: Teachers and students whose personal property is damaged or lost may bring action under The Parental Responsibility Act.)

Responsibilities and Authority of Teachers

- To maintain order and discipline among students attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school.
- To behave respectfully and comply with the ÉHI School Code of Conduct.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's stage of development.
- To report to the principal unacceptable student conduct while at school or a prescribed school-approved activity as soon as reasonably possible.**
- To report to the principal as soon as reasonably possible that a student may have engaged in cyberbullying, or been negatively affected by cyberbullying, whether it occurs during school hours or not.**
- To seize or cause to be seized and take possession of any offensive and or dangerous weapon brought to school by a student and hand over the same to the principal.
- To suspend a student from the classroom for up to two days when a student engages in disruptive behavior and suspension is the consequence of that behavior under school policy or the ÉHI School Code of Conduct.
- To promptly document and report a student suspension to the principal.

** The duty to report to the principal also applies to employees of a school division and persons who have care and charge of one or more students during a prescribed school-approved activity.

Responsibilities and Authority of Principals

- To ensure that a school's discipline and behavior management policies, including disciplinary consequences for violations of the ÉHI Code of Conduct, are consistent with any Ministerial directives concerning appropriate disciplinary consequences for unacceptable behaviors.
- To supervise buildings and grounds during school hours, including safety, repairs, cleanliness, et cetera.
- To remove, or cause to be removed, persons from school premises who are causing a disturbance or interruption, trespassing, or who are present for a purpose not reasonably associated with the normal functioning of the school.
- To provide disciplinary authority over the conduct of each student of a school from the time the student arrives at the school until the student departs for the day, except during any period that the student is absent from school at the request of his or her parent or guardian.
- To provide disciplinary authority over students on their way to and from school, in terms of their conduct towards one another, while traveling to and from school on school division transportation, and while on school-prescribed activities.
- To ensure that the interventions and responses used or implemented in carrying out duties to maintain order and discipline in school are appropriate, given the frequency and severity of the disciplinary violation, and take into account the student's stage of development.
- To notify parents, as soon as reasonably possible, if the principal believes that a student has been harmed as a result of the unacceptable conduct.
- To suspend a student for up to one week for engaging in conduct that the principal considers injurious to the school environment.

- To inform the student's parent or legal guardian of a suspension and the reasons for the suspension.
- To give the school board, or designate, division, within 24 hours, of a student being suspended, a written report setting out the student's name, the period of the suspension, and a description of the disruptive behavior for which the student was suspended.
- To keep a record of each suspension of a student.
- To develop categories of the reasons for which a student may be suspended, and to ensure that each suspension is accordingly categorized and that the total number of students suspended and the duration of suspensions are tabulated.
- To ensure that educational programming is available to a student who has been suspended for more than five days.

Interventions and Disciplinary Consequences

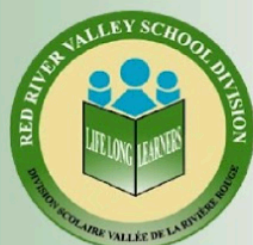
At École Héritage, we believe that all mistakes are learning opportunities. Our focus is on discipline that is not shaming, punishing, or guiltting but rather fixing behaviors and meeting our needs in an up and positive way. We believe in providing opportunities for students to take responsibility, choose effective behaviors, and create positive solutions. The consequences of inappropriate behaviors are based on individual needs, the degree of the problem, and the ability of the student to understand and handle the consequences.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

Restitution conversation
Conversation focusing on identifying our needs and how we can have these met through appropriate behavior choices. A student is an active participant in creating a plan for long-term successful behavior choices.
Compensation
The student and/or parents are required to compensate for damages incurred to school division property by the intentional or negligent act of a child. Such compensation may be monetary but could take alternative forms such as community service.
Parental involvement
Contact is made with the parent/guardian to discuss the student's specific behavior and the steps that must be undertaken to support change. This can be done through a phone conversation, email, or in-person conference with the student and the school staff.
Withdrawal from the Classroom setting
Where specific student conduct is deemed to hurt the classroom learning environment, the student is withdrawn to a supervised alternate location to complete his or her work. Such withdrawal would normally be temporary, but when a prolonged withdrawal is recommended, parent.s will be informed.
Removal of privileges
Privileges such as access to the playground, school activities, extra-curricular activities, and/or bus transportation are removed under certain circumstances. Parents.s will be informed.
Behavioral support plan- student-led
A behavior support plan is discussed with the student and specific school staff. Its purpose is to put adaptive measures in place to ensure positive behavior choices for the student. The student is responsible for the plan in collaboration with staff support. Parent.s will be informed of the plan.
Behavioral contract
In some instances, the student is required to meet specific behavioral standards to avoid more severe consequences.

Such expectations are developed among the school, parents.s and the student. Outcomes are clarified to meet the behavior standards agreed upon. Such an agreement is documented, with copies provided for all concerned parties.
Behavior Intervention Plan
A Behavior Intervention Plan (BIP) may be put in place to support the student's behavioral needs. The purpose is to stop or prevent misbehavior by putting necessary supports in place for the student to be successful in positive behavior choices. This plan is completed in collaboration with the student (if able to do so), the school and divisional staff, and the parents.s. BIPs are constructed following a functional assessment of a student's behavior.
Safety Plan
A plan may be put in place to ensure the individual safety requirements of a student and his or her peers. Parents will be informed of the plan.
Divisional Student services
A referral may be made to school division student services who can assist the school staff in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical support for the student that is beyond the school's capabilities. Parental permission must be obtained for assessments and/or interventions.
Outside Agency/Community Involvement
A referral to an outside agency or a community resource may be necessary to address a student's behavior. In all cases, parental permission must be obtained.
Violent Threat Risk Assessment
The school will respond to all student threats to self or others through administrative action and or school division threat assessment protocols or critical incident preparedness plans. Outside agency and or police involvement may be requested. Parents.s will be informed.
Police Notification
Police will be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident hurts the school environment. Parents.s will be notified unless the police direct otherwise.
Student suspensions
Alternatives are considered before a student is suspended in or out of school i.e. classroom strategies, in-school alternatives, school-wide programs, and alternative and/or off-site locations. When a student is suspended from school, bus privileges are suspended for the duration of the suspension. A teacher may suspend a student from the classroom for not more than 2 days. A principal may suspend a student from the school for not more than 5 days. A superintendent may suspend a student from the school for not more than 6 weeks. A parent or student may request to appear before the board to make representations about a suspension. A school board may, upon receiving such representation, confirm or modify the suspension or reinstate the student.
Student expulsion
A school board may expel from a school any student who, upon investigation by the school board, is found to be guilty of conduct injurious to the school environment.

Discipline or consequences to a student for misbehavior is a confidential matter and must not be discussed with other parents or guardians.



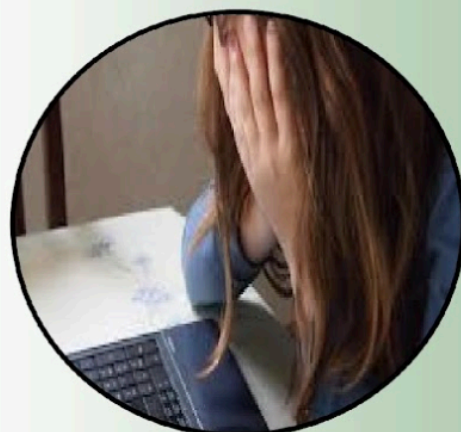
Red River Valley School Division Division Scolaire Vallée de la Rivière-Rouge

Student Threat Assessment Fair Notice

What is the Purpose of a Student Threat Assessment?

The Purpose of a Student Threat Assessment is to:

- Ensure the safety of students, staff, parents and others
- Ensure a full understanding of the context of the threat
- Begin to understand the factors that contribute to the threat maker's behaviour
- Be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker
- Promote the emotional and physical safety of all.



What is a Threat? A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet or made by gesture. Threats must be taken seriously, investigated and responded to.

Duty to Report To keep school communities safe and caring, staff, parents, students and all community members must report all threat related behaviours.

Can I refuse to be a part of the Student Threat Assessment Process?

It is important for all parties to engage in the process. However, if for some reason there is reluctance to participate in the process by the threat maker or parent/guardian, the Threat Assessment Process will continue in order to ensure a safe and caring learning environment.

What is a Threat Team? Each school has a Threat Assessment Team which is multidisciplinary. The team may include Principal, Vice-Principal, School Social Worker, School Psychologist, Guidance Counsellor and Police.

What Behaviours Initiate a Student Threat Assessment A Student Threat Assessment will be initiated when behaviours include, but are not limited to:

- Serious violence or violence with intent to harm or kill
- Indicators of suicidal ideation as it relates to fluidity (both homicidal and suicidal)
- Verbal/written threats to kill others (clear, direct and plausible)
- The use of technology to communicate threats to harm/kill others or cause property damage
- Possession of weapons (including replicas)
- Bomb threats
- Fire setting
- Sexual intimidation or assault
- Ongoing pervasive target issues with bullying and/or harassment
- Hate incidents motivated by factors including, but not limited to, race, culture, religion and/or sexual orientation.

What happens in a Student Threat Assessment? All threat making behaviour(s) by a student(s) shall be reported to the Principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident.

RED RIVER VALLEY SCHOOL DIVISION



BUS RIDERSHIP BOOKLET

**Transportation Department
Box 237, 42 Mandan Drive
Sanford, MB
R0G 2J0**

**Darren Cameron, Transportation Supervisor
204-746-2317 ext.2229
Cathy Penner, Transportation Admin Assistant
204-746-2317 ext.2230**

Dear Parents and Students:

This booklet is intended to present parents and students with an outline of the responsibilities of the Red River Valley School Division (RRVSD), bus drivers, students, and parents. Each group has unique duties and obligations that together form a basis for a safe and efficient transportation system. This information is being distributed to all families in our school system due to the fact each student may at some point, travel on our buses.

RRVSD would like to thank you in advance for your continued cooperation, which enables us to provide the safest possible school bus system.

For further information on the RRVSD policies, visit www.rrvsd.ca

BUS RIDERSHIP RULES

Loading

- 1) **Arrive at the pickup location 3-5 minutes before the bus arrival time.**
- 2) Wait away from traffic, at least 6 ft from the road or street.
- 3) No pushing, shoving or fighting.
- 4) Wait until the bus has stopped and the door is open before proceeding on to the bus.
- 5) Board single file, using handrail.
- 6) Go directly to your assigned seat.
- 7) Soft, carry-on items shall be limited to those items that can safely be stored under the seat or placed on the student's lap. Skates must be in a nylon zipper bag. Hockey sticks and curling brooms can be transported but must be kept on the floor underneath the seat of the bus

Unloading

- 1) Remain seated until the bus has completely stopped at the designated stop.
- 2) Exit slowly, using a handrail and exit directly away from the door. Never re-approach the bus for any reason. Stay clear of the side and rear of the bus.
- 3) If crossing the roadway, cross over in front of the bus by 10 feet. Look to the driver for the hand signal that it is safe to proceed across the road.
- 4) Do not push, crowd or jump from the bus.

Driver's Responsibilities

1. To operate the vehicle in a safe and efficient manner.
2. Ensure the orderly conduct of passengers and report unacceptable behavior to the principal of the students' school.
3. Be prepared to handle emergencies.
4. Provide maximum safety for students riding on, loading or unloading from the bus.

Pupil's Responsibilities

1. ***Eating and drinking is prohibited on the bus while in operation.***
2. Do not distract the driver. Driver distraction is potentially hazardous to their safety.
3. Stay seated at all times in assigned seats.
4. Keep heads, arms and legs inside the bus at all times.
5. Keep the aisle clear, and stay seated forward.
6. Display proper respect for the rights and comfort of others.
7. Be familiar with rules and emergency procedures.
8. Please realize that school bus transportation can be denied if they do not conduct themselves properly.
 - The driver will submit the original misconduct report to the school principal. Principal deals with the situation and completes the rest of the form. If a suspension is involved, the principal notifies the driver immediately. The principal submits the completed form to the Transportation Dept.
 - Damage to the bus
 - If damage to the bus occurs, the Transportation Supervisor will assess the damage and inform the Secretary Treasurer, who will invoice the parents.
 - Bus privileges may be revoked until payment of damage is received.

RRVSD Responsibilities

1. To provide clean, safe, efficient transportation of students to and from school in well-maintained vehicles.
2. Hire qualified individuals to drive.
3. Constantly monitor the busing system with an emphasis on improving safety by providing in-service training for drivers, mechanics and administrators.
4. Providing bus evacuation drills for all bused, non-bused students and staff members.
5. Provide bus ridership training.

The principal of a school, whose pupils are being transported on the school bus, has disciplinary authority over the conduct of the pupils from the time they load on to the bus in the morning until they unload off the bus at the end of the school day.

Parent/Guardian Responsibilities

Students are **not permitted** to use their bus, or another route bus, for means of transportation to get to a place of employment or non-school related programs (ex: dance, sports, birthday party, etc)

If you are moving or have a change in phone numbers, please contact **the school (not the bus driver)**. The schools need to keep up to date records at all times. They will then send the information to the transportation department to relay to the driver. Bus drivers **will not** pick up students at a new address if they have not received the necessary paperwork notifying them of the change.

Closure of Schools

All efforts will be made to announce school closures prior to 6:45am. and 2:15 p.m. Media announcements shall be made by 6:45a.m. *(full day closure)* via school, divisional websites, School Messenger, Instagram and Twitter and 2:30p.m. *(afternoon bus cancellation)* via School Messenger, Instagram and Twitter.

The paramount consideration is the safety of our students.

Media announcements shall be through the following radio and television stations: CFAM CJOB CBC-990 CKSB CHSM CTV MIX-96.7 GLOBAL MAGIC 105 WPG FREE PRESS WEBNEWS

If schools are closed due to cold weather or poor road conditions, parents and/or guardians are asked to make alternate arrangements for students for that day.

Decisions respecting the closure of schools will be made by the Superintendent/CEO after consultation with the RRVSD Transportation Supervisor who consults with any of the following: RCMP, Highways Department, and other school divisions. Closures will be made based on the combination of some or all of the following criteria:

1. Visibility
2. Extreme Cold Temperatures (*-35 C or lower*) - We consult the Environment Canada website and use the temperature as reported at the Winnipeg International Airport to help us make our decision. Contact Information: [Environment Canada](#)
3. Extreme Wind Chill Factor (*-45 C or lower*) Contact Information: [Wind Chill](#)
4. Road Conditions Contact Information: [Road Conditions](#)

Once students have arrived at the schools, schools will remain open until regular dismissal time. In the event that afternoon bus routes are cancelled by the Superintendent/CEO due to inclement weather developing during the school day, students will be sent home using the emergency billet system arranged in advance.