

# Rivers Collegiate Institute

350 Dominion St.  
P.O. Box 519  
Rivers, MB R0K 1X0  
Telephone (204) 328-5364  
Fax (204) 328-7592  
Email: [riverscoll@rrsd.mb.ca](mailto:riverscoll@rrsd.mb.ca)  
<https://rci.rrsd.mb.ca>

## 2023-24 Student Handbook

**Team Name**

Rams

**Colours**

Blue and White

**Our School Motto**

Pay It Forward

## **Foundation for School Climate**

The 4 “R’s”

- Respect Yourself
- Respect Others
- Respect the Environment
- Responsibility for your Actions

## **Focus**

Committed to Excellence (Academics, Citizenship Education, and Athletics)

Mr. Mike Klassen - Principal ([mklassen@rrsd.mb.ca](mailto:mklassen@rrsd.mb.ca))

Mrs. Pam Jubinville – Secretary ([pjubinville@rrsd.mb.ca](mailto:pjubinville@rrsd.mb.ca))

Welcome to another year at Rivers Collegiate Institute. The policies and procedures found in this Student Handbook are designed to allow our Collegiate to run well and assist you in adjusting to our school and having a successful year.

**It is expected that you read this handbook with your parents/guardians so that they may be made aware of our school policies and procedures.**

Rivers Collegiate is committed to the pursuit of excellence in Academics, Athletics, and Citizenship Education. Responsibility and respect for self, others, and the environment is an expectation of everyone at RCI. At Rivers Collegiate all students are encouraged to be the best they can be. We challenge you to set goals and pursue them to the best of your ability. We look forward to getting to know you and to celebrating your accomplishments this year.

## **Mission Statement**

Rivers Collegiate exists to provide, through a partnership of Students, Parents, School and Community:

Safe, supportive, and positive learning environments with  
Opportunities and challenges to develop full intellectual, physical, emotional potential  
and life-long learning skills for  
Success in adapting to our changing world.

## **Beliefs and Values**

At Rivers Collegiate we believe in developing a positive school climate by providing a safe, supportive, orderly environment where respect is 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 a firm

knowledge of academics, technology, skills in leadership, service, 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 providing consistent, fair, realistic guidelines and consequences and that student rights are accompanied by responsibilities. True discipline is self-discipline and to reach that goal, responsibility lies with the student, teachers, and parents.

## **General Behaviour**

During assemblies, we expect students to be attentive and participate in a responsible manner in the assembly activities.

The hallways are to be kept quiet during class times. Students are to proceed quietly during class changes so that classes in session are not disrupted. Students on spares must be in the library, or other designated area—not in the hallway.

## **Code of Conduct**

### **Introduction**

The Rivers Collegiate Code of Conduct is intended to outline the expectations and responsibilities for students, staff and parents/guardians. The Code applies to and will be enforced in all school settings, including buses, interscholastic events and school functions. Staff and Students of RCI will also consider RRSD policies and MB Legislations as part of our Code of Conduct. In 2018-19 (revised in 2022), RRSD developed a divisional Code of Conduct. This code will be the framework from which RCI will conduct our own. [Code of Conduct](#)

### **Students can expect that staff will:**

- Treat them with respect, courtesy, consistency and fairness;
- Establish and maintain a safe, secure, non-threatening learning environment;
- Communicate information about student progress, attendance and behaviour to them, parent/guardian and administration;
- Be punctual in marking and returning tests and assignments;
- Clearly state course objectives and use a variety of teaching and assessment strategies;
- Provide lessons, assignments and tests that are clear and related to course objectives;
- Teach the Manitoba curriculum diligently and provide the programs and services offered and prescribed by the Rolling River School Division;
- Be accessible to students for help concerning courses, assignments, remedial assistance, personal and career decisions and other school matters;
- School administration will monitor students.
- Also see the RRSD Code of Conduct for further information.

**Staff can expect that students will:**

- Attend school regularly and punctually with the required materials for classes;
- Complete work missed due to absences;
- Develop self-discipline and show courtesy for people in the school and in the community; treating them with dignity, respect and fairness. Defiance of authority, abusive language and aggressive behaviour are unacceptable in all school settings including buses and extracurricular activities. (Suspensions will be a consequence)
- Refrain from physical violence i.e. fighting, pushing, play-fighting, bullying or teasing will not be tolerated;
- Refrain from emotional violence i.e. insults, profanity, discrimination (verbal, written, or electronic—social media, texting, emailing) will not be tolerated;
- Refrain from sexual harassment i.e. unwanted comments (verbal or written) and/or touching;
- Refrain from performing acts of destruction/vandalism;
- Refrain from bringing prohibited substances (Drugs, Alcohol, weapons & vapes etc...) on school property or to school or school sponsored events (athletics, dances, etc...) as this will result in suspension; may result in expulsion from school and legal charges being laid against guilty students. (Police are involved)
- Refrain from smoking and vaping within the school property;
- Wear appropriate clothing. Clothing that promotes alcohol, drugs or tobacco products are inappropriate. Clothing that contains profanity, offensive words, pictures or slogans are also considered inappropriate; GANG RELATED CLOTHING/ COLOURS IS UNACCEPTABLE.
- Be familiar with and abide by the Code of Conduct. Please see the RRSD Code of Conduct for further information.

**Parents / Guardians can expect that:**

- Teachers will teach the required Manitoba Education and Training Curriculum;
- Teachers will provide the assigned programs and services using appropriate teaching methods and practices;
- The school will provide a positive, supportive, safe, orderly and challenging learning environment;
- Staff will abide by, support and promote the Code of Conduct;
- Staff will communicate with the home to address problems with respect to discipline, learning progress or attendance;
- Administration will provide leadership, support and monitor/supervise instruction at Rivers Collegiate;
- Students will receive fair and consistent treatment
- Rivers Collegiate is to provide the best education possible with the current technology.
- Also see the RRSD Code of Conduct for further information.

**Parents/Guardians can be expected to:**

- Discuss the meaning of the Code of Conduct with their child/children
- Be familiar with the Code of Conduct, promote and abide by it;
- Encourage their child/children to:
  - Work to the best of their ability
  - Understand the importance of education
  - Respect the rights of fellow students and staff
  - Respect property and resources
  - Recognize the authority of the school staff in promoting a safe, orderly, supportive, non-threatening environment
  - Maintain regular communication with their child/children about school matters
  - Ensure their child/children attends school regularly and punctually
  - Provide the equipment their child/children needs for school learning
  - Attend school meetings/events and give constructive input to support the school
  - Maintain open communication with all staff.
- Review the RRS Code of Conduct as well as our Student Handbook.

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

- A parent/guardian of a child of compulsory school age or who is attending school shall:
- Cooperate fully with the child's teachers and other employees of the school division to ensure the child complies with school and school division student discipline and behavior management policies; and
- Take all reasonable measures to ensure the child attends school regularly.

**RIVERS COLLEGIATE CODE OF CONDUCT****STUDENT CHARTER: Rights and Responsibilities**

- I have the **RIGHT** to learn.
- It is my **RESPONSIBILITY** to be on time, be prepared and to do my best.
- I have the **RIGHT** to hear and be heard.
- It is my **RESPONSIBILITY** to communicate in a way that does not disturb others when they are speaking and learning.
- I have the **RIGHT** to be treated with respect.
- It is my **RESPONSIBILITY** to act in a way that does not tease, bully others or hurt their feelings. When conflicts occur, it is my **RESPONSIBILITY** to solve these conflicts peacefully through discussion.
- I have the **RIGHT** to be safe.

- It is my **RESPONSIBILITY** to move in an orderly manner throughout the school and behave in a way that does not threaten or physically harm anyone.
- I have the **RIGHT** to have my personal property respected.
- It is my **RESPONSIBILITY** to respect school property and the property of others.

### **Responsibilities of Students:**

#### **Public School Act 58.10**

- A student is responsible for:
- Attending school and classes regularly and punctually;
- Complying with the student discipline and behavior management policies of the school (Code of Conduct);
- Completing assignments and other related work required by teachers or other employees of the school division;
- Treating school property and the property of others employed at or attending the school with respect.

### **Parents/Guardians:**

#### **Public School Act 58.7**

- A parent/guardian of a child of compulsory school age or who is attending school shall:
- Cooperate fully with the child's teachers and other employees of the school division to ensure the child complies with school and school division student discipline and behavior management policies; and
- Take all reasonable measures to ensure the child attends school regularly.

### **FAIR NOTICE:**

### **Threat Assessment Policy:**

**Please refer to the RRSD Code of Conduct for detailed information regarding our Threat Assessment Policy. The RRSD Code of Conduct can be found by clicking here. [Code of Conduct](#)**

### **This policy includes:**

- **High risk behaviours**
- **Gang related activities**
- **Weapons**
- **Violence (assault/, fighting)**
- **Bomb threats**
- **Verbal, written/drawn or gestured threats**
- **Internet threats (Facebook, Instagram, Snapchat, Kik, texting, email and**

### **other social media applications)**

Staff members will review the **Code of Conduct** during the first day of classes with students. We will also revisit the Code of Conduct as needed throughout the school year. Students are asked to also share the information with parents/guardians. If parents/guardians have more questions about our Code of Conduct, please contact the school Principal.

**Academic Responsibilities:** Please see the RRSD Code of Conduct or Policies for further information regarding Academic Responsibilities.

[RRSD Code of Conduct](#)

[RRSD Code of Conduct](#)

[RRSD Policy Manual](#)

### **New RCI Policy about Late Assignments/Tests/Quizzes:**

**At RCI we have continued to update our local policy on late assignments, tests, and quizzes. Over the past few years, we have noted that students were handing in items weeks and in some cases months late and expecting those assignments to be marked. With our new policy, we will have stricter guidelines on these late assessments.**

**Assignments and Projects:** Students are responsible for completing assignments and projects according to the instructions given by the subject teacher. Parents will be contacted when deemed necessary by the teacher.

**Absence for Tests and Quizzes:** Students absent for tests and quizzes will be expected to write them at the first opportunity upon returning to school according to the teacher's request. Parents must contact the school (subject teacher or office) if their son/daughter will be absent for tests and quizzes.

**Examinations:** Examinations must be written on the scheduled date. Extenuating circumstances such as bereavement may be considered exceptions. Please review the RRSD Calendar for provincial & divisional exam dates. An exam schedule will be provided for students in December (January exams) and May (June exams).

**Cheating/Plagiarism:** Cheating/plagiarism is a serious academic offense. Students are expected to complete their own work and demonstrate their own understanding of the learning outcomes. Students caught cheating/plagiarizing work will be expected to make up the assignment, or an appropriate alternative to demonstrate their understanding of the learning outcomes.

### **Attendance Procedures**

**All students must attend scheduled classes.**

- This policy applies to both semestered and non-semestered courses. A new provincial policy will be coming forward within the next year outlining school attendance
- There is a direct relationship between attendance and academic success in school.
- Absenteeism leads to inferior academic performance and can lead to withdrawal of a student from a course. Rivers Collegiate's teachers and administration will assist students with attendance problems to develop a "good plan".
- The school may request parents/guardians' involvement as partners to reduce a student's educational risk. Teachers will discuss attendance issues with a student and contact parents/guardians so that they are aware of the situation and can assist their son/daughter to solve the problem.

**Parents/guardians MUST contact the school if their child will be absent as per the Public Schools Act.**

- The school will attempt to contact the parent if a student is absent, and no contact has been made by the parents/guardians.
- Teachers will discuss attendance concerns with the student, and they will contact the parents/guardians to discuss these concerns.
- Students MUST make up missed assignments and/or time at the teacher's discretion.



- Should a student's absences impact academic performance, and the credit is deemed unattainable, the student may be withdrawn from the course or placed in credit recovery to complete the credit.
- Course withdrawal will only be done by the school administration and parents/guardians will be notified.
- If a student must miss school for an extended period (Family vacations, surgery etc...) the parent or guardian must call the principal to make arrangements ahead of time. Students and Parents are also asked to contact each of the student's teachers to inform them as well of the extended absence.
- Parents are encouraged to be in regular contact with teaching staff regarding expectations, behaviour, assignments, grades/marks, and absenteeism.
- Students will be more successful when we work together.

#### **Lates:**

- Students are expected to be on time for all classes. Students who are late without reason may be required to make up the class time missed. Lates will be dealt with by the teacher involved in the case. Warning bells are rung throughout the day to remind students to be on time.

**\*\*Please see the [RRSD Code of Conduct](#) for further information regarding the following items where applicable:**

#### **Sign-Outs and Unassigned Time**

- Students from Grades 7—12 are NOT to leave the school grounds during AM or PM breaks.
- Students from Grades 7 — 12 will be allowed to leave the school DURING THE NOON HOUR (with parental permission).
- All students will be expected to SIGN-OUT AT THE OFFICE AND SIGN-IN UPON THEIR RETURN.
- Grade 11 and 12 students will be granted SIGN-OUT PRIVILEGES during spares providing classroom performance and general behaviour are acceptable to the teachers involved and the Administration (parental permission required).

#### **Credit Recovery** (and loss of spares and privileges):

Students who have several incomplete assignments, "skip" out of classes, or have attendance issues may be scheduled for CREDIT RECOVERY with a specified teacher. Failure to attend these scheduled times will result in further consequences (i.e. Loss of spares, privileges, athletic team participation, or suspensions and ultimately, a loss of credit).

#### **Learning Recovery**

Some students will have the opportunity to work with teachers during spares, breaks, lunch or WINN time to help them earn credits that may have been missed due to

specific circumstances. Teachers will develop a plan to work with students who may have missed those credits however students are expected to be part of this plan and should also communicate with teachers to understand the plan.

### **Part Time Students:**

- Students who are taking less than three credits in each semester are considered Part Time Students at RCI.
- If their behavior during their spares becomes an issue, they may be asked to leave the school during those spares or enroll in additional classes.
- RCI students must be enrolled in 5.5-6.0 credits (minimum) to participate in school athletics.
- Credits such as work experience, volunteer credits, apprenticeship, and employment for credit all count towards the minimum requirements.

### **Dress Code:**

The following policy is based on the principles and beliefs of our school to provide a safe and respectful learning environment. This environment is one that fosters public decency, builds positive relationships, and creates connections to the real world. The dress code is being revisited divisionally during the 2023-24 school year. Updates will be provided to students as new policies become developed.

**“Inappropriate dress/clothing”** refers to a standard of dress which does not meet the school community standards of decency.

- Cut-offs, mesh shirts, halter tops, tank tops, spaghetti strap tops, short shorts and brief and revealing clothing that is obscene, suggestive or vulgar in nature shall not be allowed.
- Inappropriate messages that promote alcohol, tobacco or drugs will not be allowed. Also included are messages that are vulgar, offensive, obscene or libelous.
- Wearing headgear (hats/toques) is at the discretion of our teachers in each of their classrooms.
- At assemblies, students are asked to remove their hats. The exception to this policy will be religious headwear and any worn for medical purposes.

**Gang-related clothing will not be allowed. The Minister of Education has directed that the wearing of gang colors, signs, symbols, or other identifying representation of gangs be banned in all schools in the Province of Manitoba.**

- The school reserves the right to request changes in any manner of dress that is deemed inappropriate. Should any clothing be observed as being inappropriate, the student can expect a staff member to approach him/her, in private, to discuss the concern. If the student chooses not to comply, the student will be directed to the Office to speak with an administrator or designate.
- If the student continues not to comply with dress code expectations, the student will be denied further admission to class until a meeting is held with the administration, the student and his/her parent/guardian.

- The principal will make the final determination of “appropriate” clothing for Rivers Collegiate. We ask that students be respectful to themselves as well as others when considering their attire.

### **Smoking/Vaping:**

- Rivers Collegiate is a smoke-free and vape-free space, thus there is **NO SMOKING OR VAPING** allowed in the school building or on school property.
- Students on school trips or at sporting events are not permitted to smoke/vape at any time. Students who violate this policy may be suspended or receive other consequences depending on the individual situation.
- In addition, it is RCI’s policy that Vapes are not permitted in the school at any time. This means, vapes are not allowed in your lockers or with your personal items. Please always keep them out of the school. If students are found holding devices, these will be removed and held at the office. Repeated offenses may see the device disposed of.

### **High School Timetables 2023-24**

- Grade 9 & 10 students are fully timetabled.
- Grade 11/12 students will be allowed spares as long as attendance/work completion is maintained. This will be considered on an individual basis. During this time students may choose to:
  - Go to the library to read, do homework or study.
  - Go to the Student Support Facilitator’s room (when she has available space/time).
  - Go get extra help from available teachers.
  - Go to the cafeteria (use your time wisely!!)
  - Go to scheduled Credit Recovery work period to meet with designated staff.
  - Register for an InformNet Course (Done with permission of the school).
  - Go home with parent permission.
- Students are to remain quiet and not disrupt other classes during work periods.
- Student timetables are individually developed for each student.
- Students will receive a copy of their timetables in September.
- Any students who require timetable changes must make an appointment with the principal. Students must attend their scheduled classes until a change is approved. A course change request can be made early in the semester through our main office (Principal). Any significant course changes or “dropping” of a course during the semester must be done with parent permission. A request form must be completed.

### **Course Outlines**

- Each subject teacher will provide students with a typed or electronic course outline.
- In addition to the teacher's name, the course name, and the credit allotment, the outlines will include:
  - The learning outcomes to be covered.
  - The main topics to be studied.
  - Suggested time for each topic.
  - Detailed assessment plan.
  - Classroom rules and expectations.
  - Classroom assessment practices will be in keeping with RRSD's grading guidelines.

## Extension Courses

In keeping with its commitment to quality education and access to provincially approved programs, the Rolling River School Division will make the following credits available to its students:

- InformNet options (\$\$),
- Cultural Exploration credit,
- Work Experience credit,
- Credit for Employment,
- Apprenticeship credits,
- Community Service credit, among other ways of challenging a student's academic ability.
- Please enquire at the office if you are interested in such extension opportunities.

### Gr. 7-12 RCI Timetable 2023-24

Period	Semester 1	Semester 2	
<b>8:55-9:55</b> <b>1</b> <b>Open:</b> <b>2, 4, 15</b>	40 ELA (Roberts) Rm 8 30 Essentials (Stevenson) Rm 6 20 ELA (Gray) Rm 1 10 A Math (Luhowy) Rm 3 10 B Science (Cornish) Rm 5 8 ELA/Math (Ploshynsky) Rm 14 7 ELA/Math (Pratt) Rm 13	40 Applied (Stevenson) Rm 6 30 ELA (Roberts) Rm 8 20 Geography (Gray) Rm 1 10 B Math (Luhowy) Rm 3 10 A Science (Cornish) Rm 5 8 ELA/Math (Ploshynsky) Rm 14 7 Phys. Ed. (1, 3, 5) (Maxwell) Gym 7 ELA (2, 4, 6) (Goriak) Rm 13	
<b>9:55-10:20</b> <b>WINN</b>	40 Roberts Rm 8 30 Stevenson Rm 6 20 Gray Rm 1 10 Cornish Rm 5 & Luhowy Rm 3 8 Ploshynsky Rm 14 7 Pratt Rm 13	40 Stevenson 30 Roberts 20 Gray 10 Cornish & Luhowy 8 Ploshynsky 7 Goriak	

<b>10:20-11:25</b> <b>2</b> <b>Open:</b> <b>2, 4, 15</b>	40 Essentials (Stevenson) Rm 6 30 Pre-Calc (Luhowy) Rm 3  20 Science (Cornish) Rm 5 10 A ELA (Gray) Rm 1 10 B Art (1, 3, 5) & Keyboarding (2, 4, 6) (Pilatic) Rm 8 8 Social Studies (1, 3, 5) (Ploshynsky) Rm 14 8 Band (2, 4, 6) (Wolfe) Band Rm 7 Social Studies (2, 4, 6) (Ploshynsky) Rm 14 7 Phys Ed (1, 3, 5) (Maxwell) Gym	40 pre-Calc 40 (Luhowy) Rm 3 30 Biology (Cornish) Rm 5 30 Applied (Stevenson) Rm 6 20 Phys. Ed (Maxwell) Gym 10 B ELA (Gray) Rm 1 10 A Art (1, 3, 5) & Keyboarding (2, 4, 6) (Pilatic) Rm 8 8 Social Studies (1, 3, 5) (Ploshynsky) Rm 14 8 Band (2, 4, 6) (Wolfe) Band Rm 7 Social Studies (2, 4, 6) (Ploshynsky) Rm 14 7 Math (1, 3, 5) (Goriak) Rm 13
<b>11:25-11:30</b> <b>Break</b>		
<b>11:30-12:30</b> <b>3</b> <b>Open:</b> <b>2, 4, 15</b>	Foods & Nutrition (2, 4, 6) (Stevenson) Kitchen 40 Family Studies (1, 3, 5) (Stevenson) Rm 6 30 Chemistry (Cornish) Rm 5 40/30 Woodworking (2, 4, 6) (Pilatic) Shop (1/2 credit) 20 Personal Finance (1, 3, 5) (Pilatic) Rm 8 10/20 Outdoor Ed (2, 4, 6) (Maxwell) Gym/Rm 3 10/20 Band (2, 4, 6) (Wolfe) Band Rm 10 A LWP (1, 3, 5) (Gray) Rm 1 10 B Phys. Ed. (1, 3, 5) (Maxwell) Gym 8 ELA/Math (Ploshynsky) Rm 14 7 ELA/Math (Pratt) Rm 13	Foods & Nutrition (2, 4, 6) (Stevenson) Rm 6 40 Family Studies (1, 3, 5) (Stevenson) Rm 6 40 Chemistry (Cornish) Rm 5 40/30 Woodworking (Pilatic) (2, 4, 6) Shop (1/2 Credit) 20 Personal Finance (1, 3, 5) (Pilatic) Rm 8 10/20 Outdoor Ed. (2, 4, 6) (Maxwell) Gym/Rm 3 10/20 Band (2, 4, 6) (Wolfe) Band Rm 10 A LWP (1, 3, 5) (Gray) Rm 1 10 B Phys. Ed (1, 3, 5) (Maxwell) Gym 8 ELA/Math (Ploshynsky) Rm 14 7 ELA/Math (Goriak) Rm 13
<b>12:30-1:15</b>	Lunch	Lunch
<b>1:15-2:15</b> <b>4</b> <b>Open:</b> <b>2, 4, 8, 15</b>	40/30 Band (2, 4, 6) (Wolfe) Band Rm 40/30/20 HSA (1, 3, 5) (Luhowy) Rink/Rm 3 20 Woodworking (1, 3, 5) (Pilatic) Shop 20 ICT (3D Modelling) (2, 4, 6) (Cornish) Rm 5 10 HSA (2, 4, 6) (Luhowy) Rink/Rm 3 10 Woodworking (2, 4, 6) (Pilatic) Shop 10 A Phys. Ed (1, 3, 5) (Maxwell) Gym 10 LWP B (1, 3, 5) (Gray) Rm 1 8 Phys. Ed. (2, 4, 6) (Maxwell) Gym 8 Science (1, 3, 5) (Pratt) Rm 14 7 Science (2, 4, 6) (Pratt) Rm 13 7 French/Art/Math (1, 3, 5) (Ploshynsky) Rm 13	40/30 Band (2, 4, 6) (Wolfe) Band Rm 40/30/20 HSA (1, 3, 5) (Luhowy) Rink/Rm 3 20 Woodworking (1, 3, 5) (Pilatic) Shop 20 ICT (Web Design) (2, 4, 6) (Cornish) Rm 5 10 HSA (2, 4, 6) (Luhowy) Rink/Rm 3 10 Wood Working (2, 4, 6) (Pilatic) Shop 10 A Phys. Ed (1, 3, 5) (Maxwell) Gym 10 B LWP (1, 3, 5) (Gray) Rm 1 8 Phys. Ed. (2, 4, 6) (Maxwell) Gym 8 Science (1, 3, 5) (Goriak) Rm 14 7 Science (2, 4, 6) (Goriak) Rm 13 7 French/Art/Math (1, 3, 5) (Ploshynsky) Rm 13
<b>2:15-2:20</b> <b>Break</b>		
<b>2:20-3:20</b> <b>5</b> <b>Open:</b> <b>2, 4,</b>	40 Phys. Ed. (Maxwell) Gym 30 History (Gray) Rm 1 20 Essentials (Stevenson) Rm 6 10 A Social Studies (Pratt) Rm 15 10 B Reading is Thinking (Roberts) Rm 8 8 French/Art/Math (1, 3, 5) Ploshynsky) Rm 14 8 HSA (2, 4, 6) (Luhowy) Rink/Rm 3 8 Wood Working (2, 4, 6) (Pilatic) Shop 7 Band (2, 4, 6) (Wolfe) Band Rm 7 HSA (1, 3, 5) (Luhowy) Rink/Rm 3 7 Wood Working (1, 3, 5) (Pilatic) Shop	40 Biology (Cornish) Rm 5 30 Phys. Ed. (Maxwell) Gym 20 Intro to Applied & Pre-Calc (Stevenson) Rm 6 10 B Social Studies (Gray) Rm 1 10 A & 20 Reading is Thinking (Goriak) Rm 8 8 French/Art/Math (1, 3, 5) (Ploshynsky) Rm 14 8 HSA (2, 4, 6) (Luhowy) Rink/Rm 3 8 Wood Working (2, 4, 6) (Pilatic) Shop 7 Band (2, 4, 6) (Wolfe) Band Rm 7 HSA (1, 3, 5) (Luhowy) Rink/Rm 3 7 Wood Working (1, 3, 5) (Pilatic) Shop

**Assessment Policy: Please see the RRSD Assessment Policy (IKAA) at the attached link: [Policy Manual](#) (Click on IKAA)**

### **Provincial Standards Test & Important Dates**

All Provincial standards tests must be written on the dates specified as set by the Province. Also please see our divisional calendar for more information.

#### **Semester 1**

**September 25-29, 2023**

**January 2024**

**January 25-February 1, 2024**

Gr. 12 Work Experience

**Provincial Exams**

RRSD Exams 9-12

#### **Semester 2**

**February 5, 2024**

**March 19-22, 2024**

**June 2024**

**June 13-June 20, 2024**

**Friday, June 21, 2024**

**Thursday, June 27, 2024**

**Friday, June 28, 2024**

**Semester 2 Begins**

Gr. 11 (& 12) Work Experience

**Provincial Exams**

RRSD Exams

Graduation Day

Last day of classes for Students

Administration Day – No classes (K to 12)

**Inclement weather** will be the only exception for a change in test dates.

## **Credit System**

Manitoba Education and Training requires that a student accumulate a minimum of 30 Credits in Grade 9 through Grade 12 in order to graduate. 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 entering. Please visit:

[https://www.edu.gov.mb.ca/k12/policy/grad\\_require.html](https://www.edu.gov.mb.ca/k12/policy/grad_require.html) for more information.

## **CODE REQUIREMENTS FOR HIGH SCHOOL GRADUATION**

(Manitoba Education)

### **Graduation Requirements**

A minimum of **30 Credits** are required for high school graduation. One credit is earned upon successful completion of a course study which includes 110 hours of classroom instruction. Credit for half-courses requires 55 hours. Many Rivers Collegiate students graduate with credits beyond the required minimum.

### **Dropping a Course**

Grade 11 & 12 students may drop a Semester 1 or 2 course without penalty for up to one cycle (6 school days) after receipt of mid-term report (**December 4, 2023 & April 29, 2024**). Students enrolled in a Full-Year Course must drop the course prior to **February 9, 2024**. Students who drop a course and/or withdraw after this date will have the grade from that course (regardless of the final result) remain on their transcript. Students must meet with the principal/guidance counselor and have the appropriate form signed in order to drop a course.

### **Withdrawal from School or Courses:**

No student should withdraw from school without first seeing the School Social Worker and/or Administration. Students must notify all of their teachers, return textbooks/devices and have a withdrawal (green) form signed by the Administration, Guidance Counsellor, course teacher, and parents.

	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
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English	10F	20F	30S	40S
Mathematics	10F	20S	30S	40S
Science	10F	20S		
Social Studies	10F			
Geography		20S		
History: Canadian			30S	
Physical Education	10F	20S	30S	40S

## **Rivers Collegiate Student Mentorship**

Rivers Collegiate Coordinator — Mrs. P. Kent E-mail Address — [pkent@rrsd.mb.ca](mailto:pkent@rrsd.mb.ca)

Purpose: The purpose of the Program is to provide students with support in academics, as well as guide them through a process that will, hopefully, point out to them the connection between school and “real life”. Overall, the Program is meant to provide students with the support they need to experience success, stay in school and hopefully become more prepared for life after school.

- Emotional Support for Students
  - Listen to problems about home and school
  - Act as a sounding board for the students
- Academic Support for Students
  - Aid students through the process of solving problems themselves
  - Teach students the skills of studying, note taking, finishing assignments, clarification and organizing class material
  - Being aware academically and behaviorally of what is happening with students in the classroom



- Encouraging students to seek help from other teachers
- Support for Parents
  - Inform parents of what I am doing to help/assist their child
  - Guide parents through various methods so they can be supportive academically to their child
  - Have access to information on parenting skills and provide opportunities as requested
- Rapport with Teachers
  - Inform teachers of concerns that could be affecting the student in their classroom
  - For teachers to make me aware of concerns they have observed in the classroom

### **Resource Teacher: Angela Roberts**

When students are experiencing academic difficulties, the Resource Teacher and Educational Assistants work together with the subject teachers to meet specific needs of students. Please contact our Resource department for more information or to answer questions.

### **School Social Worker: Carissa Hengen**

The School Social Worker is a school-based clinician who assists students and families in managing or resolving personal, emotional and/or social issues that may be interfering with students' learning and overall functioning. They are a member of the Student Services Team and consult with teachers and admin to aid in school planning for students. School Social Workers connect with students on a classroom, group, and individual level.

School Social Workers practice from a strengths-based, holistic framework with the understanding that students play the most crucial role in planning for their success at school and consider all aspects of life when assisting students in thriving within their school environment. School Social Workers are registered members of the Manitoba College of Social Workers (MCSW) and abide by both the MCSW Code of Ethics and Standards of Practice and the MTS Code of Professional Practice. They also hold a provisional or permanent School Social Work clinician certificate.

### **Rivers Collegiate Student Awards Recognition Program:**

Student Excellence will be recognized in the areas of *Academics, School Service, and Athletics*, at our annual *UNDERGRAD AWARDS CEREMONY* (September 2024) and *GRADUATION CEREMONY* (June 21, 2024) There are numerous awards presented: however, they are dependent on the availability of donors. *Students may be recognized for excellence in three categories:*

**Academic / School Service / Athletics**

To qualify for Academic recognition a student must have earned an overall average of at least **80%** in the current school year.

To qualify for School Service recognition a student must have completed at least **30 hours of service** activities. Students are responsible for keeping track of their hours on the appropriate form. Students are responsible to get the signature of the supervising teacher for each activity. Completed forms must be turned into the office by Friday, May 31, 2024. Ideas to get school service hours include school clubs, scorekeeping, coaching, helping teachers and staff. After careful review and debate it was decided that these service hours must be directly related to school based activities.

To qualify for Athletics/Clubs recognition a student must have been a participant on **two school teams/clubs** for the duration of that sport/activity.

**GOLD:** A student must exceed in all three areas.

**SILVER:** A student must have excelled in at least two of the three categories of excellence.

**BRONZE:** A student must have excelled in one of the three categories of excellence.

Certificates will be awarded in the Gold, Silver, & Bronze categories. Sponsored awards may also include plaques, books, gift cards, or money. Students are encouraged to turn in their award forms well ahead of the due date. Late or “missing” forms may not be considered for the awards.

**Other:**

### **Bicycles**

Bicycle racks are located adjacent to the school. Students are expected to put their bikes in the racks provided. The school cannot assume responsibility for the security of bicycles. Please keep your bicycle in the bike rack and always use a lock!

**Canteen: Will on days 2, 4, 6 during both semesters.**

Students from Grade 7 to Grade 12 are encouraged to eat their lunches in the Canteen during their scheduled lunch periods. The Canteen is a place for students to eat their lunch in a relaxed, student-centered atmosphere. Students are expected to clean up

their eating space and behave in an appropriate manner while in the Canteen. The canteen will once again be open 2-3 times per week for special menu sales. See the monthly schedule posted in various locations around the school and on the school's web page [rci.rrsd.mb.ca/parents\\_students/canteen](http://rci.rrsd.mb.ca/parents_students/canteen)

## **Locks and Lockers**

Homeroom teachers assign individual lockers on the first day of classes in September. Lockers are not a guarantee of protection and Rivers Collegiate can assume no responsibility for loss of property. Students are strongly advised not to leave money or other valuables in lockers and must not change locker locations once they have been assigned. **Students should purchase a lock for their lockers. Combinations/ extra keys must be kept on file at the office.**

*Lockers remain the property of Rivers Collegiate and are subject to staff inspection at any time. Also, RRSD may authorize a search of RCI using a trained dog. It is the responsibility of the student to keep his/her locker clean and locked. All lockers must be cleaned out before the end of each school year.*

## **Accidents/Illnesses**

A student who is injured or who becomes ill during school hours must report first to a teacher or to the office. If the injury/illness requires medical treatment, or the student needs to go home, parents will be called. In some cases, an ambulance may be called to transport a student to a hospital. In the event of an accident which leads to student injury, teachers will complete a school division accident form.

## **Announcements**

All announcements of school interest will be read each day at 9:00 a.m. Students are asked to listen carefully for information regarding academic and co-curricular activities.

## **Safe School Drills:**

Fire, Intruder, Severe Weather, Bomb Threats, Shelter in Place, among others: will be practiced as per provincial and RRSD policies throughout the school year. Students are asked to be compliant when taking part in these activities and take them seriously. Teachers will review procedures at least twice per year (September & February) as well as review as needed.

## **Nut Safe**

Rivers Collegiate strives to make the school environment 'nut-safe'. Students should refrain from bringing lunches/snacks containing nuts or nut oils.

## Scent Aware

As Rivers Collegiate is a 'Scent-Aware' school, students are to refrain from wearing excessive amounts of scented products (hair spray, body spray, perfumes). We do not allow AXE type (aerosol spray cans in our building---please find alternatives).

## Library

Open daily. The library program is an active partner in all subject areas and meets academic as well as recreational reading needs. Students and staff are expected to share the library with other students, staff or divisional personnel. Whether working in a class situation or individually, students are expected to use the library space productively.

Students and staff are expected to:

- Maintain a quiet work environment.
- Put materials away after use.
- Refrain from eating and drinking in the library.
- Be kind and courteous to our Librarian (and all staff).
- Use the computers for school related work (FB, YouTube etc. will not be permitted).

## Extra-Curricular Activities

Rivers Collegiate makes a wide range of extracurricular activities, including athletics, performing arts, as well as academic based activities, available to all students. Sometimes students fail to develop a balance between their extracurricular involvement and their academic responsibilities. To this end, we will monitor their academic progress and if they jeopardize their progress through areas such as lack of attendance, missed assignments, poor classroom behaviour or failing test results, etc., Sometimes students may be asked to suspend their extra-curricular involvement until such time that the student shows improvement in the areas of concern. If improvement is not forthcoming, the suspension may indeed be long-term. **We want to be clear that academics at Rivers Collegiate are a priority over athletics.**

**Technology:** Please see the [RRSD Code of Conduct](#) and RRSD policies (JF in [Policy Manual](#)) related to technology for further information.

## Personal Electronic Devices (PEDs) and Laser Pointers

Laser pointers are not to be used in the classroom at any time. Cellphones and other PEDs may be used in class at the teacher's discretion. A staff member may seize the item during class time and the student may retrieve it from either the teacher or the principal at the end of the day. Should this occur a second time, the item is kept by the office and will only be turned over to a parent/guardian. Refusal to turn over an item is defiance and will result in consequences from the office. Unauthorized electronic devices used during a test/exam will be confiscated and may

result in various consequences.

## **One-to-One Technology Program**

Students in select grades will receive technology from Rolling River School Division. A policy regarding our one-to-one program will be reviewed as Laptops are distributed to the students in September/October. The devices belong to the school division however, if a student graduates from Rolling River SD the device will become the student's property. If a student moves away or drops out of school, the device must be returned. Damage to devices will be the responsibility of the student. Please see One-to-One policy on the RRSD website for more information.

## **School Computers/Electronic Devices**

All students who use the school's computers and all other electronic devices (iPads, smartphones, cameras, water testing devices, etc.) should be aware that they are assuming full responsibility for any damage which occurs while they are using Rivers Collegiate equipment.

## **Cellphones:**

Currently, students are allowed cellphones at RCI. However, once students enter the classroom, they must place their cellphones on the teacher's desk or designated area (box/basket etc ...). This is to assist in limiting distractions for student learning.

## **Internet Access**

All students are eligible to use the INTERNET on school computers providing they agree to comply with the **Rivers Collegiate/Rolling River School Division Acceptable Use Policy** regarding the proper use of computers and the proper use of the INTERNET. Students who do not comply will lose their privilege to use the INTERNET and will forfeit use of school computers. Students MUST return a signed consent form prior to receiving wireless access for their devices. VPNs are NOT allowed to be used on RRSD devices. If these are found installed, the device may be returned to RRSD and reissued to other students in need.

## **Cyber-Bullying**

At Rivers Collegiate, Cyber-Bullying is a situation when an individual is repeatedly tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another individual or group using text messaging, email, instant messaging, FB/Twitter or any other type of digital technology. Bill 24 in the Public Schools Amendment Act has determined that this behaviour is an unacceptable practice, and it will not be tolerated at Rivers Collegiate. Should this occur, the offending student(s) are subject to consequences determined by the school administration, and the police may be notified depending on the severity of the incident. Parents are strongly encouraged to speak to their children regarding the severity of being involved in social media/cyber-bullying attacks towards others.

## **Parent and School Communication (Texting/Emailing/SnapChat etc...)**

- Parents/guardians are encouraged to make contact with teachers and administration throughout the year. When we work together, our students can succeed.
- Parents are requested to use the **school phone (204-328-5364)** to contact their children. We have noticed an increase in direct contact via cell phone **(INCLUDING TEXTING!)** during class in recent years, and this is becoming quite disruptive to our teachers and for students.

## **Student Accident Insurance**

It is highly recommended that students are fully covered either through family insurance or by taking out School Board recommended Accident Insurance. All students may enroll in the group Student Accident Insurance Program. Information on enrolling in this program will be made available in September.

## **Student Council**

The Student Council is the official voice of students at Rivers Collegiate and is also important in planning activities for the student body. Sub-committees of the council organize school dances and raise funds for council activities. The range of possible activities is as wide as the imaginations of council members. The Student Council executive is elected in spring.

## **School Pictures**

September 13, 2023

Retakes - November 8, 2023

## **School Records**

In order to keep school records accurate, it is imperative that **all changes** such as change of guardianship, emergency contact person, address or phone number are **reported to the school office** as soon as possible.

## **Video Surveillance**

The R.R.S.D. Board has authorized the use of video surveillance equipment on school division property. 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.

### **School Bus Cancellation**

In the event that school buses are unable to travel their routes due to inclement weather on any particular day, the Division Transportation Supervisor, will have “**BUS CANCELLATION**” aired on the radio shortly after 7:00 a.m. The following radio stations will carry this message **CKLQ-Brandon, BOUNCE 96.1-FM-Brandon (Formerly BOB FM and KX96), CKDM-Dauphin, STAR FM - Brandon**. The information will also be available on the **Rolling River School Division website: [www.rrsd.mb.ca](http://www.rrsd.mb.ca)**. Families will receive a phone call from the division’s automated voice dialing system informing them of the situation. An email and a text message will be sent out to parents as well.

### **Vehicles**

- The school prefers that pupils do not bring their motor vehicles to school. In recognizing that activities such as athletic practices and personal obligations might be facilitated by the use of vehicles, limited use will be allowed.
- The school has a legal responsibility to protect students as much as possible from situations that could be harmful. Imprudent driving observed by staff before, during or after school will be reported to the police.
- Those students who wish to bring their vehicles to school will follow this procedure:
- Upon arrival at school, the vehicle will be parked in the appropriate areas. Student vehicles are to be parked in the Church lot across from Rivers Collegiate or in front of the school.
- Students are NOT allowed to park their cars in the south end (teacher parking) or the north end (daycare parking-near the bus loop).

### **Visitors**

- All visitors, including salespersons, must report to the Office using the main entranceway and state their business.
- Visitors are required to wear a visitor tag while in the building. Persons who fail to do so are trespassing and may be prosecuted.
- Students are NOT to invite friends who do not attend Rivers Collegiate into the building.
- We do not allow friends or family members to attend classes when visiting from other communities.
- Students should report to staff or to the Office anyone who does not appear to have a legitimate purpose in the school or on the grounds.

### **Medicinal Administration**

PLEASE BE ADVISED: That medication may be administered under the following guidelines according to Board Policy:

- A signed authorization from the attending physician giving the school authority to administer the medication.
- A signed authorization from the parents/guardian permitting the school to give the medication.
- The medical container should carry the official label from the pharmacy 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 given.
- The medication should be kept in a safe place in the school office and administered by the Principal/Principal Designate or Secretary.

### **RCI NUTRITION POLICY**

Students need healthy food for growth and development, and they need to establish a pattern of eating that focuses on balance, variety, and moderation.

Rivers Collegiate (RCI) will promote responsible eating patterns consistent with what is taught in the grade 7 to grade 12 Phys-Ed/Health curriculum and outlined in the Manitoba School Nutrition Handbook. The goal is to provide the information to allow students to make healthy choices both in school, and for a lifetime.

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

RCI will establish and maintain a Safe & Caring Schools Committee which will develop the



school's nutrition policy. The RCI Nutrition Policy will monitor and review the policy on a regular basis.

Vending machines which are accessible to students will provide the following: Nut-free products, juice, milk, and water. The selection(s) will be re-evaluated as necessary.

The school canteen will provide students with healthy options as outlined in the Manitoba School Nutrition Handbook.

Items for sale at the canteen will be priced at amounts that continue to make the canteen self-sustaining, but affordable.

The Food & Nutrition course instructor will have completed the Food Safe course that is endorsed by the province of Manitoba. We will also attempt to certify other staff members and students when possible.

Food choices offered in any situation in the school will be determined with an awareness of food allergies and food-related chronic diseases in mind. These decisions will be made in cooperation with Public Health/ URIS information, and parents.

RCI will provide a breakfast program as funds permit.

RCI will choose fundraising activities, rewards, and incentives programs which do not compromise students' healthy food choices.

RCI will always explore the possibility of involving the students themselves in promoting healthy eating. Student surveys, student council activities, and the Rivers community will continue to be involved in promoting healthy living.

RCI will participate in providing students with healthy snacks/meals wherever possible through grants with 3 main support partners. This will take place through our SSF room.

(Reviewed and revised September 2023)

### **Daily Schedule:**

<b>8:55</b>	<b>Warning Bell. Students go to 1st Class</b>
<b>9:00</b>	<b>Opening Exercises in Period 1</b>
<b>9:00 - 9:55</b>	<b>Period 1</b>
<b>9:55 - 10:20</b>	<b>WINN TIME</b>
<b>10:20 -11:25</b>	<b>Period 2</b>
<b>11:25 -11:30</b>	<b>Break</b>
<b>11:30 -12:30</b>	<b>Period 3</b>
<b>12:30 -1:15</b>	<b>Lunch</b>

1:15 - 2:15	Period 4
2:15 - 2:20	Break
2:20 - 3:25	Period 5

## Student Fees and Purchases

Caution Fees - As per division policy, all high school students (Gr. 9-12) must pay a **one-time** \$30 caution fee in the first week of classes. This fee will be refunded to students upon graduation or after the student's last day of classes at RCI. Students must begin each year with \$30 in the fund. This means that all outstanding library fines, replacement costs for damaged or lost items etc. must be paid prior to the end of the first week of the new school year. Student privileges will be curtailed until all outstanding fees are paid.

Annual student fees - Assessed to all high school students (Gr. 9-12) at Rivers Collegiate. (\$7.50 per student). These funds are used to pay for school-wide activities which benefit the entire school body. Guest speakers, Motivational Programs, and Performing Arts groups are all activities which may be paid for from these funds.

Athletic fees - Students playing on school teams will be charged a fee for each sport they play. These fees will vary depending on the sport and **must be paid in full prior to the first league game. Parents may apply to Kids Sport or Jump Start programming to receive funding. Please ask if you need assistance with either of these programs.**

## Fines Charged to Caution Fees

Damaged Lockers	\$30.00
Lost Textbooks	Cost of Replacement
Damaged Textbooks (Repairable)	\$15.00
Damaged Textbooks (Beyond Repair)	\$30.00
Lost Library Books (Soft Cover)	\$10.00
Lost Library Books (Hard Cover)	\$25.00
Damaged Library Books (Repairable)	\$10.00
Damaged Library Books (Irreparable)	\$30.00

## Academic Reporting

Teachers are expected to communicate with parents on a regular basis. A progress report is one way of communicating with parents if a student is experiencing academic or behavioural difficulty. A report may come at any time of the semester however, if teachers are noticing concerns, they have been asked to provide an update (letter,

email, phone call or personal meeting) to parents in October & March in between reporting periods. Parents are also encouraged to contact individual teachers to receive updates as required. Parents may also utilize the PowerSchool Portal to view their child's attendance/grades in a particular course. Please contact the school office for more information.

*Grades 9-12 will have four reporting periods:*

November 2023

February 2024

April 2024

June 2024

*Grades 7 & 8 will have three reporting periods*

November 2023

March 2024

June 2024

### **Parent Teacher Interviews**

Friday, November 24, 2023 9:00 a.m.- 3:30 p.m.

Friday, April 19, 2024 9:00 a.m. - 3:30 p.m.

Parents are welcome to make individual appointments to meet with teachers outside of the formal parent/teacher interview times.

### **Rivers Collegiate Staff 2023-2024:**

#### **RIVERS COLLEGIATE 204-328-5364**

Mike Klassen      Principal      [mklassen@rrsd.mb.ca](mailto:mklassen@rrsd.mb.ca)

Jubinville, Pam      Admin Assistant      [pjubinville@rrsd.mb.ca](mailto:pjubinville@rrsd.mb.ca)

Hengen, Carissa      School Social Worker      [chengen@rrsd.mb.ca](mailto:chengen@rrsd.mb.ca)

Roberts, Angela      Resource/ELA      [aroberts@rrsd.mb.ca](mailto:aroberts@rrsd.mb.ca)

Cibula, Aaron      Career Prep Coordinator      [acibula@rrsd.mb.ca](mailto:acibula@rrsd.mb.ca)

Cornish, Curt      Sciences      [ccornish@rrsd.mb.ca](mailto:ccornish@rrsd.mb.ca)

<u>Pilatic, Danielle</u>	<u>Woodwork/ Keyboarding/ Visual Art</u>	<u><a href="mailto:dpilatic@rrsd.mb.ca">dpilatic@rrsd.mb.ca</a></u>
<u>Goriak, Lenea</u>	<u>Gr. 7</u>	<u><a href="mailto:lgoriak@rrsd.mb.ca">lgoriak@rrsd.mb.ca</a></u>
<u>Gray, Christina</u>	<u>ELA/Careers/History/ Geo/SS</u>	<u><a href="mailto:cgray@rrsd.mb.ca">cgray@rrsd.mb.ca</a></u>
<u>Kent, Patti</u>	<u>SSF</u>	<u><a href="mailto:pkent@rrsd.mb.ca">pkent@rrsd.mb.ca</a></u>
<u>Luhowy, Taryn</u>	<u>Math/Hockey Academy</u>	<u><a href="mailto:tluhowy@rrsd.mb.ca">tluhowy@rrsd.mb.ca</a></u>
<u>Maxwell, Jeff</u>	<u>Physical Education</u>	<u><a href="mailto:jmaxwell@rrsd.mb.ca">jmaxwell@rrsd.mb.ca</a></u>
<u>Ploshynsky, Bailee</u>	<u>Gr. 8</u>	<u><a href="mailto:bploshynsky@rrsd.mb.ca">bploshynsky@rrsd.mb.ca</a></u>
<u>Stevenson, Tess</u>	<u>HS Math</u>	<u><a href="mailto:tstevenson@rrsd.mb.ca">tstevenson@rrsd.mb.ca</a></u>
<u>Veitch, Kerry</u>	<u>Librarian/EA</u>	<u><a href="mailto:kveitch@rrsd.mb.ca">kveitch@rrsd.mb.ca</a></u>
<u>Wolfe, David</u>	<u>Band (Even days)</u>	<u><a href="mailto:dwolfe@rrsd.mb.ca">dwolfe@rrsd.mb.ca</a></u>
<u>Bishop, Kathy</u>	<u>EA</u>	<u><a href="mailto:kbishop@rrsd.mb.ca">kbishop@rrsd.mb.ca</a></u>
<u>Fron dall, Lore</u>	<u>EA</u>	<u><a href="mailto:lfrondall@rrsd.mb.ca">lfrondall@rrsd.mb.ca</a></u>
<u>Krahn, Anita</u>	<u>EA</u>	<u><a href="mailto:akrahn@rrsd.mb.ca">akrahn@rrsd.mb.ca</a></u>
<u>Paddock, Shauna</u>	<u>EA</u>	<u><a href="mailto:spaddock@rrsd.mb.ca">spaddock@rrsd.mb.ca</a></u>
<u>Bullee, Gayle</u>	<u>Head Custodian</u>	<u><a href="mailto:gbullee@rrsd.mb.ca">gbullee@rrsd.mb.ca</a></u>
<u>Dickenson, December</u>	<u>Cleaner</u>	<u><a href="mailto:ddickenson@rrsd.mb.ca">ddickenson@rrsd.mb.ca</a></u>