

WESTWOOD COLLEGIATE CODE OF CONDUCT

This code of conduct is in congruency with legislation outlined in the Provincial Code of Conduct found: http://www.edu.gov.mb.ca/k12/safe_schools/pdf/code_conduct.pdf

The St. James-Assiniboia School Division believes that every child can learn if provided with support and encouragement and that parent/guardian engagement in a child's education contributes to the success of our students. Respect, integrity responsibility, consultation and excellence are the core values of the Division, its policies and practices. As such, parent/guardian, students and staff work together in the school setting to ensure success for all learners. In order to achieve our goals, it is expected that everyone involved in the school community will abide by the St. James-Assiniboia School [Provincial Conduct Policy](#) and the Public Schools Act. Students and staff are expected to exhibit self-discipline and to be responsible for their behavior. Responses to behaviours will consider both the circumstances and the needs of the students.

Executive Summary

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

The following are unacceptable at Westwood:

- abusing another student physically, sexually or psychologically, verbally, in writing, or otherwise
- bullying another student
- discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code
- using, possessing, or being under the influence of alcohol or illicit drugs at school

The following will not be tolerated at Westwood:

- gang involvement
- possessing a weapon, as "weapon" is defined in section 2 of the Criminal Code (Canada)

Students and staff must adhere to school and divisional policies respecting the appropriate use of: the Internet, including social media, text messaging, instant messaging, websites, and e-mail, and digital cameras, cell phones, and other electronic or personal communication devices identified in the code of conduct or the policies of the school board

There is a wide array of disciplinary consequences of violating the code of conduct, and there is a process for appealing disciplinary decisions.

Parent/guardian will be responsible:

- To cooperate fully with teachers and other school/division employees to ensure their child complies with school/division discipline and behaviour management policies and the school's code of conduct.
- To take all reasonable measures to ensure the child attends school regularly.
- To assume responsibility with the child where school/division property is damaged, lost, or converted by the intentional or negligent act of that child.
- Honouring their obligations as outlined in the Public Schools Act, the Child and Family Services Act
- Communicating regularly with school personnel regarding the education of their child
- Following established protocols for expressing concerns
- Treating staff and students with dignity and respect at all times
- Encouraging and support completion of all school assignments

Student will be responsible:

- To attend school and classes regularly and punctually.
- To comply with school and school division discipline and behaviour management policies.
- To behave in a respectful manner and comply with the school code of conduct.
- To complete assignments and other related work required by teachers or other employees of the school division.
- To treat with respect school property and the property of others who are employed at or attending the school.

- To assume responsibility if he or she destroys, damages, loses, or converts by an intentional or negligent act school or division property.
- Attending school regularly and arriving on time
- Being prepared for all classes by bringing required materials and completing homework assignments
- Completing missed work
- Demonstrating academic integrity (i.e. not plagiarizing)
- Engaging in educational opportunities through active classroom participation
- Being a good citizen
- Expressing themselves using socially acceptable language and behavior for the school setting
- Respecting the diversity of all people in the school community
- Demonstrating self-discipline, and showing courtesy for all people in the school community
- Showing respect for property, rights and safety of themselves and others
- Resolving conflicts and difficulties through consultation and problem solving

Staff will be responsible:

- 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 in a respectful manner and comply with the 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 state of development.
- To report to the principal unacceptable student conduct while at school or at 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/dangerous weapon brought to school by a student and hand over same to the principal.
- To suspend a student from the classroom for up to two days when a student engages in disruptive behaviour and suspension is the consequence for that behaviour under school policy or the school code of conduct.
- To promptly document and report a student suspension to the principal.
- Adhering to the policies of the St. James-Assiniboia School Division and to the tenets of the

Behaviour

The St. James-Assiniboia School Division believes that behavior is purposeful and responses to behaviours will take into consideration both the circumstances of the situation and the needs of the students. Schools will provide reasonable accommodation for students who have exceptional learning needs that affect their behaviour, and in instances of student discipline issues, staff will take into consideration the student's ability to comply and the amount of support required.

- Expected behaviours must be actively taught both at home and school
- The strategies used to develop understanding and respect for the rights of others will vary from student to student
- Discipline is the teaching of appropriate behaviours and promoting the learning of self-management, thereby ensuring student safety

In addressing any misbehavior, responses shall be:

- Chosen initially to ensure a safe and caring learning environment
- Appropriate for the student's stage of development and considerate of the student's individual needs
- Reasonable, realistic and timely and incorporate supports including positive and preventative approaches and responses
- Reflective of the nature and the severity of the misbehavior, its frequency, duration and intent

Responses

The following are examples of responses that may be considered in addressing inappropriate behavior:

- **Informal discussion** with the student to reach an agreement regarding the student's behaviour. Parent(s) may be contacted in some circumstances.
- **Parental Involvement** - Contact is made with the parent/guardian(s) to discuss the student's specific behaviour and the steps that must be undertaken to change it. The contact could vary from a telephone conversation to a formal conference at the school with parent(s), student, and school personnel to develop a plan for changing the student's behavior.
- **Formal Interviews** and conferences that may involve students, staff, parents, division personnel and/or police and other community support agencies
- Development and implementation of a **behavioural plan or contract** that may include counseling, mentoring or mediation
- **Removal from the situation** for a period of time
- **Restitution/Compensation:** The student and/or parent(s) 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 in nature, but could take alternative forms such as community service.
- **Withdrawal of privileges**
- Required **change of location of studies**
- **Student detention:** The student is detained at school and beyond school hours and under supervision. Contact with parent(s)/guardians will be based on the student's age and circumstances. The length of the detention will be determined by the school and will take into consideration the age of the student as well as the individual needs of the student. In the case of students who are transported by school bus, detentions will occur after arrangements for safe transport home occur with parent(s)/guardians.
- **Student Services** - A referral may be made to school division student services personnel who can assist school personnel in the remediation of inappropriate student conduct. Such involvement may include a level of counseling or clinical supports 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 behaviour (e.g., a physician, adolescent or adult mental health services, Addictions Foundation Manitoba, the anxiety clinic at St. Boniface Hospital, the Lighthouses and Turnabout crime prevention programs, Boys & Girls Clubs, Big Brothers Big Sisters, or Aboriginal Elders). In all cases, parental permission must be obtained.
- **Withdrawal** from course(s)
- **Threat Assessment** - The school will respond to all student threats to self or others through administrative action and/or school division threat assessment protocols or through critical incident preparedness plans. Outside agency and/or police involvement may be requested. Parent(s) will be informed.
- **Police Notification and/or School Resource Officer (SRO)** does not mean that police will lay charges in every situation; however, police should be notified for serious incidents that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on the school environment.
- **Suspension:** In-school or out-of-school JDG-R Student Suspension
- **Expulsion:** involvement of school administration, superintendent and School Board is required as per JKE Student Expulsion

Appeals of Disciplinary Decisions

To appeal a consequence that has been applied to a student, the parents of the student must make an appointment with the principal in a timely manner to discuss the issues.