

Warren Collegiate Institute
Student Handbook and Code of
Conduct
2016-2017



Warren Collegiate Mission Statement

To enable students to discover and develop their varied potentials and empower them to meet a multitude of diverse experiences, by providing a safe, healthy, respectful and engaging environment



WARREN COLLEGIATE STUDENT CODE OF CONDUCT

2016-2017

Students and staff at WCI are expected to act in a responsible, respectful and cooperative manner. We believe that all students and staff deserve a safe, caring and positive school environment in which to learn, work and socialize.

Our Code of Conduct, a general guide for student behaviour, is reflective of both provincial legislation (Manitoba's Safe and Caring Code of Conduct 2014) and the Interlake School Division Code of Conduct.

WCI's MISSION STATEMENT

"To enable students to discover and develop their varied potentials and empower them to meet a multitude of diverse experiences by providing a safe, healthy, respectful and engaging environment."

RESPONSIBILITIES

It is expected that students will

- attend school and classes;
- be punctual;
- be respectful;
- complete assignments and other work required by teachers;
- maintain one's best possible academic achievement;
- follow the rules and expectations developed within each classroom;
- conduct himself/herself with moral integrity;
- respect the rights and values of others;
- conduct himself/herself in a manner that shows academic and social responsibility, self-discipline and safety of themselves and others;
- comply with school and division's expectations, rules and policies;
- treat with respect school property and the property of others who are employed at or attending the school;
- and
- assume responsibility if he/she destroys, damages, loses or converts by an intention or negligent act, school or divisional property

Our students have the right to attend a safe, secure, caring and positive school environment where the focus is on academic excellence, along with the fostering of responsible citizenship qualities. **Unacceptable behaviours that would prevent this include**

- abusing another student physically, sexually or psychologically, verbally and/or in writing;
- bullying (includes any type, but not limited to the following: covert, cultural, cyber, emotional, homophobic, physical, sexual, racial, religious);

Bullying and abuse of any form is unacceptable at our school. If bullying occurs, students (victims/bystanders) are encouraged to report incidents to any staff member so that it can be dealt with immediately. All students have the right to come to school and know their school environment is one of caring, respect and acceptance. WCI students who are bystanders are responsible for their actions when they witness a bullying incident. They also will face consequences if they join the bully and others in actions that create an unsafe school climate for any student.

- harassment/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;
- inappropriate use of the Internet and electronic communication;
- gang involvement;
- and
- possession of a weapon.

DISCIPLINARY CONSEQUENCES (please note the division is developing a student code of conduct based on the restitution philosophy. Our policy will be changed to reflect divisional policy.)

Students who demonstrate non-compliance with respect to responsible, respectful behavioural expectations will have consequences. Matters involving disciplinary action will be dealt with on an individual basis. The frequency and severity of the offense and the student's age or state of development will dictate the strategy and appropriate consequences to deal with the infraction.

Interventions and strategies to deal with infractions include

- informal discussions,
- parental involvement,
- school counsellor/resource teacher,
- formal interview,
- withdrawal from classroom setting,
- removal of privileges,
- detention,
- restitution/compensation,
- behavioural/performance contracts,
- student services,
- outside agency/community involvement,
- threat assessment,
- police notification,
- student suspension, and

- student expulsion.

Our goal is for students to behave in a positive manner at all times, so that the high school experience can be enjoyed by all. Suspension and expulsion are serious consequences for inappropriate actions and behaviours. The Interlake School Division (ISD) Code of Conduct states, "The following actions will result in consequences ranging from a minimum of five-day up to six-week suspensions, including expulsion.

- a) possession or use of drugs, drugs paraphernalia or alcohol
- b) possession or use of weapons

PHYSICAL VIOLENCE

At WCI any incident involving fighting on the school property, on the way to and from school or on the bus, will be investigated by administration and parent(s)/guardian(s) will be contacted. The length of suspension for anyone found to be involved in a fight will be determined by the administration following an investigation of the incident.

USE OF PROFANITY TOWARDS A STAFF MEMBER

We expect our students to demonstrate a respectful manner to all staff. Any student using profane language directed at a staff member will receive a minimum one day out-of-school suspension.

APPEAL PROCESS

An appeal of a suspension of five days or less can be heard by the school principal. An appeal of greater than five days shall be heard by the ISD Board of Trustees. The student will be required to stay out of school during the suspension or until the appeal is satisfied.

ATTENDANCE

Since participation is a critical aspect of the process of education, a substantial portion of the student's grade will be based on his/her involvement in course activities. Regular attendance is important and directly related to the success of a student in school. Students are expected to be punctual and expected to attend all classes. If a student must be absent from school, the parent/guardian must inform the school of the reason for the absence by phone, email, or a note. An absence not confirmed by a parent/guardian is considered an unexcused absence and viewed very seriously. Daily automated phone calls are made to homes when students have been absent and the school has not been informed. Upon receiving this attendance call, parents/guardians are expected to contact the school to explain the absence. Students absent from a class are responsible for all missed work. Teachers have clearly outlined their homework expectations in regards to

missed classes. Attendance is taken in each class and entered into our computerized attendance system. School sponsored activities (field trips, extra-curricular events) resulting in a student missing classes are not considered absences. Any student who misses 30 or more minutes of a class will be marked as absent. If any student has to leave the school, other than at noon hour, he/she must sign out at the office. If a student becomes ill at school and cannot attend classes, he/she must inform the office, and a parent/guardian will be contacted.

Excessive absenteeism, twelve absences in a full credit course and six in a half course, could result in a loss of credit. Before a student is removed from a course, the student will have had discussions with his/her teacher and administration in order to understand the student's situation and reasons for not attending school. Special conditions may be put in place in order for the student to continue in the class. Chronic absenteeism of students may also necessitate the involvement of our guidance counselors and our school social worker. Communication between home and school is important and parents will be informed of attendance issues in numerous ways, e.g., teacher and administration telephone calls, Synervoice, emails, and/or attendance letters.

In Manitoba, attendance is governed under the Public Schools Act, the Education Administration Act, as well as school and division policies.

- i. Right to Attend (Manitoba Schools Act Part XIV)
Students have the right to attend school until they receive a graduation diploma, or until the last day of June in the year they turn 21 years of age.
- ii. Compulsory School Age (Manitoba Public Schools Act)
Children are required to attend school until they are 18 years of age. Parents or legal guardians are responsible for sending his/her children to school.
- iii. Offence if 16 years of age or older (Manitoba Public Schools Act Section 259.1(3))
A child 16 years of age or older who is required to attend school under this section and who refuses to attend, or who is habitually absent from school, is guilty of an offense and is liable on summary conviction to a fine of not more than \$200.
- iv. Pupils over 18 years of age (Manitoba Public Schools Act)
Notwithstanding that a pupil is over compulsory school age, he/she is subject to the rules of the school board in matters pertaining to school attendance

ATTIRE (SCHOOL DRESS)

Students are expected to dress appropriately and present a neat, clean appearance at all times. "Beach type" clothing is not considered appropriate for school. Pyjama pants can be worn on Casual Fridays (weekly). Clothing that is unsafe, immodest, or includes inappropriate language or messages are not acceptable school wear. Sunglasses are not to be worn inside the school. **Our school reserves the right to require change in any manner of dress that is considered inappropriate for school wear.** Attention to respectful dress sets a tone within a school that is seriously focused on learning.

BUS RIDERSHIP RULES (ISD) (ISD bus ridership rules are currently under review and will be updated as soon as they become available.)

Students are expected to obey the bus driver promptly and respectfully. The bus driver/and or supervising teacher is in full charge of the conduct of students on the school bus. Classroom conduct is to be observed on the bus. Loud or vulgar language will not be tolerated. Students shall not throw garbage on the floor of the bus or out the bus windows. Students shall not eat or drink on the bus unless permission has been granted by the driver and /or supervising teacher. Students cannot get on and off the bus, except at designated points, unless a note has been given the bus driver signed by the parent or school authority. **Extra students may only be transported at the discretion of the bus driver and will be transported only with prior approval of the driver.** The bus driver has the authority to assign seating and students are responsible for the condition of their assigned seating. Bus drivers will report in writing to the school administration all bus discipline concerns and any bus vandalism.

Bus discipline matters will be dealt with by the school administration.

First Infraction

- Verbal warning
- Other consequences as deemed appropriate by the principal
- Written communication to the parent

Second Infraction

- Student in-school consequence
- Other consequences as deemed appropriate by the principal
- Written communication to parent (2 day suspension warning included)

Third Infraction

- Student is suspended from buses for two days.
- Other consequences as deemed appropriate by the principal.
- Written communication to parent (5 day suspension warning included).

Fourth Infraction

- Student is suspended from buses for five days.
- Other consequences as deemed appropriate by the principal.
- Written communication to parent (up to a six week suspension warning included, in consultation with the superintendent).

Fifth Infraction

- Student is suspended up to six weeks from buses.

- Other consequences as deemed appropriate by the principal.
- Written communication to parent stating the student will not be reinstated on buses until the principal, parent, student, bus driver, and the superintendent or his/her designate have met. The parent must call the principal to arrange this meeting.

Students may be suspended from the bus for any infraction if their actions seriously jeopardize the safety of those on the bus.

Students suspended from their bus lose all bus ridership privileges, e.g., transportation to IA classes in another school, extra-curricular field trips, etc.

CYBERBULLYING

This refers to willful and repeated actions by one or more person(s) through the use of electronic information and devices with the intent to hurt, harm, embarrass and humiliate a person(s) through the use of text, photos and/or video. Examples of cyberbullying include

- i. sending hurtful, cruel messages or comments;
- ii. spreading gossip via social media;
- iii. creating websites that have stories, cartoons, pictures, jokes ridiculing others;
- iv. tricking a person to reveal sensitive personal information, then forwarding it to others;
and
- v. posting a student(s) picture without his/her/their permission.

This kind of bullying not only makes the victim feel unsafe, but it spreads quickly and creates a very unhealthy school environment. When a student or students feel harassed, threatened, scared or intimidated, then we as a school also feel that way. It will not be tolerated.

DIGITAL CITIZENSHIP

ISD School Policy-Use of Electronic Devices

1. The schools in the Interlake School Division recognize that it may be necessary for students to be in possession of electronic devices for personal use or for communication with family. However, the educational integrity of the school and privacy of others must be protected at all times. Therefore, the following conditions will apply:

1.1 All electronic devices must be turned off during class time unless otherwise directed by the teacher.

1.2 Inappropriate use of electronic devices in the classroom will result in the electronic device being confiscated by the teacher/administrator. Should an electronic device be confiscated, a parent/guardian will have to come to school to pick it up.

1.3 The school assumes no responsibility in any circumstances for the loss, destruction, or theft of an electronic device brought to school or to any school-related activity.

The intent of this reference is to foster responsible, appropriate use of electronic devices.

We at WCI expect our students to use technology responsibly whether it is school property or personally owned devices.

Students and staff are expected to adhere to student and school policies respecting the appropriate use of the Internet, social media, text messaging, instant messaging, website and email, digital cameras, cell phones (including those equipped with digital cameras) and any other electronic or personal communication devices identified by the Board; including the prohibition of accessing, uploading, downloading or distributing material that the school and/or Interlake School Division has determined as unacceptable.

COMPUTER LAB POLICY - WARREN COLLEGIATE INSTITUTE – 2015-2016

The following rules will be strictly enforced and monitored while working in the computer lab. By following these rules, the students will help the computer lab stay in a clean, proper working condition. A program called LanSchool will be running on the machines at all times so teachers can see every keystroke, web site and program that students enter.

- Use of the Internet and computers in a school setting is a privilege.
- Access to the Internet is only permitted by the direction of the teacher and is for educational/research purposes only.
- If the computer freezes or does something unusual, notify the teacher.
- Students are expected to manage their folders, delete old files, and create subfolders.

Device Policy

Electronic device use is permitted in the classroom during specifically stated times ONLY.

This includes

- cell phones,
- tablets, and
- iPod/Mp3 players.

1. Cell phone ringers must be turned to silent in the classroom. This includes all notifications.
2. Calls will never be answered during class time.
3. Earphones may only be in during work periods.
4. Any device that is proving to be a distraction to its' owner, or other students, will be confiscated for the remainder of the class.

The following are NOT permitted activities in the computer lab:

- drinking or eating, except in specific locations;
- streaming music or video except for CLASS PROJECTS during teacher discretion;
- surfing the Internet without teacher permission;
- abusive or threatening language and behaviour;
- accessing inappropriate websites;
- visiting Twitter and various chat rooms without teacher permission;
- deliberately attempting to harm or destroy another user's data;
- downloading and/or installing software and hardware;
- giving out personal information via the Internet;
- printing from the Internet without permission;

- modifying any settings on the computer, such as desktop wallpaper, desktop icons etc.; and
 - blogging, tweeting, accessing Facebook, Pinterest, Instagram and any social networking of any kind without teacher permission and input.

Note: We will be utilizing all of these sites during specific times throughout the year, however students will never access them without the teacher's input, guidance and discretion.

- Playing games.... This is a home activity

This document serves as the student's personal warning as to what is considered acceptable behaviour in the computer lab. No other warnings will be given.

LEAVING THE SCHOOL

Any Grade 11 or Grade 12 student leaving school property between the hours of 9:00a.m. - 11:50 a.m. and 12:50 p.m. - 3:30 p.m. MUST sign out at the office. Grade 9 and Grade 10 students are not allowed to leave the school property without parental permission during the school day. All students, unless permission denied, are allowed to leave the school property during noon hour.

RESPECT FOR HUMAN DIVERSITY

WCI promotes a positive and inclusive learning environment where we value our differences and all our students feel safe, accepted and respected. Please refer to Interlake School Division's Code of Conduct '*Respect for Human Diversity*' policy.

SMOKING

Interlake School Division is a "Smoke-Free" Division. Smoking and the use of tobacco products are not allowed on school property.

General Information

Interlake School Division

General Office Phone Number: 467-5100

Superintendent- Ms. Christine Penner

Ast. Superintendent- Mrs. Margaret Ward

Student Services Administrator- Mrs. M. Procter

Director of Operations - Mr. J. Thiessen

ACCESS TO PUPIL INFORMATION - AGE OF MAJORITY (attendance, marks, discipline)

Under Provincial Regulations, parents of students who are 18 years of age or older, do not have access to information regarding their son's/daughter's attendance, marks at school, and conduct if their son/daughter authorizes this information not to be disclosed. For a parent to receive information, the 18 year old student must authorize on an Access to

Pupil Information form the release of this information. This Access to Pupil Information will be discussed with each student who turns 18 years old during the school year, and each student will be strongly encouraged to allow his/her parents/guardians to continue to receive information from the school. Parents will receive notification by mail if this access has been denied. All automated phone messages will continue to be sent to the student's home.

ASSESSMENT

Assessment of students will be done on a year-long basis. Terms will not be assigned individual weights. There will be three reporting periods (December, March, June) and two scheduled Progress Conversation Nights (Oct. and Feb.) for parents and students to meet with teachers prior to students receiving their report cards in December and March.

Teachers will be using a variety of assessment tools, techniques and strategies in their classes to evaluate students' progress and achievement throughout the year. Learning behaviours will be assessed and reported separately from achievement. School-based final assessments will take place in June in compulsory courses, except for Phys. Ed and Health. Final assessments in elective courses are at teacher's discretion. The final assessment piece (i.e. exam, project, performance task, etc) will not exceed 25% of the final grade. Final grades in June will reflect the growth and progress students have made on year-long outcomes.

Grade 12 Provincial Standards Tests for language arts and mathematics are mandatory and administered in June. These criterion-based tests count for 30% of the Grade 12 student's final grade.

The parent/student PowerSchool portal is open for attendance and gradebook access. Teacher gradebooks are updated every three cycles. At any time, if unsure about portal login steps, or have forgotten your portal code, please do not hesitate to call the office (204-322-5586) for assistance.

BELL TIMES

WARNING BELL - 9:00 a.m.

PERIOD ONE - 9:05 a.m.

BREAK - 10:25 a.m.

PERIOD TWO - 10:35 a.m.

NOON HOUR - 11:50 a.m. - 12:45 p.m.

WARNING BELL - 12:45 p.m.

PERIOD THREE - 12:50 p.m.

BREAK - 2:05 p.m.

PERIOD FOUR - 2:15 p.m.

DISMISSAL - 3:30 p.m.

LAST BELL - 3:33 p.m.

BUS EVACUATION DRILLS

Bus evacuation drills will be practised twice a year (fall, spring) and both drills will be conducted by bus drivers.

CANTEEN

Students are made aware of the menu and lunch specials through daily announcements read by teachers, the TV monitor outside the library, school website, and postings in the MPR. Lunch specials for the week are listed on the daily announcements.

EARLY DISMISSAL DAYS FOR 2015-2016

Refer to: <http://isd21.mb.ca/>

All students will be dismissed at 2:30pm on the following dates: September 21st, October 19th, November 16th, January 18th, February 15th, March 15th, April 19th, and May 17th.

EXTRA-CURRICULAR CLUBS, COMMITTEES AND ACTIVITIES

A wide range of extra-curricular opportunities are offered for students. Students are encouraged to get involved in a minimum of one extra-curricular club, committee, or activity.

INTERIM PROGRESS REPORTS

Students will receive interim progress reports in December and March, followed by the year's cumulative final report in June.

LIBRARY

The library is open from 8:15 a.m.- 3:30 p.m. under the supervision of the librarian. If the library is open after 3:30 p.m., it is under the supervision of a staff member.

LOCKERS

Each student is assigned a locker and a school lock. It is the student's responsibility to keep it cleaned and locked. W.C.I. is not responsible for any lost books, clothing, lunch, money, etc. If a student requires a lock replacement, he/she will be assessed a \$7.00 cost. Lockers are the property of the school and are subject to inspection by school administration at any time.

LOCKDOWN EMERGENCY DRILLS

These drills are provincially mandated and take place twice a year.

LOSS OF SCHOOL PROPERTY

Students are responsible for all school property given to them throughout the year, e.g., textbooks, novels, calculators, team uniforms. If a student loses school property, he/she will be charged replacement costs.

LOST AND FOUND

Students who are missing items are expected to check the Lost and Found box. All items in the Lost and Found box are given to good will at the end of June.

PARENT ADVISORY COMMITTEE

This committee meets four times per year. Please contact the school office for dates. All parents and guardians are encouraged to attend.

PRIVATE VEHICLES

Interlake School Division will not be responsible for students who transfer from their allotted school bus to private vehicle while travelling to and from school. Students may park **west** of staff parking and **not** in the visitor's parking along the fence. Students who bring a vehicle to school must register it with the office.

PROGRESS CONVERSATION EVENINGS

Twice a year (October and February) parents and students will meet with teachers to discuss academic strengths and challenges to that date, and identify steps for improvement and/or goal setting.

REPRODUCTIVE HEALTH PROGRAM- PUBLIC HEALTH

The Public Health Nurse is in our school every second week and will provide reproductive health supplies within the school to students seeking these services providing a parent/guardian consent form has been signed and all criteria have been met.

SCHOLARSHIP AND POST-SECONDARY SCHOOL INFORMATION

Students can access information about scholarships and requirements for post-secondary institutions by talking with our guidance counsellor and viewing information on our website. There will be a scholarship information session delivered by the guidance counsellor prior to the first Safe Grad parent meeting.

SCHOOL FEES

All school fees for the current school year are expected to be paid by the first week of November. If families have outstanding fees from the previous year, they are expected to be paid the first week classes resume in September.

SCHOOL NEWS

Throughout the year, parents and students will be updated about school news and celebrations via school website, posted daily announcements, Synervoice messages, tri-annual newsletters, emails, letters, etc. School announcements are read each morning in Period 1 class and posted on our school website daily. At the end of each month, the announcements are deleted from the website.

STORM POLICY/CANCELLATION

Should it be necessary to cancel the school buses before they begin their morning route, parents and drivers will be notified via public radio. The decision is made by the Transportation Supervisor and the Superintendent by 6:45 a.m. The following radio stations will announce the cancellation of bus service as they pertain to the Interlake School Division # 21: CBC 990 AM, CJOB 680 AM, CKRC 630 AM, CITI 92 FM, CFRY 930 FM, CBC 98.3 FM, CKIS 97 FM, CKY 58 AM, CFRW 1290 AM, CFQX 104 FM. When buses are cancelled all schools in the division will be closed. Should a single route be cancelled the bus driver will notify the parents/ students along his route. The Interlake School Division # 21 is very reluctant to allow the buses to leave early. There is a distinct possibility that a child may arrive home before the usual hour and find **no one home and perhaps the house is locked**. ONLY IN EXTREME CASES IS A DECISION MADE TO HAVE BUSES LEAVE EARLY.

STUDENT CHANGE OF INFORMATION

Students whose address or phone number changes during the school year or over the holidays should notify the office immediately.

STUDENT SERVICES

ELEMENTS OF GUIDANCE SERVICES:

The major elements of guidance services are:

Educational Guidance - support and educational counselling for the student's academic progress.

Personal and Social Guidance - support for the student's personal needs and social development.

Career Counselling - support and information for the student's career development.

The school counsellor works with students, teachers, school support staff, community support services, and parents in areas relating to social, emotional, behavioural, intellectual, career and life development.

Resource Room Services - supports are available for students in need of academic tutoring. Supports are in place for students in need of adapted, enriched, modified, independent learning programs.

Resource room staff consists of teachers, and educational assistants who are available to assist students in need individually. The resource team is also available to assist special needs who are integrated into the regular classroom setting.

INTERLAKE SCHOOL DIVISION SERVICES

Special Education Co-ordinator, School Psychologists, Social Worker, AFM Caseworker, Speech and Language Pathologists, and Physiotherapist
Phone: 204-467-5100

COMMUNITY SERVICES

Public Health

Child and Family Services

Community Mental Health Children and Adolescents

Community Mental Health Worker Adults

Continuing Care

Community Services

Speech Pathologist

The above services may be reached at the Interlake Region Stonewall District Office 204-467-4420

HELP LINES

Would you like to talk with someone about a personal problem? Listed below are anonymous **Help Lines** which can be accessed in case of need. They listen because they care.

ADDICTIONS FOUNDATION OF MANITOBA YOUTH UNIT

Phone: 1-204-944-6235

AFM offers services to assist parents who are worried about their children's alcohol or drug use. Warren Collegiate has an AFM worker in the school once a week for student counselling and information.

Teen Touch 24 Hour Distress Line 1-800-563-8336

All calls are confidential and non-judgemental. This is a 24-hour distress line for teenagers and their families. It is staffed by trained volunteers who are there to listen, offer options, and make referrals.

HIV/AIDS/STD Information Line 1-800-782-2437

This is an information line for to answer questions and give information about HIV/Aids and STD transmission, treatment, referrals to counselling, education or medical help.

Office of the Children's Advocate 1-800-263-7146

The Office of the Children's Advocate represents the interests of children who are receiving or are entitled to receive service under the Child and Family Services Act.

Facts of Life Line 1-800-432-1957

Klinic Community Health Centre 204 - 784-4090

Klinic provides a full range of health related services from medical care to counselling to education.

Teen Klinic - 870 Portage Ave., Winnipeg

Teen Drop-In is open from 12:00p.m. (noon) - 4 p.m. every Saturday.

Teen Klinic provides a full range of health related services from medical care to counselling to education.

Klinic 24-Hour Crisis Line - Call collect 204 -786-8686

Sexual Assault Crisis Line (24-Hour) 204 - 786-8631

Kids Help Phone 1-800-668-6868

Kids Help is staffed by professional counsellors 24-hour service, 7 days a week, and all information is confidential. Kids Help Line deals with topics such as family conflicts, relationships, school problems, substance abuse, sexuality, suicide, homelessness, legal information, social adjustments, eating disorders, and STD/HIV.

OTHER SERVICES

Stonewall RCMP 204 467 5015 or 911

Student Youth Human Resource Centre in Selkirk - 204 785 6264

Manitoba Youth Job Centre (Operates May to August)

This is a free referral service to employers and young persons. It provides resume and job finding seminars, assists with job interviews and provides casual employment for youth 12 - 16 years of age.

USE OF THE SCHOOL PHONE

The main office phone is not to be used as an answering service for students. Students will be called to the office to receive any parent messages or to take calls from parents. If a student is ill, the school office will contact the parent/ guardian.