

*Warren Collegiate Institute*  
*Student Handbook and Code of Conduct*  
*2018-2019*



*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**

**2018-2019**

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 Behaviour Management Model (found on ISD website).

### **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."

### **RESTITUTION**

The ISD has embraced the philosophy of restitution and has implemented restitution strategies to help students make positive behavioral choices. Focusing on helping students learn a better way to be is more effective and sustainable than focusing on misdemeanors and punishment. Developing positive relationships is the foundation for the success of restitution processes. Thus, the ISD is committed to developing a warm, caring environment where positive relationships flourish, and to making a paradigm shift away from punishment focused forms of discipline towards a more positive behavior management system. Schools have developed beliefs and bottom lines to support the restitution process.

When a bottom line is violated, students will hopefully choose to fix their mistakes. If they choose not to fix their mistakes, then consequences will follow. 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. 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 violations of bottom line behaviours. 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. 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.

### **WCI SCHOOL BELIEFS**

- **Academic Achievement for all**
- **Community**
- **Health**
- **Respect**
- **Safety**

### **WCI SCHOOL BOTTOM LINES**

- **Profanity directed to a staff member**
- **Possession of/use of drugs or alcohol**
- **Physical violence**
- **Possession of/use of a weapon**

### **STUDENT 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;

- assume responsibility if he/she destroys, damages, loses or converts by an intention or negligent act, school or divisional property
- (please see procedure review regarding cell phones on page 7)

**Bullying is an unacceptable behaviour that harms many of our school beliefs:**

- 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 be held accountable if they join the bully and others in actions that create an unsafe school climate for any student.

**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.

**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. Clothing that is unsafe, immodest,

or includes inappropriate language or messages are not acceptable school wear. **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)**

*The Board believes in providing a safe environment when transporting students.*

### **PROTOCOL**

1. The Bus Driver is responsible for establishing a safe and respectful environment for all students. The ISD Behaviour Management Model based on restitution practices will be followed.
2. Student behaviour on the bus is the shared responsibility of the student, bus driver, and school administrator. Minor incidents may be dealt with by the bus driver in a restorative manner. The bus driver will complete the *Passenger Incident Form* [D-9 (F1)] when reporting incidents to school administration. This must be done in a timely manner.
3. Where there are teachers and/or adult supervisors on the bus, they will be responsible for managing the behaviour of students in their care.
4. Students suspended from school and/or their bus, lose all ridership privileges (i.e. shops, extra curricular field trips, etc.).
5. The Bus Driver has the authority to assign seats.
6. Students will be at their designated stop five minutes prior to scheduled bus arrival time. The bus will wait if it is ahead of schedule.
  - a. Students will not get on or off the bus except at designated points unless parents/guardians have communicated with the school and/or driver requesting a different stop.
  - b. Extra students may only be transported at the discretion of the school and bus driver and will be transported only with prior approval of the driver.
7. Video/audio surveillance may be used to ensure security and safety of individuals and property.
8. Schools shall make bus drivers aware of any special needs that a student may have so that all students can ride the bus in a safe manner. Bus drivers will follow the Individualized Transportation Plan for any student who may have one.
9. The Transportation Department will use its best efforts to ensure that a student's one-way travel time to his or her designated school is no longer than one hour.

10. Carry on items must be transported safely and will only be allowed with the permission of the bus driver. Students will be allowed to transport equipment while traveling to and from school by bus providing the equipment is necessary for school related programs and/or school extra-curricular activities. If the administrator asks students to bring such equipment as skates covered with skate guards, curling brooms, hockey sticks, musical instruments, etc., they should be accommodated on the bus, as long as:

- a. The bus driver can store these items safely.
- b. There is adequate space available for the approved items.
- c. The student has checked with the driver prior to bringing these items on the bus.

## **DIGITAL CITIZENSHIP**

### **ISD School Policy-Use of Electronic Devices**

**Please note that Warren Collegiate is revising their school based procedures regarding cell phones. Students have expressed concerns regarding their dependence on these devices, so we are working to help students better manage these devices. At this time cell phones are not permitted in class unless directed by their teacher to bring them.**

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

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 clean, proper working condition.

- 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;
  - 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/Snap Chat/other social media 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. This includes in vehicles on school property.

### **General Information**

#### **Interlake School Division**

General Office Phone Number: 467-5100

Superintendent- Ms. Christine Penner

Asst. Superintendent- Mrs. Margaret Ward

Student Services Administrator- Mrs. M. Procter

Maintenance Supervisor - Mr. A. Cornwell

Transportation Supervisor- 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. Please note: we are presently advertising for a canteen provider.

## **EARLY DISMISSAL DAYS FOR 2017-2018**

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

All students will be dismissed at 2:30pm on the following dates: September 20th, October 18<sup>th</sup>, November 15<sup>th</sup>, January 17<sup>th</sup>, February 21st, March 21st, April 18<sup>th</sup>, and May 16<sup>th</sup>.

## **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.

## **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. Notice will be sent home after each drill.

## **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. Please see Mrs. Broadfoot. Vehicles are not to be used for transportation only. You are not to loiter in vehicles during the school day.

## **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.

## **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 and scholarship bulletin board. 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 fees from the previous year must be honoured before more extra-curricular fees are accrued.

## **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.

## **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.

## **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**

**Klinik Community Health Centre 204 - 784-4090**

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

**Teen Klinik - 870 Portage Ave., Winnipeg**

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

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

**Klinik 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.