

Warren Collegiate Institute
Student Handbook and Code of Conduct
2023-2024



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

2023-2024

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 and Code of Conduct (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."

Covid 19 protocols: up to date info [COVID-19 Information for Manitobans](#)

Students and Staff Exhibiting Symptoms at School:

The student exhibiting symptoms will be isolated in our AFM office and provided with a medical mask to be worn. Parents or caregivers will be notified to come and pick up their child immediately. Schools will require each family to have a plan in place for urgent student pick-up.

Communicating the Importance of Hand Hygiene, Symptom Monitoring, and Other Public Health Measures:

- Students will need to self-screen at home before going to school. Parents and caregivers are responsible for their own child's self-screening. An up-to-date list of symptoms can be found online at government's *About COVID-19* page. Screening protocols must be in place for all people entering schools and screening information will be posted at all entrances and provided to families. **If students are ill, they must stay at home.**

Attendance and Participation: Is student attendance and participation at school mandatory?

School attendance is mandatory for children aged 7 to 18 in Manitoba. All students are expected to participate fully in learning, even if/when remote learning is required.

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.

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 a weapon**
- **Using, possessing or being under the influence of alcohol, cannabis (marijuana) or illicit drugs at school.**
- **Abuse of another student physically, verbally, in writing, sexually, psychologically, or otherwise.**
- **Vandalism, damage or destruction of property**

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 themselves with moral integrity
- respect the rights and values of others
- conduct themselves 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 they destroy, damage, lose or convert 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

Attendance and Participation: Is student attendance and participation at school mandatory?

School attendance is mandatory for children aged 7 to 18 in Manitoba. All students are expected to participate fully in learning, even if/when remote learning is required.

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 Interlake School Division (ISD) shall provide a safe environment when transporting students. Student behaviour on the bus is the shared responsibility of the student, the Bus Driver, and the School Administrator.

Expectations for bus ridership include:

1. Students are expected to follow all bus ridership rules.
2. Students are expected to meet the bus at scheduled times.
 - a) Students will be made aware of their departure time by the bus driver.
 - b) Students are to be at their pick up point five (5) minutes prior to their scheduled pick up time.
 - c) Students who are not at the pick up point at the scheduled departure time will be waited upon only if they are a reasonable distance away from the bus. Students will be warned that in the future they may be left unless they are punctual.
3. The Bus Driver is responsible for establishing a safe and respectful environment for all students, congruent with the ISD Behaviour Management Model: Restitution.
4. Minor incidents may be dealt with by the Bus Driver in a restorative manner.
5. Bus Drivers will complete the Passenger Incident Form when reporting incidents to the School Administrator. This will be done in a timely manner.
6. Bus Drivers are required to report to the Transportation Department office if they suspect no one is home to receive underage students.
 - a) The Bus Driver will radio dispatch who will call to check if anyone is at home for the student(s).
 - b) If there is no answer at home, dispatch will call the School Administrator who will contact the student's parent/legal guardian, followed by emergency contacts.
 - c) The School Administrator will provide direction to the Transportation Department office on how to proceed.
 - d) If all contact attempts are unsuccessful, the student will be returned to the school under the supervision of the School Administrator.
7. When there are Teacher and/or Adult Supervisors on the bus, they will be responsible for managing the behaviour of students in their care.
8. Students suspended from school and/or their bus will lose all ridership privileges (i.e. Technology programming, offsite activities and programs, extra-curricular activities, etc.).

9. The Bus Driver has the authority to assign seats.

10. Students will not get on or off the bus except at their designated stop unless parents/legal guardians have communicated with the school and the bus driver.

11. Extra students may only be transported at the discretion of the school and the Bus Driver and will only be transported with prior approval by way of a note from a parent/legal guardian. 12. Video/audio surveillance may be used to ensure security and safety of individuals and property.

13. Schools shall make bus drivers aware of any special accommodations a student may need so that all students can ride the bus in a safe manner. Bus Drivers will follow any Individualized Transportation Plans (ITP) provided for students.

14. The Transportation Department will provide its best effort to ensure that a student's one-way travel time to his or her designated school is no longer than one (1) hour. 15. 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 to and from school by bus providing:

a) The equipment is necessary for school-related programs and/or extra-curricular activities.

b) The Bus Driver can store these items safely.

c) There is adequate space available for the items.

d) The student has checked with the Bus Driver prior to bringing the items on the bus.

DIGITAL CITIZENSHIP

ISD School Policy-Use of Electronic Devices

At this time cell phones are not permitted out 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

Cell phones will **not** be permitted out in classrooms or labs unless by teacher request.

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

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 their 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 and Vaping

The Interlake School Division (ISD) recognizes the harmful effects of smoke and vapour on the health of both users and non-users and further recognizes its responsibility to provide a healthy environment to all students, employees and visitors to the Division and its schools. All ISD property will be designated no smoking and no vaping allowed. The use of tobacco products, vapour products and cannabis on school property and areas abutting school property is prohibited at all times for all employees, students, volunteers and visitors. School property is defined as all school buildings, grounds and properties including ISD offices and facilities and any properties owned or leased by or operated under the authority of ISD. The use of tobacco products, vapour products and cannabis will not be permitted in private vehicles on school property, in ISD owned vehicles and equipment, and in any vehicle used to transport students as well as any ISD offsite activities.

General Information

Interlake School Division

General Office Phone Number: 467-5100

Superintendent- Mrs. Margaret Ward

Asst. Superintendent- Mr. Tyler Moran

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

Warren Collegiate is committed to the guiding principles of assessment through the implementation of Assessment OF Learning, Assessment FOR Learning and Assessment AS Learning practices.

Assessment of students will be done on a semester basis. Terms will not be assigned individual weights. There will be four reporting periods (November, February, April, June) and two scheduled Progress Conversation Nights (November and April) for parents and students to meet with teachers prior to students receiving their report cards in November and April. Progress conversations may not be in person, depending on the health situation at the time of meetings.

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 may take place this will happen in class there are no longer exam periods. in Grades 9-12, final assessments will not exceed 25% of the 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.

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, school website, and postings in the MPR. Lunch specials for the week are listed on the daily announcements.

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 8:30 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. Students have access to the library during spares and lunch hour.

LOCKERS

Each student is assigned a locker. Locks are available in the office. It is the student's responsibility to keep it cleaned and secured shut. W.C.I. is not responsible for any lost books, clothing, lunch, money, etc. If a student requires a lock replacement, please see the office. 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. Vehicles are to be used for transportation only. You are not to loiter in vehicles during the school day. Bringing your vehicle to school is a privilege. This privilege may be revoked if students are not practicing safe driving.

PROGRESS CONVERSATION EVENINGS

Twice a year (**November and April**) parents and students will meet with teachers to discuss academic strengths, challenges and next steps.

NURSE PRACTITIONER

The Nurse Practitioner is in our school every second week on Thursdays. Students wanting to see the NP can make an appointment at the office. Nurse Practitioners can:

- Provide education
- Perform complete physicals
- Diagnose and treat acute or chronic illness or injuries
- Prescribe medications
- Order and manage the results of screening and diagnostic tests
- Make referrals to other health care professionals such as specialists

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 NEWS

Throughout the year, parents and students will be updated about school news and celebrations via school website, posted daily announcements, Synervoice messages, emails, letters, etc. School announcements are read each morning after O'Canada 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 update their information on the Power School Portal. It is very important to keep this information current to ensure you are receiving all of the current information.

USE OF THE SCHOOL PHONE

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 on Wednesdays 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.