

# Windsor School Code of Conduct

## 1. Preamble

**The Board of Trustees of the Louis Riel School Division endorses the following material and requires its inclusion in the Codes of Conduct of the Division's Schools:**

- **Our Code of Conduct is based upon the following beliefs as stated in Divisional Policy JK – Student Discipline:**
  - The ultimate goal of a Code of Conduct is to develop student self-discipline.
  - Most students behave appropriately.
  - Attributes of appropriate behaviour include but are not limited to:
    - respect for self and others;
    - empathy;
    - cooperation;
    - courtesy;
    - responsibility;
    - honesty.
  - Responses to behaviour occur with consideration for individual needs and circumstances.
  - Effective behaviour management strategies:
    - promote self-discipline;
    - are pro-active;
    - are based on fair and equitable treatment;
    - consider developmental differences;
    - support constructive behaviour change;
    - respect the findings of educational research;
    - consider the safety and welfare of the school and community.
  - Parents/Guardians play a significant role in shaping their child's behaviour and attitudes, and therefore the Division strives for a constructive partnership with the home.
  - Adults have the responsibility to model for students those attributes and behaviours
  - which support a positive learning environment.
- **The following expectations derive from the Public Schools Act:**
  - Pupils and staff must behave in a respectful manner and comply with the code of conduct
  - Bullying, or abusing physically, sexually or psychologically – orally, in writing or otherwise –any person is unacceptable
  - Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code is unacceptable
  - Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable
  - Gang involvement will not be tolerated on school sites

- Possessing a weapon, as “weapon” is defined in section 2 of the Criminal Code (Canada), will not be tolerated on school sites
- Pupils and Staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable

➤ **Responses to inappropriate behaviour:**

- Disciplinary consequences of violating the Code of Conduct are subject to the following policies of the Louis Riel School Division:
  - JK Student Discipline
  - JICI/JICK Responses to Use of Weapons & Violent Behaviour in the Learning Environment
  - JICH Student Use of Alcohol and Other Drugs
  - JKD/JKE Student Suspension/Expulsion
  - ACF/G Interpersonal Relations and Resolution of Concerns About Harassment/Discrimination
- Interested members of our school community may access copies of the above policies from the Louis Riel School Division website or the school administration.
- The process for appealing disciplinary decisions begins with the school administration.
- Further appeal is possible; refer to Appendix E of Policy BC – Board Authority and Conduct.

## 2. Safe School Policies

With the cooperation and support of parents and community, Windsor School staff will implement Safe School policies and programs.

*We believe a safe school is one where people can learn, play and work in an atmosphere that is free of physical assaults, verbal aggression, threats and intimidation. A safe school is one which is welcoming, supportive and positive and where the energy of the teachers and students is focused on learning and success.*

The following statements are the foundation upon which a safe school is built.

- Students are able to follow reasonable and clear directions.
- School and the parents are partners.
- Adults are in charge.
- The love of parents and the caring of teachers are fundamental to every student’s success.
- The school teaches for success, and that is the only acceptable outcome.
- Physical and verbal aggression, including racist or sexist comments, will not be tolerated.
- Mediation provides an alternative to violence.

For safety reasons, the following are not allowed to be used on school grounds:

Skateboards  
 Scooters  
 Hard rubber balls

Play guns or water pistols  
Roller blades  
Knives  
Matches or lighters  
Any weapons

### 3. Student Expectations

#### 1. Student Rights and Responsibilities

- All people in Windsor School should feel safe from verbal, physical, psychological and emotional abuse. All people have a responsibility to treat others with kindness.
- All people in Windsor School should be treated with respect. All have a responsibility to treat others fairly.
- All people in Windsor School have the right to an environment that is positive and conducive to learning. All have a responsibility to encourage others and create a climate conducive to learning.
- Self-discipline is promoted and taught with the goal of having everyone responsible for his or her own behavior. Self-discipline is best achieved when school and home work together.
- Consequences at Windsor School are a natural or logical result of actions with the goal of realizing the above four beliefs –respect, positive learning environment, self-discipline with acceptance of responsibility, and freedom from abuse.

#### 2. Expectations for Student Behaviour

It is expected that everyone in the school will conduct themselves in a respectful, responsible manner.

#### 3. Academic Honesty

To plagiarize is to take ideas or words of another person and pass them off as your own. In short, it is stealing another person's work. Students are expected to acknowledge the sources of ideas or expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, graphics, pictures, statistical tables, as well as to written or electronic material. To provide adequate documentation is not only an indication of honesty, but a courtesy, which enables the reader to consult your sources with ease. Failure to do so constitutes plagiarism.

It will also be called plagiarism and/or cheating if a student submits a paper written in whole or in part by someone else, or copies the answer or answers of another student in any test, examination, or take-home assignment. All instances of academic dishonesty will be dealt with as a disciplinary matter, and may result in a failing grade, a resubmitted assignment or suspension.

Any student contributing to cheating in examinations or term assignments is also considered to be guilty in that he or she has enabled another student to commit plagiarism or cheating. Both students are subject to disciplinary action.

In order to avoid being accused of cheating or plagiarism:

- Sit away from friends who do not do their own work;
- Shield your answer sheet from others;
- Keep your eyes on your paper when writing a test or exam;
- Do not communicate with any other student during a test or exam; communicate only with the teacher;
- Hand in all required papers directly to the teacher when they are due;
- Know the rules for a specific assignment, and work within them;
- Do not lend your work to other students unless you feel certain they will not use it dishonestly;
- Only work with someone else on assignments if you are authorized to do so.

*Adapted with permission from the University of Manitoba, 2002*

#### 4. School Property

Students are to treat all school property, including texts, furnishings and equipment with careful respect. Junior High teachers are asked to check the tops and insides of student desks for writing/graffiti and do their best to minimize these activities. Students will be billed for willful damage.

#### 5. Entering the Building

Students may enter the building at the first bell at 8:52 a.m. and 12:40 p.m. They are not to enter the building before these times except when met personally by a teacher or his/her delegate by prior arrangement.

Coats and boots are to be put away neatly. Behaviour is to be orderly and mannerly.

#### 6. Lockers

- Only combination locks are permitted.
- Lockers are school division property, and, as such, are subject to search.
- Students are not to use lockers between classes, except before or after Physical Education or Band.

#### 7. On Our Playground

In the interests of safety and respect for others, all Windsor students are asked to comply with the following expectations on our playground.

- Students are to play in such a way as not to disturb or injure other students. Games involving physical tackling or otherwise throwing someone else to the ground are not to be played. There is to be no piling on anyone on the ground; there is to be no play fighting on our schoolyard at any time.
- Students in Grades K- 4 have the exclusive use of all play structures.
- Climbing is restricted to the climbing apparatus. Students are not to climb on the roof of the play structure or on the soccer posts. Students are not to walk on top of the monkey bars.
- Except in game situations, nothing is to be thrown at anyone at any time.
- Students are to remain on our schoolyard and stay out of the bushes bordering the golf course.

- Students are not to play in the immediate vicinity of the school in such a way as to disturb other classes in session; students are not to play in the parking lot.
- Snow tunnels are sources of potential danger, and may not be constructed on our schoolyard.
- Students encountering problems on the playground are to seek the assistance of the staff on duty. All Windsor students are expected to be assertive in their attempts to dissuade others from threatening their physical and emotional safety.

#### 8. Dress Code

The Windsor School dress code is based upon these assumptions:

- Dress, within acceptable limits, is a matter of personal taste which the school will respect;
- Dress communicates messages about the individual and the school; it can both reflect and affect a school's culture and values;
- Dress should observe and respect the formality of the school setting;
- Dress should respect the sensitivities of others.

Windsor School requires that its students and staff:

- Wear clothing free of lewd, crude or suggestive graphics or sayings;
- Wear shoes;
- Dress appropriately for learning;
- Remove headwear in the school except during special school-sponsored events.

#### 9. Library

The library is a quiet place to work, read or study. Other activities are permitted under the immediate supervision of a teacher. Be considerate to the learning needs of others.

#### 10. Drink Machine

Students may purchase drinks from the drink machine at lunch time or after school only.

#### 11. Gum and Sunflower Seeds

Gum and sunflower seeds are not allowed in the building.

### 4. Absences

Unless your parents phone or send a note reporting your absence, our office staff will phone them to report every absence. This is a safety precaution.

### 5. Leaving School during the Day

All students must have a note from a parent to leave school early for an appointment. No student will be allowed to leave the building with any adult other than a parent without consent from your parents. If your parents are picking you up during school hours, please ask them to meet you in the office.

### 6. Lateness

Punctuality is an expression of your commitment to your education. We expect you to arrive on time. Students who arrive late must sign in at the office. Parents will be notified of chronic lateness, and those who are still unable to arrive on time will be subject to disciplinary measures.

#### 7. Staying in at Recess: K – 6

All students in K – 6 are required to go outside for recess. We wish to encourage a healthy life style. Students will have this time to relax, play and become refreshed for further learning.

#### 8. Phone Use

Except for calling home, students are to use the pay phone located in the front hallway.

#### 9. Medication

Medication will only be administered under signed parental consent.

#### 10. Student Injuries

If a serious injury occurs, we will call your parents / guardians immediately. If a parent or the emergency contact person cannot be reached, we will call an ambulance to take you to hospital.

#### 11. Bicycles

If you bring a bicycle to school, there is a risk of it being damaged or stolen. While we will do what we can to problem-solve situations, we cannot guarantee bicycles will not be damaged or stolen. You bring a bicycle to school at your own risk. If you do bring a bicycle please use a high quality lock to secure it.

#### 12. Lunch Supervision

The school organizes and provides lunch supervision. Adult supervisors will be on duty during the noon hour. All students who stay for lunch must pay to do so. Ask your parents to make arrangements with the school office.