

CODE OF CONDUCT

EXPECTATIONS AND RESPONSIBILITIES

A. Staff members shall:

- Act in a professional manner and follow the code of conduct
- As a team member, participate in professional development and activities of the school
- Listen actively to student concerns
- Encourage the involvement of parents/guardians
- Evaluate student achievement and explain the evaluation procedures at the beginning of the course
- Respond to inappropriate behaviours in a way that teaches responsibility, encourages students to grow from the mistake and help him/her develop a habit of compliance
- Communicate concerns promptly to appropriate individuals
- Maintain a safe and respectful environment in the school
- Respect confidential information about students, families and staff

B. Students shall:

- Attend scheduled classes on time with all necessary materials
- Complete and hand in assignments on time
- Participate and complete to the best of their ability, all class discussions, activities and assignments
- Show common courtesy, kindness and respect to all
- Follow reasonable directions from others
- Solve problems peacefully through discussion or by seeking adult assistance
- Respect school property and the property of others
- Dress in a manner suitable for a working environment
- Refrain from the use of electronic devices such as cell phones and entertainment devices during class time without permission
- Follow the Code of Conduct to the best of their ability without being asked

C. Parent(s)/Guardian(s) are expected to:

- Ensure their child's regular and punctual attendance
- Ensure their child's completion of all school assignments
- Maintain open communication with staff by addressing concerns through proper channels
- Assist in establishing positive attitudes concerning achievement
- Maintain up to date information in the school database i.e. Addresses, phone numbers, etc.
- Act appropriately in the school building and behave respectfully to all
- Assist in developing methods of resolving conflicts peacefully

- Discuss and support the Codes of Conduct of the Division and the school

D. Staff and Students Adhere to School Policies respecting:

- Appropriate use of social media
- Appropriate use of e-mail and the Internet including policies that prohibit the accessing, uploading, downloading or distributing of material that the school has determined to be objectionable
- Appropriate use of personal communication devices such as cell phones, digital cameras, etc. identified in the code of conduct

UNACCEPTABLE BEHAVIOUR

The conduct of students and staff in the Winnipeg School Division is governed by provincial and federal legislation, board policies and procedures, and the individual school's Code of Conduct.

The following unacceptable behaviours will not be tolerated:

- Physical, sexual and/or psychological abuse communicated with gestures, spoken, written, through social media or any other means
- Harassment or bullying, cyber-bullying. This includes any actions or words intended to harm, degrade, disrespect or ridicule others on a repeated or one time basis
- Possessing, or being under the influence of alcohol or illicit drugs at CHS or on school property
- Discriminating unreasonably on the basis of ancestry, nationality, ethnicity, religion, age sex, gender-determined characteristics, sexual orientation, marital/family status, source of income, political views or affiliation, physical or mental ability is in violation of the Manitoba Human Rights Code
- Gang involvement or affiliation through gang colours, clothing, etc.
- Possession of a weapon (*as defined in the Criminal Code of Canada; knives, guns, bats, etc.*)

SUPPORT FOR BEHAVIOUR MANAGEMENT

- Student Support Services (i.e. Resource Team or Special Education Department)
- Counsellors
- Conflict Mediation
- Administrators
- Clinical Support Services
- Other External Agencies (i.e. Child & Family Services)
- Consultation with the school for further resources

DISCIPLINARY CONSEQUENCES

The following consequences are intended to reinforce the expected and appropriate boundaries for conduct. Communication between the school and student's parent/guardian is essential if inappropriate behaviour is a cause for concern. The following consequences will be administered in the order and to the degree appropriate to the offense.

1. **Informal interview:** A teacher, administrator, or guidance counsellor talks with the student to discuss the student's behaviour. The parent/guardian will be contacted by the school staff to inform them of the issue(s).
2. **Guidance involvement:** A conference or series of conferences is held with the guidance counsellor to develop a plan for improving student behaviour. The parent/guardian will be contacted
3. **Formal interview:** A conference is held with the student, the teacher, and an administrator or guidance counsellor to develop a plan for changing the student's behaviour and to explain consequences of continued inappropriate conduct. The parent/guardian is contacted by the school staff.
4. **Detention of student:** The student is detained at the school for specified unacceptable behaviour. Students may be kept up to 45 minutes after school.
5. **Parental involvement:** The parent/guardian is contacted to discuss the behaviour of the student and ways to change the behaviour. The contact may be initiated by telephone, in writing, or by a formal conference at the school with parent/guardian, student and school personnel.
6. **Withdrawal from a classroom setting:** When a student's behaviour is disruptive to the classroom, the student may be withdrawn to a supervised alternate location for a specified period of time.
7. **Removal of privileges:** Privileges, as determined by an administrator, may be removed under certain circumstances.
8. **Restitution:** The student or parent/guardian is required to provide monetary or "community service" restitution for damages incurred.
9. **Behavioural/performance contract:** The student is required to meet specific behavioural standards to avoid more severe consequences. Such expectations are developed in conjunction with the school, the parent/guardian, and the student.
Consequences for failure to meet the standards are documented and copies are given to all parties concerned.
10. **Suspension:** Suspension from school is a serious consequence and is governed by the policy and guidelines of both the Division and the Province of Manitoba. School administration may suspend a student for up to five days for serious or repeated offences. The parent/guardian must be notified prior to the student going home. Before the student re-enters the school, a meeting must take place between the student, the parent/guardian and

an administrator. Documentation must be provided to the Superintendent's Department. In rare cases, the principal may request an extension of the suspension for a period of up to six weeks. The decision then rests with the superintendent.

Common categories where an out of school suspension may be deemed appropriate are:

- chemical abuse (illegal drugs, alcohol, tobacco)
- assault (physical or verbal against students or staff)
- weapons (possession, threats, attacks)
- misconduct

11. **Expulsion:** Expulsions by the Board of Trustees is a serious consequence resulting when it is determined that a student's continued presence in Division schools is injurious to other students. Expulsion requires an official action by the Board of Trustees and is completed in accordance with the Public Schools Act, Section 48(4). An expulsion means that the student may not attend any school operated by the Winnipeg School Division until such time as the Board of Trustees may remove the expulsion.

APPEALING DISCIPLINARY DECISIONS

Parents needing clarification about a disciplinary decision or who wish make an appeal, are invited to speak to the person who made the discipline decision or to the child's teacher. If further clarification or process is needed, parents are asked to contact the school administration, and if still not satisfied, they can contact the district superintendent.

Collège Churchill High School believes students, parents, staff and community members are partners in a cooperative effort to assist Collège Churchill High School students to become participatory and responsible citizens. This document will outline expectations, responsibilities, possible consequences and supports available at Collège Churchill High School. It will be available to all parties involved in the education of our students.

