



CODE OF CONDUCT

William Morton Collegiate Institute

Summary

This Code of Conduct highlights the basic rights and expectations of students, staff and parents of students in the school. Rules for students and staff conduct at school are listed, but what is contained in this document is not exhaustive. It is a representation of the larger and complete Divisional Code of Conduct which is found in the Pine Creek School Division Policy Manual. Elements contained in this document are subject to change and serve as a guide for disciplinary action, and consequences, concerning student, staff or school visitor contraventions of the Code of Conduct and/or School and Divisional policies.

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Introduction

This abridged Code of Conduct is intended to provide a guideline and reference for parents or guardians, staff and students in determining acceptable behaviour in the William Morton Collegiate Institute (WMCI) education environment. WMCI and the Pine Creek School Division (PCSD) support a secure educational environment, conducive to teaching and learning, free from threat, harassment, and any type of bullying behaviour. It must be noted that the Code of Conduct that follows is not exhaustive, but highlights some of the significant elements of the PCSD Divisional Code of Conduct. The complete WMCI and PCSD Code of Conduct, which includes all procedures for dealing with threats, harassment, violence, and all forms of bullying, including cyberbullying, can be found in the *Pine Creek School Division Administrative Procedures Manual*. A copy of the complete PCSD Administrative Manual can be viewed at the school, or on-line (internet) at <http://www.pinecreeksd.mb.ca/administrative-procedures.html>. The specific section of the PCSD Administrative Manual which shares Code of Conduct information is found at <http://www.pinecreeksd.mb.ca/school-administration.html>. If you have any questions regarding the contents of this document or any of the Pine Creek School Division policies, please contact the school principal. To see particular Manitoba Legislation pertaining to schools' Codes of Conduct, please visit <https://web2.gov.mb.ca/laws/statutes/ccsm/p250e.php>.

Right of Students, Staff and Parents/Guardians

Students

Have the right to expect that ...

- all staff will treat them with courtesy, consistency and fairness;
- clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used;
- they will be able to work in a school climate which is safe, pleasant, orderly, respectful and conducive to learning;
- school personnel will be accessible to students for help concerning learning activities, personal and career decisions, in a manner and a time that suits the situation;
- teachers will prepare for class and mark and return assignments within a reasonable time;
- school administrators will monitor programs and instruction in the school;
- staff will adhere to and apply the Divisional Code of Conduct policy;
- they will have the opportunity to participate in activities;
- teachers will abide by the terms of their Professional Code of Conduct.

Will be responsible for ...

- attending school and classes regularly and on-time;
- being prepared for all classes by bringing required materials and completed homework assignments;
- making arrangements for any work missed due to absence;
- developing respect for self, others and property;
- making the most of education opportunities through active participation;
- taking pride in their work, their appearance and their accomplishments;
- resolving conflicts and difficulties in a manner that is mutually acceptable;
- obeying and observing the law and all school rules of conduct;
- taking pride in their school and community.

School Staff

Have the right to expect that ...

- parents/guardians/students will treat them with respect;
- students will attend classes regularly and on time, with assignments completed, and with appropriate materials;
- students' behaviour will promote a positive learning environment;
- school administrators will provide leadership and support;
- they will have the support and cooperation of students, parents and colleagues in the performance of their duties;
- students will observe all school rules of conduct.

Will be responsible for ...

- planning, teaching and supervising assigned courses;
- establishing and maintaining a learning environment which is pleasant, orderly, respectful and conducive to students' learning;
- evaluating student achievement and explaining assessment procedures to be used in each course;
- communicating information about student progress, attendance, behaviour, and special needs to students, parents and administration;
- arranging suitable out-of-class time for assisting students;
- providing an environment that will promote self-esteem;
- treating students fairly and consistently;
- respecting the rights of all individuals;
- maintaining open communication;
- striving to provide an optimum quality of education;
- ongoing personal and professional development.

Parents/Guardians

Have the right to expect that ...

- teachers will provide effective instruction for students and will display enthusiasm for teaching and learning;
- school staff will respect others and property;
- students will be able to participate in activities;
- reasonable precautions will be taken to ensure the safety of students to and from school, and while in school;
- administrators will exhibit leadership and support for students and for staff;
- administrators will actively supervise programs and instruction in the school;
- teachers will teach the required Manitoba Education, Citizenship and Youth curriculum as well as provide the assigned programs and services using appropriate teaching practices and methods;
- clear, relevant learning activities will occur in the school, along with explanations for the evaluation procedures to be used.

Will be responsible for ...

- treating school staff with courtesy and respect;
- instilling in their son or daughter:
 - the desire to work to the best of his/her ability;
 - an understanding of the importance of education;
 - respect for property and resources;
 - respect for the rights of fellow students and staff;
 - recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment;
- contacting the school when there are areas of affirmation and concern;
- when possible, attending school events and meetings to give support to the school;
- their child's behaviour;
- their child's regular attendance in classes;
- informing the school when their child will be absent.

Behaviour and Discipline Policy

General Conduct

Students, employees, and visitors to WMCI have the right to function in an environment free from physical, emotional, verbal and sexual abuse, harassment and any type of bullying behaviour. Hence, this policy applies to students, employees of the school and division, and any visitors to the school. For the purposes of this policy, a volunteer serving in the school will be considered an employee.

Consequences and definitions regarding the following unacceptable conduct are specified in this policy:

- a. abuse/bullying;
- b. weapons possession;
- c. gang involvement;
- d. inappropriate dress;
- e. vandalism/destructive behaviour;
- f. inappropriate use of computers, IITV equipment, or other electronic devices;
- g. using, possessing, or being under the influence of alcohol or illicit drugs at school.

Regarding all forms of unacceptable behaviours/conduct, the following procedures/disciplinary consequences will be applied:

- i. immediate removal of the offender from the situation;
- ii. the aggressor should be withdrawn from the classroom or other area, the length of the withdrawal depending on the severity of the situation;
- iii. debriefing when calm, with a trained third party for both the aggressor and the victim (the trained third party could be the Principal, School Counsellor, Resource Teacher or Psychologist);
- iv. the parents/guardians will be informed by the Principal and/or the Superintendent, of the incident and the consequences;
- v. victims should be advised of their legal rights to pursue charges, if applicable;
- vi. repeat offenders should be withdrawn from the setting until they are able to work within the setting without incident. Intervention from outside of the school would be required in these cases.

In addition, the student consequences listed in each section (below) of the unacceptable conduct will apply.

A. Abuse/Bullying

Definitions

The type of abuse/bullying by a student, staff member or visitor to the school, including a parent/guardian, may include but are not restricted to the following examples:

- a. **Physical:** consists of acts of violence against students, employees, their families and/or property with the intent of causing hurt or harm. Examples would include hitting, slapping, biting, kicking, spitting, breaking belongings and throwing objects.
- b. **Verbal and Emotional:** consisting of but not limited to derogatory comments and/or discriminatory actions directed against an individual or group based on gender, race, lifestyle, sexual orientation, religion, etc. Examples may include swearing, threats, name-calling, harassment/gestures, written abuse/bullying, wrongful allegations, abusive telephone calls, ostracism, etc.
- c. **Harassment:** consists of behaviour/acts which intimidate or threaten another person in such a way as to deny the individual his/her dignity and respect, and results in a feeling of powerlessness. For examples, see b. above, OR consists of stalking, which is the persistent following, contacting, watching, or any other such threatening actions that compromise the peace or mind or the personal safety of the individual.
- d. **Sexual Harassment:** consists of behaviour which includes any unwanted, unwelcomed sexual advance or sexually oriented behaviour made by a person who knows or who ought reasonably to know that such attention is unwanted. Sexual harassment may include, but is not limited to, unnecessary touching or petting, suggestive or

other sexually aggressive remarks and gestures, leering at a person's body, demands for sexual favours, or compromising invitations.

NOTE: *Division employees, by virtue of their positions, have responsibilities and consequently, have certain expectations. Reasonable insistence upon compliance with these expectations will not be interpreted as harassment. Examples include: meeting deadlines, behavioural/academic/procedural expectations, appropriate use of technology, etc.*

Consequences for Abuse/Bullying

The Principal may take one or more of the following actions:

1. the Principal has the latitude to invoke consequences consistent with the school Behaviour and Discipline Policy;
2. set up a conference involving the parent(s), student and employee to resolve the problem;
3. develop an individual behavioural contract which may include counselling services;
4. set up a formal mediation process whereby, with their consent, the victim and the offender meet in the presence of a trained mediator;
5. detention/suspension within the school;
6. suspend from school for up to five days;
7. recommend to the Superintendent that the student:
 - i. be reinstated under certain conditions, including referral to divisional support services or outside agencies;
 - ii. be suspended for a longer period of time with re-entry subject to an appearance before the Board of Trustees;
 - iii. be expelled from Pine Creek School Division schools;
8. contact the police if deemed appropriate.

NOTE: *Parents/Guardians will be informed by phone (if possible) and in writing when any of the preceding actions are taken. If the offender is not a student of the Pine Creek School Division, the administrator (or designate) shall call the police and have the person removed from the premises. Cases of sexual assault or indecent exposure shall follow the Divisional Policy and prevailing legislation.*

B. Weapons Possession

Definitions

A **weapon** is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon. **Possession** is defined as having a weapon on one's person, or in an area subject to one's control, on school property or at a school activity. (see Section 2, *Criminal Code of Canada*)

A school administrator and each teacher shall seize or cause to be seized and take possession of any offensive or dangerous weapon that is brought to school by a pupil and hand over any such weapon to the Principal who shall notify the parent or guardian warning him/her that the pupil may be suspended or expelled from the school. (see Section 96, Manitoba *Public Schools Act*)

Consequences for Weapons Possession

No person shall bring onto any school property or into any school building or Division vehicle, or have in their possession or in a locker, any weapon or item intended to be used as a weapon.

When a person is found or suspected to be in possession of a weapon while under a school's jurisdiction or such weapon is discovered in that person's locker, the following shall occur:

- i. The administrator (or designate) shall call the police to deal with the incident.
- ii. If the person is a student, he/she shall receive a suspension from class or school with the possibility that the suspension may be extended or that expulsion may be recommended by the Board. The latter shall be after consultation with the Superintendent.

NOTE: *Parents or guardians shall be notified when consequences for weapons possession need to be applied.*

Where the offender is a student and a suspension has been imposed, readmission to school shall be contingent upon prescribed criteria for readmission being met by the student and his/her/their parent(s)/guardian(s).

C. Gang Involvement

Definitions

Gangs are groups of youths who share common beliefs, attitudes and attire and exhibit unlawful and anti-social behaviour, and who associate with each other for mutual protection and/or profit.

Consequences for Gang Activity

Consequences to be administered for gang related activity like displaying gang insignia or soliciting students for gang membership, etc, are the same as those outlined in the section *Consequences for Abuse/Bullying*.

D. Inappropriate Dress

Students are expected to dress in a manner appropriate for school. Hats and hoodie hoods (jn general, all headwear except that prescribed by a medical note, or excused on religious grounds) are prohibited from being worn, as well as t-shirts, pants, dresses, or any other clothing that displays offensive pictures or writing of any kind, or messages contrary to the Mission, Vision, Beliefs and/or Goals of PCSD.

Consequences for Inappropriate Dress

Consequences can range from an informal interview on the first instance to withdrawal/suspension from the class or school setting.

E. Vandalism/Destructive Behaviour

Definitions

Vandalism is the willful damage or destruction of property. It includes:

- a. damage to property such as defacing ceilings, walls, school furniture, carpeting, textbooks, school materials, electronic equipment or computer software, fire extinguishers, smoke and heat detectors, fire alarms, lockers or any other property not belonging to the individual;
- b. destruction of private, personal or school property (one's own school or a school being visited).

Consequences for Vandalism

Consequences to be administered for vandalism are the same as those outlined in the section *Consequences for Abuse/Bullying*.

F. Inappropriate Use of Computers or Other Electronic Devices

Definitions

Students are expected to adhere to the terms and conditions stated in the Divisional policies. All students who use electronic technology at school or who are enrolled in any distance education courses, and their parents, are required to sign the Divisional and *Acceptable Use of Electronic Technology Agreement* and/or *Distance Learning Agreement* if students are to use Divisionally owned computers and/or other electronic devices and/or be enrolled in a Divisionally sponsored distance education course of any kind.

Use of Electronic Equipment and Distance Learning Policies

Such policies are found in the *Pine Creek School Division e-Learning Guidelines and Procedures* document. Consequences for unacceptable student behaviour when using electronic equipment or during distance education courses will be the same as those outlined in the section *Consequences for Abuse/Bullying*.

G. Using, Possessing, or Being under the Influence of Alcohol or Illicit Drugs at School

Drug Free Schools

The Pine Creek School Division is committed to providing the highest possible standard of learning environment for its students. It recognizes that the consumption of alcohol and illicit drugs can impair an individual's well-being, can

interfere with a person's ability to learn and function in society and with the academic and extra-curricular interests of students.

The goal of the Division is to create school environments which are drug free and to provide counselling to students involved detrimentally with alcohol and other drugs. The major components of the approach to alcohol and other drug use and their attendant problems are:

1. **Prevention:** involves encouraging students to achieve an awareness of knowledge, attitudes and skills that promote positive life-style and well-being concerning alcohol and other drugs.
2. **Intervention:** when a caring person approaches an individual with data regarding his/her alcohol/other drug use behaviours in an effort to help that individual seek appropriate corrective measures.
3. **Counselling:** to assist students involved with alcohol/other drugs in accessing a support system.
4. **Staff Development:** encouraging employees to acquire the knowledge and skills required to respond constructively to the problems of alcohol and other drugs.

Consequences for Using, Possessing, or Being under the Influence of Alcohol or Illicit Drugs at School

Consequences to be administered for alcohol or illicit drug related activity are the same as those outlined in the Section *Consequences for Abuse/Bullying*.

Parental/Guardian Concerns

Whenever a parent/guardian has a concern about his/her/their child(ren)'s welfare at the school, the school should be contacted as soon as possible. Contact the school by telephone at 204-385-2845, or by e-mail at wmci@pcsdonline.ca.