

Hamiota Schools Code of Conduct

Hamiota Schools is committed to providing a safe learning environment for students and a safe comfortable working environment for its staff and all stakeholders within its boundaries.

Hamiota Schools accepts its responsibility to implement effective measures to deal with inappropriate behaviours by students. This includes the establishment of preventative procedures, provision for appropriate early intervention strategies and the administration of disciplinary action such as is appropriate under the authorities granted by the Public Schools Act, the Education Administration Act, and their regulations, Board policy, and other statutes such as the Youth Criminal Justice Act.

This Code of Conduct outlines the general expectations of students, staff, and parents and highlights specific policies of relevance to our community.

This Code of Conduct is based upon Park West School Division Policy JICD-A. This policy provides a guideline and reference for parents or guardians, staff and students in determining acceptable behaviour in our education environment.

Hamiota Schools may augment the Divisional policy by developing and implementing a code of behaviour consistent with the objectives of this policy. ***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 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 absences;
- ❖ 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.

Staff

Have the right to expect that ...

- ❖ All stakeholders 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;
- ❖ There will be open communication among all stakeholders of the system.

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 in a timely fashion;
- ❖ Marking and returning assignments and tests within a reasonable time;
- ❖ Arranging suitable time for assisting students;
- ❖ Providing an environment that will promote self-esteem;
- ❖ Treating students fairly and consistently;
- ❖ Treating parents/guardians with courtesy and respect;
- ❖ 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 and Training 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 by following the proper protocol as in Policy KL (When contact is made involving instruction, discipline, or learning facilities protocol would be 1) the Teacher, 2) the Principal, 3) the Superintendent/CEO, and, 4) the Board);
- ❖ When possible, attending school events and meetings to give support to the school/student;
- ❖ Their child's behaviour;
- ❖ Their child's regular attendance in classes;
- ❖ Informing the school when their child will be absent.

Guiding Principles

All participants involved with Hamiota Schools – students, parents or guardians, volunteers, teachers and other staff members -- are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.

All members of the school community are to be treated with respect and dignity, especially persons in positions of authority. Any unacceptable behaviour (non-verbal, verbal, physical, emotional or sexual) toward any student, volunteer or employee will not be tolerated.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

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.

Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.

Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.

Alcohol and illegal drugs are addictive and present a health hazard. We will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs.

Gang involvement will not be tolerated on school sites.

Members of the school community are expected to adhere to Divisional Policy IJNDB regarding appropriate use of electronic mail and the Internet.

School Rules

1. ATTENDANCE

Students are expected to attend school on a regular basis.

Absences based on medical reasons are generally acceptable. In the case of illness parents are asked to contact the school on the day of the absence. In the case of medical appointments parents are urged to try to have these scheduled for days when students are not required to attend school. Where this is not possible parents are asked to send a note or call the school in advance of the scheduled appointment.

Participation in school-organized events such as field trips, career days, band trips, festivals, and sports trips are not

classed as an absence. Absence due to participation in community-based activities is classed as an absence but will receive the cooperation of the school. It is expected that the length of absence will be directly related to the student's actual participation.

Generally absences for reasons other than those already mentioned are not acceptable. Common sense will prevail, however, and cooperation will be received in the cases of some additional parental requests. Where there is not communication with the school or where the reason for absence is deemed unacceptable the student may be subject to penalties. Communication between parents and the school is essential.

Students absent from school for any reason are expected to complete the missed work as soon as possible and may be subject to a teacher imposed time frame.

We believe that good habits such as regular attendance learned in school and supported by parents will last a lifetime.

2. HALLWAY TRAFFIC

Each student will be assigned to a locker. One dollar of the student fee will be used for locker rental (non-refundable). Students may bring their own locks. Lockers are expected to be kept neat and tidy. They will be checked the first day of the month. Students are to organize themselves so that it is not necessary to be going to lockers during class time. Lockers are the property of the school and may be searched by the principle at any time.

3. ANNOUNCEMENTS

All announcements will be made before classes and at the end of the day. A limited number of announcements may also be made at class changes. All students will wait for the completion of the announcements before proceeding to the next class or prior to dismissal. All students are to be seated and attentive when announcements are being made. Student meetings are to be held outside class time.

4. LUNCHES

Students should eat their lunches in the assigned classrooms unless that room is reserved. Garbage should not be left on classroom floors, in desks, or on tables.

5. STUDENT DEPARTURE

Students not going home on a bus are to stay on the sidewalk and walk to the south or north end of sidewalk before leaving the grounds. Students are not to walk in between the buses. Students leaving the school grounds should use the gravel road south of the gymnasium. On the highway, students should walk on the left side facing traffic. Students being picked up are to stay on the sidewalk or in school until the buses have left the front of the school. Parents or friends picking up students are to wait until all other vehicles have left the front of the school before leaving the loading zone.

6. STUDENT VEHICLES

Students bringing vehicles to school are requested to park their vehicles on the north side of the parking lot north of the school or in the west student parking lot. All student drivers must wait until all the school buses have left before proceeding to leave the parking lot. Students are not to loiter in the parking lot. It is suggested that students bringing a vehicle to school use it only for transportation to and from school unless a parental permission form has been signed allowing the student (under age 18) to leave at times that are acceptable to school administration. A student should not loan his/her car to another student.

7. SMOKING

Hamiota Collegiate and school property are a SMOKE FREE ZONE. Students are asked not to loiter on private property off the school grounds.

8. CELL PHONE

Cell phones must be turned off and put away during class time unless directed otherwise by the teacher.

9. TEXTBOOKS

Students will receive texts from the Collegiate. Students losing a text(s) will be charged for the replacement(s). Students may be charged for workbooks. Students may also be charged for unnecessary rough treatment of texts. Briefcases or book bags for carrying all texts and notebooks are encouraged.

10. NON-CLASS TIME

Middle year's students have no unscheduled time other than noon hours. Town students may go home for lunch but bus students require a parental note to leave the school grounds at noon. Senior year's students may have some unscheduled time. Students in Senior 1 - 4 who are "at risk" may be placed on supervised study. When a student's teachers are satisfied with subject progress the student may be given unassigned time. Senior students may, during their noon hour or unassigned time, leave the school grounds provided they have turned in their signed parental permission note.

11. RECYCLING

The school policy is to recycle cans and paper as much as possible and to encourage the students to recycle whenever feasible.

12. FIRE DRILL

Fire Drill will be held during the school year. All students in the gym, stage, washrooms, changerooms, library, music room and resource room will use the east fire exits. All students in other classrooms will use the west fire exits. Students are to proceed directly outside in a quick and orderly fashion when the fire alarm rings. No running is allowed. Once outside, students are to assemble according to class.

13. CONTRABAND

In order to maintain a safe and healthy environment the school has the right to search lockers, vehicles and people for suspected contraband.

14. BULLYING

Hamiota Schools have developed an anti-bully policy intended to foster an environment of personal safety and belonging for all.

Consequences for Inappropriate Behaviour

Students who do not comply with the standards of behaviour outlined in the Code of Conduct will be dealt with in a judicious and considerate manner. Actions will vary depending on the circumstances of each individual case.

Consequences may include:

- Verbal intervention by teacher, support staff, administrator or adult supervisor;
- Temporary removal from class, activity or event;
- Problem-solving exercise;
- Parental contact;
- Counseling;
- Loss of privileges;
- Detention;
- Restitution;
- Suspension;
- Expulsion.

These specific procedures for implementing suspensions and expulsions are detailed in park West School Division Policy JICD – A.

Process for Appealing Disciplinary Decisions

All members of the school community will be offered due process with respect to the Code of Conduct. Due process will include the individual's right to be treated with fairness and respect; to be given the opportunity to share his/her side of a situation; and to be assigned consequences in a reasonable and impartial manner. Due process will include the right to request a review of any decision and the right to appeal through the school appeal process.

It may happen that a student feels that he or she has been unfairly treated. The issue must not be debated in the presence of those not directly involved. In such cases the following procedures should be followed:

- Carry out the direction given by the teacher.
- Ask the teacher involved for an appointment to discuss the matter. Discuss it with the teacher involved, with the objective of resolving the matter promptly and informally.
- In the unlikely event that dealing directly with the classroom teacher still leaves you with concerns, discuss them with the principal. A meeting with the teacher and principal may be necessary.
- If, after seeking understanding and resolution from both the teacher and principal, you still have concerns, advise the Superintendent/CEO in writing. The Superintendent/CEO will respond to your written concerns and attempt to resolve the problematic issue.
- If the intervention by the Superintendent/CEO is not satisfactory, you have a right to request a hearing by The Park West School Division Board of Trustees at a regular Board meeting. Advise the Superintendent/CEO you wish to appear as a delegation. As the Board meets every three weeks and a limited time is available for delegations, prepare your written statement and submit it to the Board one week prior to the meeting. The meeting with the Board will be in camera [not part of the public meeting]. The Board will allow a hearing; may ask questions to clarify concerns; and will decide on a recommendation as soon as is reasonable.

