

# ***Rules, Policies, Sanctions***

## ***1. Foundations for Success at School: Expectations, Obligations, and Responsibilities***

If a student's experience at school is to be fulfilling, it presumes that the learning environment is safe and predictable, that its teachers are attentive to its students' needs and that students are constantly stimulated, exploring their own creativity and leadership potential through a variety of well-designed activities. To achieve these outcomes, a good school defines, through rules and sanctions, the environmental envelope within which students work and grow. This environmental premise is a foundation to a successful learning experience at school.

At West Island College we are confident that the totality of our expectations supports a successful school experience for our students. We would be remiss were we not to enlist our parents' support for and ensure the consistent application of those expectations. Rules and sanctions are the framework for the civil and safe sharing of time and space. Cooperation and creative activity are, always, best supported within a safe and caring environment.

It goes without saying that West Island College's rules are a true reflection of the College's mission. We are preparing our young people for the challenges of tomorrow's world all the while insisting upon commitment to important social, moral and civic responsibilities. The school rules dedicated to preserving safe, courteous and predictable behavior in the learning environment. They allow them the freedom to act and to exercise their motivation while remaining respectful of the time and space of others.

While the standards at West Island College are high and demanding, they are clear, they are thorough and they encourage our students to behave as responsible citizens.

West Island College's rules are drafted by the administration, then reviewed and approved by the Board on an annual basis. By publishing the rules, as sanctioned at the November meeting of the Board of Directors, we hope to underscore the significance we attach to the school environment. We want our students, parents and teachers to dialogue about the significance of respect, responsibility and social order. Ultimately, we want parents to support those values which characterize West Island College, are reflected in its rules and are, therefore, part and parcel of the school you chose for your children. Through dialogue with your children and their teachers we can achieve an effective community of learners and leaders. Please join the school in a partnership which can only allow us to be more effective. Please support the fair and consistent application of the school rules. We are convinced that our (yours and ours) unrelenting partnership in the quest for being the best we can be will ensure our success. Moreover, we are confident that our expectations are realistic and achievable. Should you wish to discuss the rules and their related sanctions, please don't hesitate to call the Headmaster or other members of the administrative team.

In closing, we express hope that our school rules fully meet their objectives and through their careful and considered application that we will be true to our motto “*praestantium consecemur*”, the pursuit of excellence.

## **2. *West Island College School Rules***

**The philosophy underlying all school rules is:**

1. That all members of the school community have the right to enjoy a safe, healthy and predictable environment
2. That all students will respect the rights and property of others, and of the school.
3. That all students who participate in school programs will do so to the best of their abilities.
4. That all students will behave in a thoughtful, respectful and courteous manner while in school, in a school chartered vehicle or in attendance at a school-related function.

**Students are expected to adhere to the following:**

1. All students will arrive to and depart from school in the school uniform and wear the school uniform at all times during the school day. This includes the Phys Ed uniform for first and last period classes.
2. All students will complete their homework and projects by the due date (10% penalty per day, as stated our policy, will be applied)
3. All students will speak French in classrooms where a subject is being taught in French and will make every effort to respect the use of the French language.
4. All students must eat lunch in school unless permission not to do so is requested in writing by parents. With the exception of those Secondary V students for whom we have received express written consent from the parents, students may not leave the school grounds during the lunch hour, unless their program of studies allows it.
5. All students must ensure that their appearance is neat and tidy.

**Students are expected to refrain from the following:**

1. The use, sale, distribution or possession of alcohol, illegal substances and cannabis products.
2. Being involved in a flagrantly immoral or distasteful act.
3. Directing abusive language towards members of the school community.
4. Smoking and vaping (at all times during the school day, including lunch and before and after school) in the school, on the school grounds, within a 3 block radius of the school or during activities organized by the school.
5. Chewing gum in school.

6. Running in the halls.
7. Wearing a backpack or using a bulky bag during the school day.
8. Wearing headphones in the hallways;
9. Eating in areas other than those designated (cafeteria, courtyard or field).
10. Ordering in food from a restaurant without the school's permission;
11. Using bicycles, mopeds or cars during the school day (other than at the start or end of the school day). An exception will be made for Sec V students for whom we have received express written consent from the parents. Students with cars are not allowed to park their car on campus.
12. Wearing in-line skates and cleats inside the school building or using a skateboard.
13. Playing in the gymnasium or being in a locker room unless attending class or having permission from a member of staff.
14. Being tardy for class or assembly.
15. Using a computer during lunch time in the cafeteria except for an organized activity by a staff member.
16. Leaving their locker unsupervised and unlocked.

### **Rules concerning cell phones**

Cell phone use is only permitted before school starts, during the student's lunch hour and after school. All cell phones should be locked in the student's locker outside of the prescribed times. A cell phone that is visible or heard during class time, without the teacher's permission or used outside of the prescribed times, stated above, will be confiscated until the end of the day and the student will receive a 2 hour detention for any.

## ***3. West Island College Sanctions***

It is understood that each student must conduct him/herself in a civilized manner. It is clear, therefore, that infractions of this code must be pointed out to the offending students so that behavior modification may be achieved.

Each breach of the school rules carries with it a degree of gravity. As a consequence, the sanctions for each must be of varying severity.

Any behavior not considered herein which may be deemed to be in clear contravention of the philosophy underlining the school rules may be subject to sanction according to the discretion of the Administration.

### **A. Warnings shall be given for:**

1. Disregarding a teacher's directives.
2. Neglecting to return documents or assignments when requested to do so.

3. Leaving a locker unlocked and unattended.
4. The first uniform violation.

A warning may be verbal or via an email.

**B. Reprimands** may be given for:

1. Uniform violations.
2. Being late for class.
3. Chewing gum.
4. Eating in areas other than those designated.
5. Not respecting the French environment of the class.
6. Using inappropriate language.
7. Inappropriate behavior during assemblies.
8. Running in the halls.
9. Carrying a bulky backpack.

A reprimand consists of a written warning. In fact, the student will receive an email advising them of the reprimand, the teacher who assigned it, and the reason for the reprimand. The teacher will receive a copy of the email.

After 3 reprimands in a Term, the student will receive a school detention. The student will receive another detention following the 5th and 7th detention as well, in that term. The student could also be placed on probationary status.

**C. Detentions** may be given for:

1. The use of profane, abusive, discourteous or insulting language
2. Inappropriate treatment of school property or property of others
3. An accumulation of 3 reprimands per term
4. Copying homework from others
5. Disregarding a staff member's warning
6. Being consistently late for class
7. For a cell phone infraction
8. Contravening WIC's Technology Pledge
9. Harassment\*
10. Bullying\*
11. Threats

## 12. Defamatory libel

A detention consists of either one hour or two hours of reading, writing or work sessions on Friday afternoon. An accumulation of 4 hours of detention during a term will prevent a student from qualifying for the Headmaster's List as that individual will receive an "N"(needs improvement) in the citizenship evaluation section of the report card. Furthermore, an accumulation of detentions could result in the student attending an extended detention or suspension. The student could also be placed on probationary status.

**D. Suspension** from school may apply to the following cases:

1. Cheating/plagiarism
2. Skipping class or school
3. An accumulation of 6 hours or more of detentions per term
4. Fighting, intimidation
5. Defacing school property or the property of others
6. Inappropriate behavior or attitude
7. Smoking or Vaping
8. Multiple contraventions of WIC's Technology Pledge
9. Bullying\*
10. Harassment\*\*
11. Threats
12. Defamatory libel

A suspension can be assigned to be in-school or out-of-school. In-school suspensions usually take place on professional or vacation days and/or Saturdays. Out of school suspensions are used only in cases when the Administration considers that it would be ill-advised to allow the student to be present in school until the issue is resolved.

**E. Expulsion** from school may be affected in the following cases:

1. An accumulation of suspensions
2. A willful act which results in the defacing, destruction, or theft of school property or the property of others
3. Directing abusive, discourteous, profane or insulting language towards members of the College staff or its representatives

4. Continued cheating/plagiarism
5. Possession of weapons (with the exception of a firearm, as stated below) and/or hazardous materials, which places anyone within the school community at risk
6. Violent or aggressive behavior resulting in bodily or emotional harm
7. A serious **contravention** of WIC's Technology Pledge
8. Repeated harassment\*\* or bullying\*

**F. Expulsion** from school will apply, de facto, to the following cases:

1. The direct or indirect involvement in the use, sale, distribution, possession or consumption of illegal substances, alcohol, cannabis products and/or prescription drugs (with the exception of the personal use of drugs prescribed to the student by his/her physician)
2. Use of a weapon and/or a hazardous material (A weapon is defined as any object used with the intent or threat of causing bodily harm.)
3. Possession of a firearm
4. Involvement in a flagrantly immoral or socially distasteful act
5. Criminal use of technology
6. Bullying\*, harassment\*\*, threats or of a criminal nature
7. Defamatory libel
8. Sexual harassment\*\* directed toward any member of the school community

Expulsion, as defined in sections E and F, is *effective immediately*.

### **The expulsion process:**

In the case where student expulsion is being considered, the following steps will apply:

- 1) The student and family will be informed of the incident by the Administration
- 2) The student will be suspended indefinitely, pending an investigation into the incident.
- 3) The leadership team will undertake a thorough investigation of the circumstances surrounding the incident and will decide on the sanction to be imposed.
- 4) The Headmaster will meet with the family to communicate the findings of the investigation and the sanction to be imposed. A written confirmation of the expulsion will be hand-delivered to the parents and/or sent by registered mail immediately following the meeting.

The decision to expel a student for breaching one of these rules is the responsibility of the leadership team, comprised of the Head of School, Director of Studies, Director of Student Services, Director of Innovation in Teaching & Learning and the Guidance Counselor. Once a decision has been rendered, the Headmaster shall convene a meeting with the parents and the student to give notice of the decision and rationale (evidence, rules, jurisprudence). In addition, a

written confirmation of the expulsion will be hand-delivered to the parents and/or sent by registered mail immediately following the meeting. In the event that the student and/or the parents feel that the procedures and/or the rules were improperly applied, the family may request *in writing* that the decision to expel be examined by the **Review Board**.

The **Review Board's** sole function, while respecting confidentiality, is to ensure that the procedure is thorough and that the application of the rules is correct. The Review Board will require unanimity to reverse an expulsion decision. The Review Board is composed of the Board Chair (or Vice Chair), one Administrator (Director of Finance & Operations), one faculty member, and two Board members, all of whom must confirm that they are at arm's length from the family in question.

Notice requesting a review must be sent by electronic mail or by registered mail, within 48 hours of the delivery of the expulsion decision, and addressed to the College to the attention of the Review Board. The parent(s) will present the basis upon which he or she is requesting a review in writing to the Administrator sitting on the Review Board (Director of Finance & Operations). The Review Board shall convene, review the case based on the representation made to the Administrator by the parties involved and render a decision within 5 school days of the receipt of the request to review.

### *Excerpt from Bill 56:*

#### \*WHAT IS BULLYING?

Like other forms of violence, bullying falls on a continuum from severe to very severe. Whether bullying involves physical, verbal or written abuse or social exclusion, it can take various forms: physical assault, insulting comments, threats, extortion (taxing) or punitive treatment such as ignoring a person, refusing to talk to the person or socially excluding the person (indirect aggression). A pattern of repeated bullying is considered harassment.

Although various forms of bullying are recognized, all incidents of bullying have these characteristics in common:

- an imbalance of power
- intention to harm
- feelings of distress on the part of the victim
- repeated incidents of bullying over a certain time period

Bullying is aggressive behaviour and not a trivial conflict between two individuals. Behaviour that is sometimes described as harmless fooling around, such as jostling or play-fighting, or an isolated insult or threat, does not necessarily constitute bullying. However, these are unacceptable behaviours that may require intervention.

Cyber-bullying is a type of bullying that takes place in the virtual world and therefore has unique characteristics:

- the bully can remain anonymous
- the bully can pretend to be someone else
- the bullying can occur anywhere and at any time
- several types of bullying occur in cyberspace
- words and images can be distributed instantly to a wide audience
- a bully may say things online that he or she would never say face to face

**\*\*Harassment includes:**

- a. any action, intentional or not, including action of a sexual nature, directed at an individual or group by another individual or group who knows or ought to know that his/her action is unwanted;
- b. any implied or explicit bribe, and/or threat of reprisal
- c. any behaviour, verbal or physical, which creates an intimidating or hostile atmosphere,
- d. any action, intentional or not, that demeans an individual or group;
- e. any perceived threat to or abuse of personal property.

Harassment, which in some cases may be described as bullying, can be psychological or physical and may include, but is not limited to such unacceptable behaviour as:

- a. unwelcome leering or staring;
- b. unwelcome racial slurs, epithets, threats, verbal abuse, derogatory comments or degrading descriptions;
- c. unwelcome communication including that about an individual's body, attire, racial origin, religion, sexual orientation, or overly personal comments;
- d. unwelcome invasion of an individual's privacy;
- e. unwelcome jokes, stories, drawings, pictures or gestures;
- f. spreading malicious rumors;
- g. suggestions or demands for payment accompanied by implied or explicit threats (taxing);
- h. cornering or blocking normal movements;
- i. misuse of power or position;
- j. stalking.

(To view West Island College's complete anti-bullying policy, please visit school's website.)

### **DIFFERENTIATING BETWEEN INTIMIDATION AND CONFLICT**

<b>Criteria</b>	<b>In the case of intimidation</b>	<b>In the case of conflict</b>
An intention to do harm or not (harm)	Intimidation is an incident between two or more students where one acts aggressively	Conflict is an altercation between two or more

	towards another, whether deliberately or not.	students who do not share the same point of view. The conflict can result in acts of violence.
A dominate person or group (balance of power)	The student who intimidates through bullying wants to win and to do so, he or she tries to dominate the target person. Those who intimidate generally have an advantage over those being bullied (i.e. bigger, older, more popular, more numerous). An imbalance of power exists.	Students argue and heatedly discuss an issue to get across their point of view. Power-wise, they are on an equal footing.
Feelings of distress and powerlessness for the student being bullied	There is a victim, because the student facing aggression feels powerless. Students who bully feel they are entitled to resort to violence, but won't want to necessarily take that step. When violence does ensue, the bully justifies or dismisses responsibility (i.e. denial, frivolity). The student subjected to bullying withdraws into silence, becomes confused, even sometimes accepting the wrong-doing and protecting the aggressor from exposure. Victims show a noticeable restraint and lack of freedom in the way they argue back or defend themselves. They can also be overwhelmed by a sense of shame or despair.	The conflict results in no obvious victim, even though both parties may feel they have lost. Each is free to give their own version of events or defend their point of view.
Repeated incidents	Acts of bullying are repeated. Intimidation requires specific intervention. Mediation is not the first intervention to be envisaged.	Conflict can fester if it is not solved. It can be settled by negotiation and/or mediation.