



WIC's school rules 2022-23

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 underlying the school rules may be subject to sanction according to the discretion of the Head of School.

The philosophy underlying all school rules is:

1. That all members of the school community have the right to enjoy a safe, healthy and supportive 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.

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 written.

B. Reprimands may be given for:

1. Multiple 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.

A reprimand is a written warning, in addition to with a meeting with the level director.

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 reprimands
4. Copying homework from others
5. Disregarding a staff member's warning
6. Being consistently late for school (first period)
7. Being consistently late for class
8. Using a cell phone during an inappropriate time
9. Contravening WIC's Technology Pledge
10. Bullying*
11. Harassment**
12. Threats
13. Defamatory libel

A detention consists of approximately two hours of reading, writing or work sessions after school at the discretion of a level director or the Head of School. Two detentions 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 a 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 Detentions
4. Fighting, intimidation
5. Defacing school property or the property of others
6. Inappropriate behavior or attitude
7. Smoking and 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 pedagogical or vacation days and/or Saturdays. Out-of-school suspensions are used 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 bullying* or harassment**

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** or threats 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 Head of school 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, the three Level directors and the School Counselor. Once a decision has been rendered, the Head of school 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.

***Bullying and **Harassment:**

Please refer to WIC's Anti-Bullying and Anti-violence plan for a detailed description of these and other terms.