



Maniwaki Woodland School Secondary Code of Conduct

PURPOSE STATEMENT

Maniwaki Woodland High School fosters a climate in which the needs for understanding, acceptance, security and dignity are fulfilled. A positive attitude towards oneself, others and respect for the environment is stressed. We expect students to act in a manner that demonstrates their sense of responsibility and their commitment to the community.

GUIDELINES FOR STUDENT BEHAVIOR

As members of society each one of us is responsible for his/her own behavior. Reminders, corrections or other disciplinary measures may be used when a student's behavior is not consistent with school values.

Students are expected to honour disciplinary measures such as would be administered by a judicious parent. Every staff member is authorized to correct faults and to discipline offenses, whenever misconduct is observed on the premises.

In general, students are expected to behave in a manner that permits every student the right to the best education possible. Students disrupting classes, creating disturbances in the halls or being disrespectful to others are exhibiting unacceptable behavior and can expect to be disciplined accordingly.

SCHOOL REGULATIONS

All students have the right to receive quality education in a favourable learning environment. The philosophy of our school is one that balances rights with responsibilities. We encourage and support behavior that promotes healthy educational surroundings. Behavior that is not conducive to this environment will be met with every effort to modify it.

Minor Infractions

Behavior that demonstrates an inability or an unwillingness to cooperate with the normal demands of school life is a cause for intervention. Throughout the school and during all school hours, including school activities outside of regular school hours and school related transportation, the following behaviors are prohibited acts and classified as **Minor Infractions**:

Minor Infractions	Sanctions for Minor Infractions
<ul style="list-style-type: none"> • Late arrivals/failing to attend class • Moving around the school in an inappropriate manner • Pushing/shoving • Refusing to follow the request of an adult • Disturbing other students • Taking belongings • Using inappropriate language 	<ul style="list-style-type: none"> • Removal from the situation for a brief time • Meeting with the teacher • Request for reparation • Lunch hour detention • After school detention • Communication with a parent/guardian • In school/out of school suspension • Community service within the school

Major Infractions

Major Infractions are actions that clearly affect the safety and security of others, create unsafe conditions and interfere with the orderly environment or contravene a law.

Major Infractions	Sanctions for Major Infractions
<ul style="list-style-type: none"> • Violence including: fighting, bullying, cyber-bullying, threats, extortion • Possession of weapons, firearms and the imitation of weapons • Possession, consumption and sale of drugs or alcohol • Theft • Vandalism • Gross disrespect 	<ul style="list-style-type: none"> • Immediate action to protect oneself or others • Removal from the situation • Meeting with the principal • In school/out of school suspension • Mediation • Reparation • Community service within the school • Expulsion • Referral to police services



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SMOKING/VAPE POLICY:

Students are not permitted to smoke or vape on school property. Students are not to be in possession of these items. If a student is caught smoking on school property or in possession, they will be referred to administration.

COVID-19 EXPECTATIONS:

All students are expected to abide by the Covid-19 guidelines in order to ensure the safety and security of all members of the school community.

Guidelines:

- Wear a mask in all common areas (hallways, washrooms and cafeteria)
- Wash their hands upon entry & exit of the building and the classroom
- Maintain 2 m of distance between them and students from other classes & staff
- Only enter their designated work spaces (class bubble)

Consequences for not abiding by guidelines:

- Reminder from school staff
- Meeting with the principal to discuss behavior
- Meeting with parents
- Suspension from school until they can follow the guidelines and ensure everyone's safety

CLASSROOM BEHAVIOR

The teacher establishes, within the framework of the school rules, the operational mode of his/her class. Students are expected to observe all stipulated classroom rules. When a student has problems in the classroom, either with work habits or behavior, the teacher will give the student the opportunity to correct the situation. This will be done in following manner:

1. The teacher will meet with the student to identify the problem and discuss ways the situation can be rectified.
2. The student may be assigned a detention to work on assignments or may be given a detention. Detentions will be served during school hours or after school (4 p.m.-5:30 p.m). Detentions that are to be served during school hours will be supervised by the teacher who assigned the detention. After school detentions will be supervised by the principal. (Parents will be informed through a phone call or letter if a student has been given a detention)
3. If a student does not take advantage of the assigned detention, the case may be referred to administration
4. Administration will contact the student's parents and a meeting will be arranged which will involve the student, the student's parent(s), the principal and a team of teachers. The purpose of this meeting is to review steps that have been put in place to assist the student and explore other strategies that may support the student in an effort to correct the behavior. In the event that the above steps do not result in improved behavior the principal may:
 - Recommend intervention by outside agencies
 - Assign an in-school suspension
 - Assign an out of school suspension

ATTENDANCE

All absences from school must be justified by a phone call, email or text from a parent prior to the start of the class the student will be missing. If a student must leave school at any time during the day due to an appointment, it is important that the school be notified in advance. Such an absence is to be supported by a medical certificate upon the student's return to school. Messages related to absenteeism may be left on the school answering machine before 8:30 a.m. by calling 819-449-2597 ext. 1 or e-mailing woodland@wqsb.qc.ca, or contacting the school through our school Facebook page. Absences are considered unjustified when neither a phone call/note is received prior to explain the absence and will result in disciplinary action. Students who are absent are responsible for work that was covered in class during their absence.



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DRESS CODE

Students are required to dress in a manner that is clean, neat, modest and appropriate to the school setting. Clothing that promotes drug use or substance abuse or displays vulgar, offensive, racist, sexist or violent slogans/symbols is not to be worn at school. Clothing with large rips & holes in them showing skin will need to be covered up. Students wearing such clothing will be required to immediately remedy the situation. Coats, jackets, and pack sacs are to be left in the lockers during class hours. Non-compliance with this rule will result in the confiscation of the item, to be returned to the student at the end of the school day by the staff member who confiscated the item(s).

****During the Covid-19 pandemic, students will keep their belongings in their designated classrooms instead of their lockers****

CIRCULATION

1. Students are expected to remain on school property during school hours. The school does not accept responsibility for the behavior or safety of students leaving the grounds with or without parental consent.
2. Students are not to invite friends or visitors to the school during the day without first having received permission from administration.
3. The following areas are out of bounds for students unless they are accompanied by an authorized adult: all offices and staff rooms, gymnasiums, storage, furnace and caretaker areas, laboratories and preparation rooms and trade shops.
4. The elevator is to be used only by those who have a permanent or temporary handicap or are authorized to transport equipment.
5. Loitering on stairways, in front of doors, and in the gymnasium corridors is not permitted.

TEXT BOOKS, LOCKERS AND PERSONAL PROPERTY

Students will be held responsible for damage to school property and for the loss or damage of books issued to them. Combination locks are recommended for all lockers. The school does not accept responsibility for lost or stolen articles. Students are responsible for the cleanliness and care of lockers and may not change locker partners without authorization from administration. Locker inspections can be made at any time.

Cell Phone Policy:

Students are not permitted to use their cell phones, in the common areas of the school, which include; the hallways, locker area, cafeteria and bathrooms. If a student is caught using their phone in the common areas, one or more of the following interventions maybe applied:

- A warning to put their phone away
- Confiscation of the phone
- Contact the parents/ guardian
- Meeting with the Principal
- Meeting with the parents/guardians to develop an action plan

*****If a student refuses to hand over their device when asked, they will be directed to the Principal where a meeting will be held to discuss their behavior*****

Phones during instructional time:

When the bell has sounded to begin class, students who are in possession of an electronic device (phones, Ipods, tablets, etc.) shall put their device away in their pocket or somewhere safe. It will remain away until the teacher advises the students that they will be using their device as a learning tool for certain period of time. The device is only to be used during instructional time as a learning tool. If a student is using their device inappropriately during instructional time, one or more of the above interventions will be put into place.

Phones in the classroom:

Students may use their phones inside the classrooms before classes in the morning, during morning and afternoon break and during lunch hour.



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Device Confiscation:

If a student's phone is confiscated from them at some point during the day, it will be stored in a locked compartment until 3:35 pm. At the end of the day, the student is to report to the teacher who confiscated or the principal where they can collect their phone.

PROMOTION POLICY

Promotion Policy					
Secondary 1 & 2	Secondary 3	Secondary 4	Secondary 5		
<p>The students' promotion from sec. 1 to sec. 2 is dependent on a review of their results of all three terms and their attitude to study. A team of teachers and the administrator will sit down at the end of the year to discuss student profiles and determine whether students have developed the competencies that will allow them to be successful in Secondary 2.</p> <p>In the comments section of the students' report card a note will be provided indicating the students' placement</p> <p>In secondary 1 & 2 to move forward:</p> <p>A student must pass 2 of the 3 core subjects:</p> <ul style="list-style-type: none"> • English • Math • French <p>And a student must pass 4 of the following:</p> <ul style="list-style-type: none"> • Phys. Ed. • History • Geography • Science • ERC • The arts (visual or drama) 	<p>The students' promotion from sec. 2 to sec. 3 is dependent on a review of their results of all three terms and their attitude to study. A team of teachers and the administrator will sit down at the end of the year to discuss student profiles and determine whether students have developed the competencies that will allow them to be successful in Secondary 3.</p> <p>In the comments section of the students' report card a note will be provided indicating the students' placement</p> <p>In secondary 3 to move forward:</p> <p>A student must pass 3 of the 5 subjects:</p> <ul style="list-style-type: none"> • English • Math • French • History • Science <p>And a student must pass 2 of the following:</p> <ul style="list-style-type: none"> • The arts (visual or drama) • Phys. Ed. • POP 	<p>Subject Promotion:</p> <p>A student must pass all these subjects:</p> <ul style="list-style-type: none"> • Math (CST or SN) • History • Science <p>And must pass 2 of the following:</p> <ul style="list-style-type: none"> • Phys. Ed. • The Arts (visual or drama) • ERC 	<p>Subject Promotion:</p> <p>A student entering secondary 5 will repeat secondary 4 Math, Science and History until they are passed.</p> <p>A student must pass all these subjects:</p> <ul style="list-style-type: none"> • English • French • ERC or Phys Ed. • The Arts (visual or drama) • Electives 		
Graduation Requirements					
<p>The following courses are mandatory for graduating from a Quebec Secondary School.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Secondary 4 Math (6 credits) • Secondary 4 History (4 credits) • Secondary 4 Science (4 credits) • Secondary 4 Art (2 credits) </td> <td style="vertical-align: top; width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Secondary 5 English (6 credits) • Secondary 5 French (6 credits) • Secondary 5 ERC or Phys. Ed (2 credits) </td> </tr> </table> <p><u>Must achieve a grade of 60% to obtain the credits</u></p> <p>Along with the MANDATORY courses, a student must achieve 54 credits in secondary 4 & 5 with at <u>least 20 credits at the secondary 5 level.</u></p>				<ul style="list-style-type: none"> • Secondary 4 Math (6 credits) • Secondary 4 History (4 credits) • Secondary 4 Science (4 credits) • Secondary 4 Art (2 credits) 	<ul style="list-style-type: none"> • Secondary 5 English (6 credits) • Secondary 5 French (6 credits) • Secondary 5 ERC or Phys. Ed (2 credits)
<ul style="list-style-type: none"> • Secondary 4 Math (6 credits) • Secondary 4 History (4 credits) • Secondary 4 Science (4 credits) • Secondary 4 Art (2 credits) 	<ul style="list-style-type: none"> • Secondary 5 English (6 credits) • Secondary 5 French (6 credits) • Secondary 5 ERC or Phys. Ed (2 credits) 				