

Westney Heights PS

Westney Heights P.S.

Student Name	Class
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45 Brennan Road,
Ajax, ON, L1Z 1T5
905-427-7819

<http://westney.ddsbschools.ca>

Principal: S. Robertson
Vice-Principal: R. Harney

WESTNEY HEIGHTS P.S. SCHOOL CODE OF CONDUCT 2018-2019

The Code of Conduct for Westney Heights P.S. was developed by the *School Improvement Team, Staff, and SCC* and was established following the *Ontario Schools Code of Conduct (2000)* and the applicable policies, regulations and procedures of the Durham District School Board. *In accordance with Policy/Program Memorandum No. 128 from the Ministry of Education the Code of Conduct has been revised to reflect changes made in the Education Act, effective February 1, 2008, that pertain to suspension and expulsion of students.*

The Code of Conduct for Westney Heights P.S. is designed to provide a framework to ensure that school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

Our Westney Heights Public School Mission Statement states:

As a community of learners, we believe that each child is unique. By educating the whole child in a safe, respectful environment, he or she will be able to succeed, adapt and contribute to his or her changing world.

SCHOOL ROUTINES AND PROCEDURES

School Bell Times:

Entry Bell	8:55 a.m.
AM Recess	10:30 – 10:45 a.m.
Lunch	11:45 a.m. - 12:45 p.m.
PM Recess	1:45 – 2:00 p.m.
Dismissal	3:30 p.m.

Westney Heights PS

Professional Development Days:

August 30, 2018
October 22, 2018
November 16, 2018
January 18, 2019
April 5, 2019
June 7, 2019
June 28, 2019

School Holidays:

September 3, 2018 (Labour Day)
October 8, 2018 (Thanksgiving)
December 24, 2018 – January 4, 2019 (Winter Break)
(Last day of classes on Friday, December 21, 2018 and classes resume Monday, January 7, 2019)
February 18, 2019 (Family Day)
March 8, 2019 – March 15, 2019 (March Break)
(Last day of classes on Thursday, March 7, 2019 and classes resume Monday, March 18, 2019)
April 19, 2019 (Good Friday)
April 22, 2019 (Easter Monday)
May 20, 2019 (Victoria Day)

Absences and Lates

Students are expected to be punctual and arrive at school on time. When a student is going to be absent or late, please telephone the school with the date and reason for absence. The answering machine is on 24 hours a day. Students who are late at the beginning of the school day, after lunch or between classes will be subject to consequences. Frequent lates may be further subject to the Progressive Discipline Policy. Excessive absences and lates can result in a referral to the Attendance Counsellor. Please make note of the one way flow of traffic into and out of the parking lot.

When a student has been reported absent by a teacher, and a phone call has not been received at the office to indicate a student's absence, then the school will phone to confirm the student's absence and the reason.

Safe Drop Off and Pick-Up Zones

Students and families are encouraged to walk to school as much as possible. **When dropping off or picking up students, please park along the road at the front of the school.** Do not park on the striped "Walking Zones" and do not enter the bus loading zone or block the driveway. For the safety of students, please ensure that students use the striped areas only for walking to and from the school. In accordance with the DDSB Safe Welcome Policy, all visitors must ring the buzzer at the front doors in order to gain entry in to the building.

Student and Visitor Sign-in & Sign-out Procedures

When picking up or dropping off students during school hours, **please come to the office first** and use the sign-in, sign-out sheet. Visitors to the school must report to the office first to sign in and receive a visitor badge.

Westney Heights PS

Allergy Alert and Medical Conditions

In some circumstances students require medication to be administered at school. Board policy states that staff members cannot administer medication to your child unless a **“Request for Administration of Medication”** form is completed and signed by the parent / guardian and the family physician. These **forms are available from the office. All medication is stored at the office. Students are not to carry medication on them during the school day. An exception will be made for any student who requires the use of an emergency rescue inhaler or epinephrine injection devices.**

A number of our school community members have **severe allergies including nut allergies** with the possibility of **anaphylactic reaction** (severe allergic reaction which may result in death) when exposed to the scent of nuts or when they come in contact with nuts, nut products, or nut like products. Out of consideration to those individuals, **students and visitors are reminded to bring nut-free products and products that do not resemble a nut product (i.e. WowButter) only for lunches and snacks.**

Telephone Use

Occasionally, it may be necessary for a student to make use of the school telephone. Permission must be obtained from a staff member and a valid reason must be given. Arrangements for visiting friends after school or at lunch time would not be considered valid. **Personal messages for students (unless in an emergency situation) cannot be taken and given to students.** Please encourage your child to make daily arrangements before leaving school in the morning.

Assessment, Evaluation and Reporting in Ontario Schools

In May 2010, the Ministry of Education released the document entitled "Growing Success". The "Growing Success" document sets policy and recommends practice in regard to assessing student work to inform teaching practice, evaluating student work and reporting on student progress. The "Growing Success" document can be downloaded from the Ministry website at www.edu.gov.on.ca/eng/document/curricul/policy.html.

The purpose of the "Growing Success" document is to promote fair, transparent, and equitable assessment, evaluation, and reporting practices in Ontario schools with the aim of maintaining high standards, improving student learning, and benefiting students, parents/guardians, and teachers in elementary and secondary schools.

Elementary Schools Report Schedule:

Progress Report: Progress Report sent home week of November 12, 2018
Parent Interview Day - November 15 (evening) and November 16 (daytime), 2018

First Provincial Report Card: - sent home week of February 4, 2019

Second Provincial Report Card – sent home week of June 24, 2019

Westney Heights PS

CODE OF CONDUCT (*Ontario Schools Code of Conduct*)

RATIONALE

The Durham District School Board is committed to providing a safe and secure school environment. The Safe Schools Act, 2000 required each board and each school to develop a Code of Conduct that is consistent with the legislation and board policy. These provisions were more recently amended by Bill 212, An Act To Amend The Education Act, in respect of behaviour, discipline and safety. The revised Education Act, together with the related Regulation 472/07, is effective February 1, 2008.

The Codes of Conduct for the Durham District School Board and Westney Heights P.S. reflect the following provincial policy:

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate and be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The *Ontario Schools Code of Conduct* sets clear provincial standards of behaviour. It specifies the mandatory consequences for student actions that do not comply with these standards. Policy/Program Memorandum No. 145, “Progressive Discipline and Promoting Positive Student Behaviour”. October 4, 2007, provides an overview of the progressive discipline approach to be used when addressing issues of student conduct. When inappropriate behaviour occurs, Westney Heights Public School will utilize a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behaviour.

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school buses or at school-authorized events or activities.

GUIDING PRINCIPLES (*Ontario Schools Code of Conduct*)

The Durham District School Board and Westney Heights P.S. support the provincial guiding principles and endorse recognition, acceptance and sensitivity toward ethnocultural diversity.

- All participants involved in the publicly funded school system - students, parents or Guardians, volunteers, teachers and other staff members - are included in the *Ontario Schools Code of Conduct* whether they are on school property, on school buses or at

Westney Heights PS

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.
- 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.
- 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.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol, illegal drugs and intoxicants are addictive and present a health hazard. Ontario schools 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, illegal drugs or intoxicants. (As well, smoking in school buildings and on school property is prohibited by law.)
- Smoking or lighted tobacco products in the school building or on the property is not permitted at any time. The supplying/selling of tobacco products to anyone under the age of 19 years is not allowed.
- 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.
- Recognition and acceptance of, and sensitivity toward, ethnocultural diversity are expectations of and within the school community.

ROLES AND RESPONSIBILITIES (*Ontario Schools Code of Conduct*)

The Durham District School Board and Westney Heights P.S. accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

Westney Heights PS

- demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff, under the leadership of their principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with discipline issues;
- demonstrate respect for all students, staff and parents.

Police and Community Members are essential partners in making our schools and communities safe. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board.

Westney Heights PS

These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

STANDARDS OF BEHAVIOUR (*Ontario Schools Code of Conduct*)

The Durham District School Board and Westney Heights P.S. support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Physical Safety

Weapons - All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol and Drugs

- The Durham District School Board and Westney Heights Public School does not tolerate the use or abuse of alcohol, illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.
- All school members must not be in possession of, or under the influence of, or provide

Westney Heights PS

others with, alcohol or illegal drugs and/or intoxicants.

Aggression - All school members must:

- not engage in bullying behaviours;
- not commit sexual assaults;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

CODE OF CONDUCT AT WESTNEY HEIGHTS

At Westney Heights P.S., Character Education plays an important role in creating a positive school climate. Through a variety of programs, we promote ten attributes: **Teamwork, Responsibility, Respect, Perseverance, Optimism, Kindness, Integrity, Honesty, Empathy and Courage.** In addition, Westney Heights Public School outlines the following expectations, routines and procedures.

Behaviour Expectations

- In keeping with the Durham District School Board Code of Conduct and Character Education, students are expected to show respect at all times; respect for self, others, authority, school rules and the environment.

In the School

- **Appropriate Dress:** Students should dress neatly, in a manner that is respectful of all community members. **Hats, headbands, and bandanas must be removed when entering the school.** Students wearing clothing such as short-shorts, brief shorts, halter tops, “belly tops”, mesh shirts, tube tops, tops with very narrow straps, shirts or jackets with images or slogans contrary to the Code of Conduct (i.e. those that offend other community members or do not promote a healthy lifestyle) will be sent to the office and parents will be contacted to supply appropriate clothing. Undergarments should not be visible. Offensive or dangerous jewelry is not allowed.
- Students participate in DPA (Daily Physical Activity) and as such, students must wear appropriate footwear (e.g. running shoes) and clothing that permits freedom of movement during DPA and Physical Education classes. Hanging jewelry (e.g. hoop earrings, necklaces) which cannot be removed should not be worn.
- Students will eat snacks and lunches in classrooms and designated lunchrooms only. Students are not permitted to eat or drink in the halls. Students must refrain from chewing gum in the school.

On the Yard

- Glass bottles and containers are not permitted in the school or on school grounds. Snacks

Westney Heights PS

and other food are not permitted outside. Students will eat snacks inside before or after going for recesses, and boomerang all waste (i.e. wrappers, leftovers) home.

- If riding their bikes to school, students must dismount before entering school property and walk their bikes to the bike rack. **Bike riding is not permitted on school property between 8:20 a.m. and 4:00 p.m.** Scooters, “heelies”, rollerblades, and skateboards should not be brought to school for safety reasons.
- Students are encouraged to play in their designated playground areas.
- On the yard, refrain from aggressive play and dangerous activities such as fighting, play-fighting, ball tag or throwing potentially dangerous objects such as stones, snowballs, ice and sticks. Students should keep hands and feet to themselves at all times. Infractions are subject to our Progressive Discipline Policy.
- Students are expected to respect our outdoor classroom areas. Students are not permitted to climb trees anywhere on the school grounds. Students are expected to refrain from harming plants, trees and other objects in the outdoor classrooms and on our school yard.
- Due to the potential for injury, throwing snow or ice is not permitted. Infractions are subject to the Progressive Discipline Policy.
- Students should not bring any type of “trading cards” or objects (e.g. Pokémon, bey blades), or other objects of personal value to school. School staff cannot assume responsibility for lost, stolen or damaged articles.
- Dogs are not allowed on school property. If crossing the school yard, dogs should be leashed at all times.

At Lunch

- Students who stay for lunch are expected to follow the 3 R’s of the Lunchroom:
 - **Respect** - Show respect at all times for Lunchroom Supervisors and fellow students.
 - **Restaurant Style** - Remain seated, talk quietly and refrain from sharing food.
 - **Recycle** - Follow the practice of “Boomerang Lunches” and take all garbage home.
- Students who leave the school grounds at lunch should finish eating before returning to the school grounds and dispose of all waste (e.g. wrappers, slushie containers) before returning to school grounds. Gum is not permitted on the school yard / inside the school.
- Students must remain on school grounds during school hours unless they have written parent/guardian permission to leave. **All students eating their lunch at school must remain on school property, including their designated lunchroom, throughout the lunch hour. The adjacent park is NOT part of our school property. Students**

Westney Heights PS

whose consent forms indicate that they are to stay for lunch are expected to stay for lunch and are not permitted to leave the school grounds without written permission from their parent/guardian. Notes with permission to leave school property at lunch must be received in the office following morning announcements. Parent(s)/Guardian(s) picking up students who usually stay for lunch, must sign students out at the office. Students going home at lunch should not return before 12:30 p.m.

Bus Safety

Students who have the privilege of riding the bus to and from school or while on excursions to school activities are expected to adhere to the school Code of Conduct and the expectations for safety of the bus company. Students are expected to follow the expectations listed below in order to maintain the safe operation of the bus by the driver and for the safety of all students on the bus. Persistent non-compliance of the bus safety rules will be subject to the Progressive Discipline Policy. Students who do not comply with these expectations may lose the privilege of riding the bus.

Students are expected to:

- **Remain Seated** - (a seat may be assigned by the driver/school staff). If the bus is equipped with seatbelts, each student must wear one.
- **Speak appropriately;**
- **Keep hands and feet to oneself;**
- **Refrain from eating or drinking;**
- **Comply with driver/school staff requests.**

Any child who is displaying disruptive behaviour in the classroom or upon boarding the bus, and if it is felt this behaviour may continue on the bus ride and interfere with its safe operation and the safety of others will not be put on the bus. Parents/guardians will be contacted to provide transportation for the child.

School Representatives

During the year, students may be selected, using various criteria, to be on teams, or in groups which represent or compete under the school's name. Failure to maintain satisfactory academic standards and/or compliance with the Code of Conduct may result in withdrawal of this privilege.

School Trips:

Excursions enhance student learning. Most trips have a cost to cover admission and transportation. Parents must sign a "Parental Permission Form" and return it to the teacher prior to the trip. Students must earn the right to attend the trip by behaving appropriately in the classroom and on school property. The Code of Conduct is used in all school events. At the discretion of the teachers and administrators, students may be prohibited from participating in any school event and/or trip based on behaviour, and/or social concerns.

Westney Heights PS

Personal Electronic Devices (e.g. Cell Phones, iPODS, cameras, video-recording devices)

Technology continues to evolve, providing students with access to personal wireless technologies that are sophisticated and inexpensive such as cellular phones, smart phones, portable digital media players and recorders, gaming systems, etc. In keeping with the Freedom of Information and Privacy Act, **unauthorized video or audio recording on school grounds for any purpose is prohibited**. Further, the **taking of photos, filming or recording while at school or at school-related activities is prohibited unless approved by DDSB staff for educational purposes**. In particular, **the use of cameras filming and/or recording is strictly prohibited in washrooms and change rooms**. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

Unless deemed appropriate by the school administration for educational purposes, it is the practice of the Durham District School Board that the use of personal electronic devices is prohibited during the school-day on school property. If a student brings a personal electronic device to school, it should be off, out of sight, and secured. Personal electronic devices may be utilized off school property or in designated areas and during times assigned by the school. **The Durham District School Board cannot assume the liability for stolen or lost personal electronic devices.**

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, communication through personal electronic devices during class time interferes with teaching and learning. An exception to this occurs when the teacher has approved the use of specific technology for purposeful instruction.

Co-curricular programs, such as field trips and after-school events, are an extension of the classroom, and the expectations of the use of personal electronic devices apply. Staff may approve the use of this technology for purposes of education and communication, such as calling parents for pick-up or taking photos or videos of trip highlights.

During an emergency, the administration in consultation with Emergency Services, may give students permission to use personal electronic devices to contact parents or guardians.

The inappropriate use of personal electronic devices during the normal school day will be subject to the Westney Heights Public School Code of Conduct and the Durham District School Board Progressive Discipline Policy, which may include confiscation of the device and/or communication with parents or guardians.

Personal laptops/netbooks brought to school for the sole purpose of facilitating school work may be used with prior teacher permission, while always following the safe use of technology agreement.

Westney Heights PS

Computer Security:

The school policy establishes guidelines regarding access, personal use and appropriate content. All students must also adhere to the rules as outlined in the “**Computer Agreement**” and signed by students and parents at the beginning of the school year. The computer system is monitored and violation of files and/or access to unauthorized areas can be easily determined. Unauthorized universal storage devices or software may not be used on the system. This includes software and/or all information on disks: from home, purchased at a retail store or downloaded from the Internet. Passwords must be kept confidential. Inappropriate use of computer systems may result in: loss of privileges, detentions, parent notification, suspension and/or police involvement.

Locker Assignment and Responsibilities:

Students in Intermediate grades are assigned lockers. The use of lockers is a privilege, which may be removed. Students are required to have a “**Dudley**” combination lock with a serial number on their lockers at all times. Locks are available to purchase from the school office. Confidential lock information is kept on record by the home room teacher. Each student is assigned their own locker, and lockers are not shared. Any locker without a lock will be emptied and bolted until a new lock can be obtained. The care of the lockers is the responsibility of the student and lockers must be maintained in appropriate, sanitary condition.

Locker Search and Seizure:

Lockers and desks are school property and are subject to search by school administration to obtain prohibited or contraband substances or objects such as: alcohol, illicit drugs, stolen property, weapons, hate/racist literature, or pornography.

CONSEQUENCES (Durham District School Board)

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. Mitigating factors are always considered before determining consequences. Consequences may include:

- A. caution by teacher, support staff, administrator or adult supervisor;
- B. temporary removal from class, activity or event;
- C. problem-solving exercise;
- D. parental contact;
- E. counselling;
- F. peer mediation and conflict resolution programs;
- G. community/school service;
- H. loss of privileges;
- I. detention;
- J. behaviour contracts;
- K. restorative practices;
- L. support and responsibility agreements;
- M. restitution;
- N. suspension;
- O. expulsion.

SUSPENSIONS

9.1 Circumstances Leading To Possible Suspension

9.1.1 A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person*;
2. possessing alcohol or illegal drugs*;
3. being under the influence of alcohol or intoxicants;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school*;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board. Other suspendable infractions including but not limited to:
 - a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes;
 - b) being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes;
 - c) smoking on school property;
 - d) committing vandalism, destruction, damage to school property or to the property of others located on or in school premises;
 - e) stealing property;
 - f) engaging in intimidation, extortion*, harassment*, or verbal aggression
 - g) misusing or misappropriating school property or services, including computers and other technology systems;
 - h) engaging in hate motivated incidents*;
 - I) engaging in gang related activity*;
 - j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
 - k) committing physical assault on another person*;
 - l) engaging in or encouraging a fight;
 - m) engaging in conduct that constitutes opposition to authority;
 - n) demonstrating poor attendance that warrants disciplinary action;
 - o) engaging in behaviour that is disruptive to the learning environment of the class or school;
 - p) engaging in conduct that is detrimental to the moral tone of the school;
 - q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
 - r) engaging in unauthorized gambling or games of chance;
 - s) engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted.

* may require police involvement as outlined in the Police/School Board Protocol.

- 9.1.2 In considering whether to suspend a pupil for engaging in an activity described in 9.1.1., a Principal shall take into account the mitigating factors:

Mitigating Factors:

- < the student does not have the ability to control his or her behaviour;
- < the student does not have the ability to understand the foreseeable consequences of his or her behaviour; or
- < the student's continuing presence in the school does not create an unacceptable risk.

9.2 **Circumstances Leading to a Suspension, Investigation, and Possible Expulsion**

- 9.2.1 A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. possessing a weapon, including possessing a firearm*;
2. using a weapon to cause or to threaten bodily harm to another person*;
3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner*;
4. committing sexual assault*;
5. trafficking in weapons or in illegal drugs*;
6. committing robbery*;
7. giving alcohol to a minor*;
8. any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled. Other suspendable infractions including but not limited to:
 - a) hate motivated violence*;
 - b) gang related violence*;
 - c) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes*;
 - d) uttering threats or threatening conduct intended to intimidate*;
 - e) engaging in harassment*;
 - f) ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

(*require police involvement as outlined in the Police/School Board Protocol.)

Guidelines from the Ministry of Education directs us to place Suspension/Expulsion documents in the O.S.R. Guidelines will be established as directed by the Ministry of Education.

- 9.2.2 A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.
- 9.2.3 A Principal may suspend a pupil under 9.2 for up to 20 school days and, in considering how long the suspension should be, the Principal shall take into account the mitigating factors, as well as the other factors, set out in 9.04 above.

9.2.4 When a Principal suspends a pupil under 9.2, the pupil shall be assigned to a program for suspended pupils, as established by the Board in accordance with any policies or guidelines issued by the Minister.

CONCLUSION

When staff, students and families work together, a positive and productive learning environment is established at Westney Heights P.S. and achieved. The Code of Conduct establishes the level of behaviour expected for all, so that we have the best possible school where success and achievement are reached through cooperation, courtesy and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.

I have reviewed the Code of Conduct with my child. _____
(Parent's Signature/Student Signature)

I agree to follow the Code of Conduct. _____ Date _____