

John Taylor Collegiate

Raising all students towards distinction

Our Vision

At John Taylor Collegiate, we aim to develop citizens who will be:

- Well-rounded
- Involved
- Knowledgeable
- Supportive
- Respectful
- Responsible

Our Mission

In pursuing our aim, we value:

- **JUSTICE** that honours the individual
- A sense of **COMMUNITY**
- **SERVICE** to others and philanthropy
- Compulsory **LEARNING** for all
- **DIVERSITY** of people and learning experiences
- A **SAFE** and **HEALTHY** environment

Compulsory Learning for All

At John Taylor we believe that all students can learn and be successful given the proper learning environment exists and supports are in place. Students are expected to do their best. Students will put forth a good effort during class time, complete work assigned for homework and turn in assignments of good quality in a timely manner.

Apathy on the part of students for not completing assignments is not acceptable. Apathy on the part of teachers in not supporting students is also not acceptable. Teachers may have to give students some extra assistance to improve performance, such as a phone call to a parent, assign them to homework period, provide extra help, office referral, etc.)

PIPER PRIDE

- All students must be respectful of school property and it is the hope if not the expectation that students will show pride in our school by helping to keep the school and its grounds clean.
- All students must be respectful of O' Canada when played in the morning (stop and stand at attention) and must be absolutely quiet when the announcements are being read over the intercom. Important messages are delivered in this manner and it is imperative that all students are allowed to hear them.
- Students must bring the necessary equipment to class, (books, pens, calculator, and any other subject specific materials).

I. JOHN TAYLOR COLLEGIATE: STUDENT POLICIES – CODE OF CONDUCT

The School Code of Conduct is based upon existing school and divisional policy. Students and staff review its components each year, with frequent reminders throughout the year.

Discipline Policy

The St. James-Assiniboia School Division believes that every child can learn if provided with support and encouragement and that parent/guardian engagement in a child's education contributes to the success of our students. **Respect, integrity, responsibility, consultation, and excellence** are the core values of the Division, its policies and practices. As such, parents/guardians, students and staff work together in the school setting to ensure

success for all learners. In order to achieve our goals, it is expected that everyone involved in the school community will abide by the St. James-Assiniboia School Division Student Conduct Policy (<http://www.sjsd.net/PDF/CodeOfConduct07.pdf>), the Public Schools Act, and the Code of Conduct from individual schools.

Every school code of conduct must include a process to appeal a disciplinary decision. Students and parents must follow the appeal process. This involves an appeal to the teacher who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. Exceptions are suspensions in excess of five days and expulsions; in these cases, the appeal goes directly to the Board of Trustees.

Technology Usage at John Taylor Collegiate

Pupils and staff must adhere to school policies respecting appropriate use of

- (i) The internet, including, social media, text messaging, instant messaging, websites and email, including policies that prohibit the accessing, uploading, downloading or distributing of material that the school has determined to be objectionable, and
- (ii) Digital cameras, cell phones, including those cell phones equipped with digital cameras, and other electronic or personal communication devices identified in this and the divisional code of conduct.

ATTENDANCE POLICY

Absences - The total periods of absence (excused and unexcused) within each course must not exceed 10% of available instructional periods for that course. Students who exceed this maximum may be placed on course audit status (no credit), may have the course final examination privileges withdrawn, or if beyond compulsory school age, will be required to withdraw from the course. In a regular 6 period course students may accumulate at most 10 absences (unexcused and excused combined). **If they obtain an 11th absence**, a grade 9 student may lose their credit but will continue to audit the course for credit retrieval. On the 11th absence, a grade 10,11 or 12 student will lose the credit and be removed from the course.

In a time and a half - 9 period course (grade nine Math and Science as well as grade 12 Pre-calculus Math) students are allowed 15 absences and lose credit on the 16th absence.

If the course goes all year long (i.e. EN10F) they will be allowed 10 for each semester for a total of 20 absences.

Late(s) – All students are expected to be in class on time. If a student is late they are required to get a late slip from the office at which time an administrator will meet with them. If the student is consistently late they will be asked to make up the time in the office either over the lunch hour or after school. The late slip should be handed to the teacher upon entering the class. It is the teacher's responsibility to change the indication of an absence to a late.

INTERNET POLICY

All students have access to Internet use at John Taylor Collegiate as long as their parents or guardian have signed the waiver on the registration form giving their permission to do so. Students are advised to use common sense and discretion when using the internet to ensure that they are able to maintain this privilege. The divisional smart filter blocks access to most websites with inappropriate material. However, some material can and does get through. Students are expected to close these sites and notify the teacher. Students found to be using the internet for inappropriate means will lose their computer privileges for a length of time determined by the administration and face other disciplinary action.

HOMEWORK PERIOD

It is expected that all students complete homework and assignments by the required due date. If students do not have their work/assignment done on time they will be expected to remain at the school from 3:30 – 4:30 in order to complete the assignment. An educational assistant will be in charge of supervising these students. The teacher will make the educational assistant aware that the student is to attend this "Homework Period" and what work is to be completed during this time. If the student refuses to stay for this mandatory period of time, other disciplinary action will be taken.

PLAGIARISM POLICY

If it is determined that a student has plagiarized an assignment either by copying the assignment from another student, by copying material from the internet or other reference material, or by cheating on a test, the student will receive zero for the assignment and will also serve an in-school suspension. The student will have to complete the assignment properly although a mark of zero will still be recorded for it, before returning to the class and earning credit in the course. If the course in which the plagiarism/cheating took place is an Advanced Placement course at the 42 (University) level, the student will receive a mark of zero and be removed from the course.

SMOKING POLICY

The St. James-Assiniboia School Division is a non-smoking environment. Students are not allowed to use tobacco anywhere on school property. If caught smoking on school property the student will receive a suspension for a first offence. Subsequent offences will result in out of school suspensions. If a student is under the age of 16 and caught on or off school property smoking, the student will be in school suspended and parents will be contacted.

SKATEBOARDING POLICY

Skateboards are not to be used on city streets (City Bylaw). Therefore, if students are found skateboarding on the streets surrounding the school, their skateboards will be confiscated and returned only to a parent. Skateboards are permitted on school property however the area and times of use will be made clear by the school's administration.

FIGHTING POLICY

Fighting will not be tolerated on or off school property. Anyone involved in a fight or other physical act towards another student will be automatically given up to a 5 day out of school suspension. If a student is involved in a second occurrence with respect to fighting, the student will be given a second 5 day suspension and required to attend a series of anger management counselling. Gang involvement and/or possessing a weapon as "weapon" is defined in Section 2 of the Criminal code (Canada) will not be tolerated.

NOON HOUR POLICY FOR GRADES 9 AND 10

All grade 9 and 10 students are prohibited from loitering on the convenience store property at the corner of Hamilton and Buchanan. This is particularly important at lunch time. It has been the administrations experience that unsafe practices such as fighting, drug use and/or drug trafficking did occur on this property more frequently than any other location near the school. For this reason we would like to minimize the number and length of visitations to this location at lunch hour. Grade 9 and 10 students are allowed to purchase goods from the convenience store or pizza place but must leave the property and return to the school or other location immediately after their purchase.

HARRASSMENT POLICY

The St. James-Assiniboia School Division affirms its commitment to maintain a learning environment that is free from harassment, bullying (including cyber-bullying*) and discrimination. Harassment of any individual will not be tolerated. An individual who believes she/he is being harassed or bullied should report the incident to a school staff member immediately.

***cyber-bullying** means using the Internet or other information or communication technologies, such as e-mail messages or text messages sent by cell phone or pager, to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else. Abuse either physically, sexually, psychologically, or verbally in writing or otherwise.

CELL PHONE/MP3/IPOD POLICY – MUSIC IN CLASS POLICY

Students can possess a cell phone while on school property or while attending a school-sponsored but will not use cellular telephones **anywhere in the school** between the hours of 8:25 am and 12:03 pm and 1:05 pm and 3:30 pm. Cell phones that ring or vibrate or students texting during class time will result in the phone being confiscated. Due to the increased ability to communicate and share information between cell phones and other electronic devices, students may not have these devices in their possession during exam sessions. If students have a cell phone during an exam, they will be removed from the exam and receive a mark of zero. Students who bring cell phones to school during exams must give their phone to an examiner prior to starting the exam. Phones will be returned at the end of the examination session. This policy is in line with the Advanced Placement program and post-secondary programs in the province that many of our students will attend. MP3 players, iPods and/or electronic devices are not to be used in class during class time without the teachers permission. These devices if used during class time will be taken away and given to the administration who will determine when they will be returned and if further consequences are required.

Digital Cameras are not to be used in the school unless specifically required for a course. Students may not use cameras in classrooms, bathrooms or in any area deemed to be private by school Administration. Usage of cell phone cameras are NOT allowed at any time at the school unless required by a teacher.

DRUG/ALCOHOL POLICY

Using, possessing, or being under the influence of alcohol or illicit drugs on or near the school grounds is not permitted. Anyone suspected of being under the influence will automatically be suspended and sent home for the safety of the student and the school, and parents will be notified. The length of suspension will depend on whether or not drugs/alcohol was found in possession of the student and whether or not this is a repeat offense. For a second offense a mandatory referral to AFM (Addictions Foundation Manitoba) will be required before the student is allowed to return to school.

II. ADDITIONAL INFORMATION THAT STUDENTS NEED TO BE AWARE OF

LOCK DOWN

The St. James-Assiniboia School Division is committed to ensuring safe learning environments for all staff and students and has protocols in place to assess and act upon worrisome or threatening comments, behaviours or events.

Lockdowns are a response to immediate physical danger in and around the vicinity of the school. This includes situations where a person or group is out of control, a person or group is in possession of weapons, an unknown trespasser is suspicious and avoiding school authorities or other physical threats exist outside of our control (such as environmental concerns or offenders in the community). With this in mind, the school has created guidelines and procedures that will be reviewed with staff and students should the school encounter a situation that calls for the school to go into a lockdown. The school will practice these procedures twice per year.

STUDENT AGENDA CALENDARS

Students will be given a calendar in each of their courses. These calendars are hole-punched and on heavier stock paper and are to go into their subject binder for that course. On the calendar you will only find Monday to Friday as these calendars are to be used to record the due dates of assignments, tests, major projects, etc. Each student will be given a new calendar each month in all subjects. On these calendars we have also marked some important dates such as dates of report cards, progress reports, in-services, special school functions, etc. Parents should be checking these calendars to see that they are being used.

DRESS CODE

Students should be neat, clean and appropriately dressed for school at all times. **Bare midriffs, short shorts or skirts, bare feet, low cut tops and clothing that display inappropriate wording or graphics are not acceptable attire.** Caps and other headgear may not be worn anywhere in the school, except on designated spirit days. Outdoor clothing must be left in lockers.

HALLS

Students should only be in the halls at the beginning and close of school and while moving from one class to another unless they have special permission or special duties. Students on spares can either leave the campus; go to the cafeteria, courtyard, fitness facility, or library.

CAFETERIA

The cafeteria hours are from 7:30 a.m. to 2:30 p.m. Students may bring their own lunch to eat in the cafeteria or may purchase food from the cafeteria canteen. The cafeteria is supervised over the lunch hour. Courteous behaviour and cleanliness are expected at all times. **Food or drinks are not allowed in the halls, gymnasium, or classrooms during class times.** The only time food and/or drink is allowed in classrooms is if a student is receiving extra help from a teacher over the lunch hour. Water bottles are also allowed in the classes during class time.

LIBRARY

The library is open from 8:00am until 4:00p.m. and is closed from 12:00pm to 12:30pm. This allows for student access half an hour before and after school and also at lunch hour. The library provides a wealth of informational materials as well as computers for internet access and word processing. It also provides a quiet place for students to do work. Students must be quiet and respectful of this work space and if found using it inappropriately may possibly lose the right to use the library. Headphones are not to be worn while using the computers.

LOCKERS

Lockers and combination locks are issued at the beginning of the year. **Only school provided locks may be used.** All students will receive their own lock and locker. Students are not to be sharing lockers. Students who are found to be sharing a locker without permission may have their locker privileges reviewed. Although lockers are generally secure, it is highly recommended that students not keep money or other valuables in them. The administration reserves the right to make unannounced locker checks to ensure the welfare and safety of all students at John Taylor Collegiate. Students must use a school assigned lock. Students who lose their locks will be assessed a \$5 fine. Valuables should never be left in the changerooms.

STUDENT PARKING

Students may park their vehicles in the student scramble parking lot. To do so a student parking pass must be purchased for \$20 and displayed at all times from the front mirror or on the dash board. If a vehicle is parked in the student parking lot without a parking pass and the office has no record of one being purchased, the vehicle will be towed away at the owner's expense. If the pass is not on display but the office does have a record of a pass being purchased the vehicle will receive one warning about displaying the pass. If this vehicle is in violation a second time, it will be towed.

By signing below I am indicating that I have read the policies above and have reviewed them with my son/daughter.

Parent Signature: _____

Date: _____