

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 that 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, assigning them to homework period, providing extra help, referring them to the office, 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 and staff are allowed to hear them.
- Students must bring the necessary equipment to class, (books, pens, calculator, and any other subject specific materials).

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.

BYOD – BRING YOUR OWN DEVICE POLICY

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 teacher permission. 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 in the school unless required by a teacher.

Refer to the BYOD policy posted on the school website <https://www.sjasd.ca/school/johntaylor> for further details.

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.

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, e-cigarettes or any other smoking device 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 suspended in school and parents will be contacted. Vapes/e-cigarettes are not permitted on school property and will be confiscated.

SKATEBOARDING POLICY

Skateboarding is NOT permitted on school property at any time. Therefore, if students are found skateboarding on the school property, their skateboards will be confiscated and returned only to a parent. Skateboards brought to school must be stored in student lockers until such time as the student is departing the school for the day.

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. Note that students deemed to be promoting a fight by way of cheering, encouraging, recording or helping to arrange/manipulate the fight will be suspended as well as the combatants.

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 or any other local business. It is important that John Taylor students act as good community citizens and avoid congregating at any business beyond completing their dealings with that business. Grade 9 and 10 students are allowed to purchase goods from the convenience store 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, text messages sent by cell phone or pager, snapchat, Instagram etc. to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm someone else. Abuse can be physical, sexual, psychological, or verbal in writing or otherwise.

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.

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 that 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.

DRESS CODE

Students should be neat, clean, respectable and appropriately dressed for school at all times. Please dress appropriately for a “working” environment. Clothing that displays inappropriate wording or graphics are not acceptable attire. 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 or go to the cafeteria, courtyard, fitness facility, or library.

CAFETERIA

The cafeteria hours are from 7:30 AM to 2:30 PM. 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. Those who use the canteen are expected to clean up after themselves. **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 8:00 AM until 4:00 PM and is closed from 12:00 PM to 12:30 PM. 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.

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 share 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 change rooms.

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: _____

By signing below I am indicating that I have read the policies above and agree to abide by them.

Student Signature: _____

Date: _____