

School Handbook

2025-2026



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Westwood Collegiate
“Power & Responsibility”

At Westwood Collegiate, we strive to develop responsible citizens who will demonstrate confidence, curiosity, and creativity.

In pursuing our aim, there is a **“DRIVE”**

Diversity and Collaboration – We embrace difference, and welcome new ideas. We participate and seek to include others.

Respect – We are polite, caring, and co-operative.

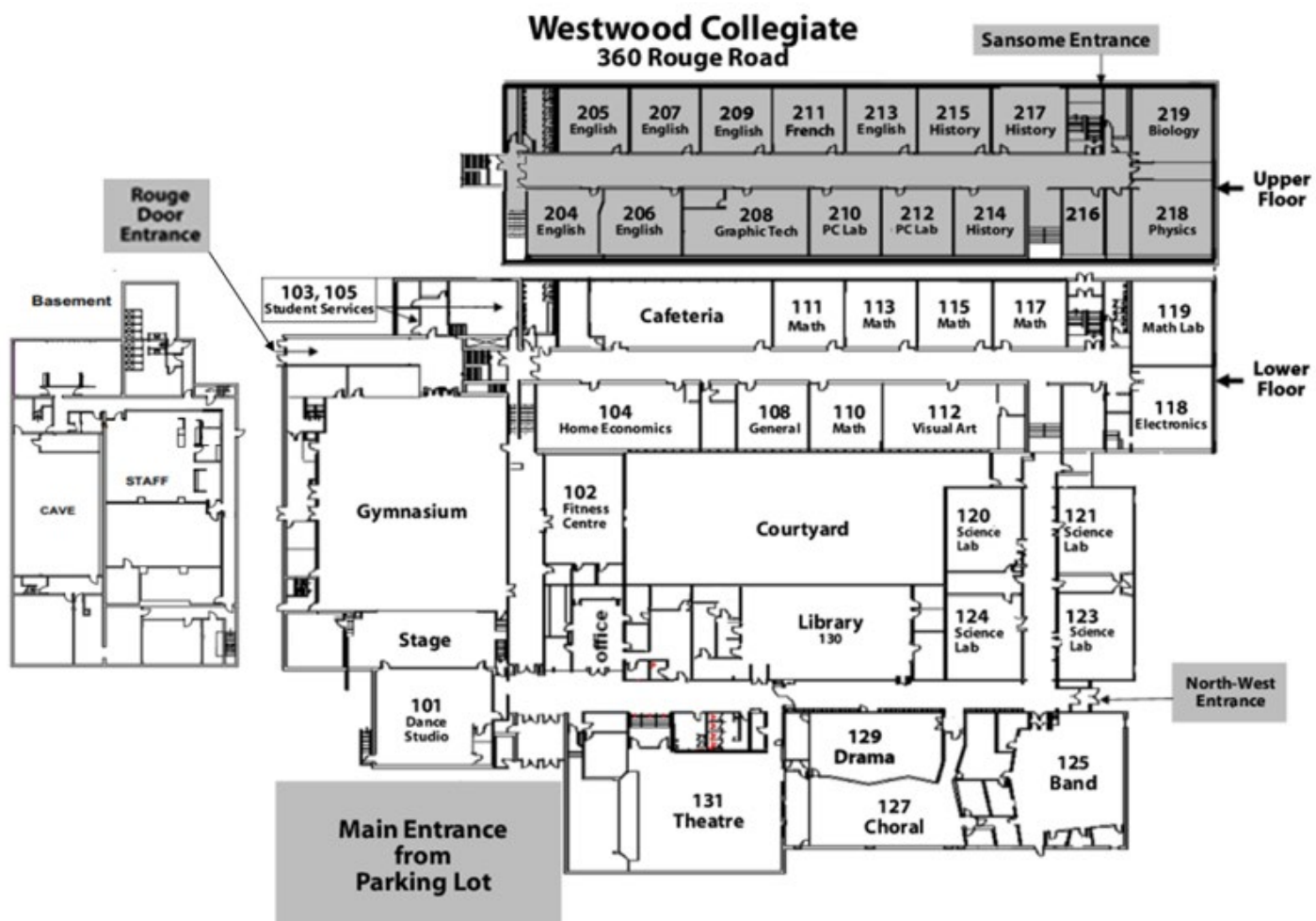
Integrity – We are trustworthy, hard-working, and accountable to one another.

Vision – One school, one goal, all together.

Effort – We try our best and work hard.

School Priorities

1. Actively involving students in the planning and assessment of their own learning.
2. Improving learning opportunities for educators.
3. Strengthening links and communication among schools, families, communities and strengthen postsecondary pathways.
4. Strengthening school planning and reporting.
5. Strengthening our understanding of social responsibility and sustainable development.



Westwood Collegiate DAILY CLASS SCHEDULE

Period	Regular School Day	Late Start Tuesdays No Late Start in January or June	Early Dismissal Days The first and third Tuesday of every month
9	7:20 - 8:20	7:20 - 8:20	7:20 - 8:20
Student Entry	8:20 - 8:30	8:50 - 9:00	8:20 - 8:30
1	8:30 - 9:42	9:00 - 9:57	8:30 - 9:42
2	9:44 - 10:51	10:00 - 10:57	9:44 - 10:51
3	10:53 - 12:00	11:00 - 12:00	10:53 - 12:00
4	12:00 - 1:05	12:00 - 1:05	12:00 - 1:05
5	1:10 - 2:17	1:10 - 2:17	1:10 - 1:52
6	2:18 - 3:25	2:18 - 3:25	1:53 - 2:40
7/8	3:30 - TBD	3:30 - TBD	3:30 - TBD

Course Selection Guide

Follow this link the link below for a detailed Course Selection Guide

<https://www.sjasd.ca/school/westwood/Programs/student services/Documents/Common%20Course%20Hand%20Book%20%202025%20Final.pdf>

Student Services

The Student Services department are advocates for all students and help to support their individual needs within the school environment by working collaboratively with staff, students, and parents, helping to promote success in all course work and extra-curricular activities.

Click on the following link to be directed to the Student Services webpage and corresponding resources. [Student Services - Westwood Collegiate \(sjasd.ca\)](https://www.sjasd.ca/school/westwood/Programs/student services/)

Community Involvement Activities

All students must complete a minimum of 40 hours of unpaid community involvement activities during Grade 9 to Grade 12 as part of the **Divisional** graduation requirement. Those students who have completed 40 hours of unpaid community involvement activities during their Grade 9 to Grade 12 years shall also receive a certificate from the division acknowledging their accomplishment. Students who have not completed the 40 hours of community involvement requirement will receive a provincial diploma only.

Fire Drills/Tornado Drills/Lockdowns

Students are required to practice fire drills, tornado drills and lockdowns during the school year. These will be called at certain times by the administration. They may be called with or without warning. Evacuation sites:

Grade 9 & 10 SANSOME SCHOOL
Grade 11 & 12 KIRKFIELD WESTWOOD COMMUNITY CENTRE

Halls

Students should only be in the halls at the beginning and end 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 or library.

Internet Policy

All students have access to Internet use at Westwood 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.

Harassment 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.

Attendance Policy

Follow this link on our Divisional website, and refer to Policy JE-R.

<https://www.sjasd.ca/Governance/PolicyManual/Pages/default.aspx#/=>

Policies

Please visit the St. James-Assiniboia School Division website for additional information on school policies.

[Policy Manual - Westwood Collegiate \(sjasd.ca\)](https://www.sjasd.ca/Governance/PolicyManual/Pages/default.aspx#/=)

Library

The library is open from 8:20 AM until 3:30 PM. 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 workspace and if found using it inappropriately may possibly lose the right to use the library.

Cafeteria

The cafeteria hours are from 8:30 AM to 2:00 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 cafeteria 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.