



**Westwood Collegiate**  
360 Rouge Road  
Winnipeg, Manitoba R3K1K3  
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**Westwood Collegiate**  
**School Procedures, 2022 – 2023 Sc**

### **Doors**

Students may enter through any door during main entrance and exit times (8:15 – 8:25am and 12:55 – 1:05pm). During the day when entering the school at other times, use the parking lot entrance.

### **Lates**

If arriving late for class, register at the office and receive a late slip before entering class.

### **Hallways**

Keep hallways clear and quiet during class time unless you have teacher permission. When on a spare students may leave the school or be in the library or cafeteria.

### **Announcements**

8:30am daily announcements are posted on the website later each morning for community reference.

### **Academic Honesty**

Honesty is an essential value for academic success. Students caught cheating on assessments will be logged and dealt with by the teacher. A third offence will be referred to school administration for additional consequence that includes an in-school suspension.

### **MS Teams**

Microsoft Teams has been helpful during Covid-19 but is now **not our main method of instruction**. Students are required to be in class, on time, and ready to participate in the classroom discussions and activities.

### **Cell Phones**

Cell phones and devices are not required for success at class. Teachers will determine routines for use in a particular class. When in doubt check with the teacher. Repeated cell phone disruptions in class will result in an office referral.

### **Audit Status**

Attendance is key to academic success. All absences need to be appropriately coded by having a parent/guardian communicate with the school office. There should be **0** absences that remain unexcused. A continued record of unexcused absences will result in Audit Status, where students remain in a class but will not receive credit unless terms of the Audit Status contract have been cleared through teacher and administration. Excessive excused absences can also result in Audit Status.

### **Personal Items / Valuables**

Keep valuable items at home – lockers are supplied to lock up items for ease and planning throughout the day. Do not share locker combinations.

*Additional Procedures can be found on the school website under "About Us."*

**St. James-Assiniboia School Division**  
Great Schools for Growing and Learning

[www.sjasd.ca/school/westwood](http://www.sjasd.ca/school/westwood)