

# Westwood Senior High School

## Code of Conduct

### 2025-26



Westwood High School Senior Campus is a school dedicated to our students in their pursuit for excellence. All students have the right and responsibility to excel intellectually, physically, emotionally and socially.

Respecting our own values and the diversity of others as well as respecting our school environment are essential pillars in creating a safe, nurturing and inclusive environment for all.

The purpose of the Code of Conduct is to provide a framework for student behaviour that ensures a safe and dignified academic setting for all members of the Westwood High School community.

Our Code of Conduct aligns itself with the Safe & Caring School Policy of the Lester B. Pearson School Board, the Westwood High School Educational Project and the WWS policy on Anti-Bullying & Anti-Violence.

Westwood High School Senior Campus' continued goal is to guide our students so that they may be active and responsible citizens, now and in the future. The Code of Conduct is an elemental tool in achieving our goal.

## **ADMINISTRATIVE POLICIES**

### **ATTENDANCE AND PUNCTUALITY**

Absence line: (514) 798-4900 OR email the office [dramful02@lbpsb.qc.ca](mailto:dramful02@lbpsb.qc.ca)

Parents must call the school or send an email to report their child's absence, early departure or late arrival. The Main Office opens at 7:45 am.

- A student must provide a doctor's note to justify an absence during mid-year exams and end of the year exams.
- Students are responsible for work missed during any absence (ex: field trips, extracurricular activities, suspension, vacation\*) by consulting their online classroom and communicating with their subject teacher via email or in-person upon return.

*\*VACATIONS: Parents are asked to avoid extending school vacations. The periods immediately before and after major holidays are of special importance since testing and starting new units occur at those times.*

### **STUDENT PARKING & SCOOTERS:**

Parking lots are reserved for staff vehicles only. Students can park on Cote St Charles (school side of road). There is a designated area on the side parking lot for scooter parking. Loitering is not permitted in parking lots and scooter area during school hours.

### **VISITORS:**

All visitors must report to the Main Office immediately upon arrival to sign-in.

## **ACADEMIC POLICIES**

### **CHEATING**

No student shall, in the course of an examination:

- Obtain or attempt to obtain information from another student or unauthorized source
- Give or attempt to give information to another student (i.e.: text messaging)
- Use or attempt to use any unauthorized material
- Attempt to misrepresent another student, or misrepresent someone else in the taking of an examination, preparation of an assignment or other similar activity
- Submit, without the teacher's knowledge or consent, all or a portion of an essay, thesis, research report, project or assignment for which credit has previously been obtained, or which has been previously submitted in another course
- Have a cell phone, IPod, smartwatch, or any other electronic device
- Use of an electronic translator to translate text for an assignment or during an exam

### **PLAGIARISM**

Plagiarism is an act of academic dishonesty, and a form of theft involving print, electronic, and all other forms of communication. In its broadest sense, plagiarism is passing off someone else's words or ideas as your own. It includes:

- copying words verbatim and paraphrasing, without giving credit to the original author
- contributing any work to another student with the knowledge that he/she may submit the work in part or in whole as his or her own.

### **Artificial Intelligence:**

The use of Artificial Intelligence tools may be authorized by the teacher for certain assignments or projects. Unauthorized use of Artificial Intelligence or use of Artificial Intelligence in a way not specifically permitted by the teacher is considered plagiarism.

A student who plagiarizes or is caught cheating will receive zero.

## **BEHAVIOURAL POLICIES**

### **CELL PHONE POLICY**

- This policy is intended to ensure that all personal electronic devices at Westwood Senior High School do not interfere with the learning, safety, and well-being of students and staff.
- This policy includes personal electronic devices such as cell phones, smartphones, smartwatches, iPods, AirPods and any other similar personal electronic devices.
- Cell Phones /Electronic devices\* are not permitted from 7:45-2:15 including recess, lunch and passing time. \*This policy does not include laptops, Chromebooks and tablets. Westwood Senior encourages students to bring their own Chromebook or laptop and loans can be made available as needed.

Any student who is caught with their cell phone/ electronic device during the school day will have their cell phone confiscated for the remainder of the school day. Should the situation repeat itself regularly, further sanctions will follow.

Parents are reminded to communicate any urgent messages to their child(ren) through the office and it will be relayed.

### **SEXTO:**

When a student reports to a member of the school staff that an inappropriate image or video has been either shared with them or of them, there is a protocol that we are obliged to follow. The protocol imposes the confiscation of the cell phones of any students who may have the image or video and to give the phones to the police. More detailed information can be found at this link: [Sexto](#).

## **DRESS CODE -Westwood Uniform**

Students will be expected to adhere to the school uniform top. Choices include Westwood t-shirts, sleeveless t-shirts, hoodies, polos and cardigans and can be ordered via the Westwood website under the tab “uniform”. All uniform tops must follow the colours burgundy, grey, black or white. They must not be altered and midsection must remain covered. Students are to wear an appropriate bottom of their choosing that reflects a positive learning environment.

## **PHYSICAL EDUCATION DRESS CODE**

If Westwood Uniform is not followed, sanctions will occur (classwork done in alternate space/detention etc). All Westwood High School parents are asked to support the school's uniform by seeing that their child is properly attired when leaving home in the morning.

### **PHYSICAL EDUCATION DRESS CODE**

The Westwood Senior Physical Education class dress code consists of:

- Westwood uniform top
- Athletic shorts or pants
- Running shoes

*rev April 2024*

## **SMOKING & VAPING**

Smoking or vaping on school property is prohibited at all times. Possession of a vape or being in a closed presence with someone with a vape will result in a disciplinary action. The *Quebec Tobacco Control Act* prohibits smoking on school grounds. Tobacco products and paraphernalia will be confiscated if being used on school property and any of the following sanctions will occur;

- Detention
- Suspension
- Provincial Fine

## **VANDALISM**

Damaging an individual's property or school property is strictly prohibited. Acts of vandalism may result in the following:

- Detention
- Suspension
- Notification of Police
- Restitution

## **STEALING**

Stealing is strictly prohibited and sanctions include;

- Parents/guardians will be responsible for reimbursement and/or replacement of stolen/damaged items.
- Students who repeat such offences will be required to meet with the school counsellor for counselling.
- Damaging property, vandalism and theft can be cause for expulsion and police may be notified.

## **TRESPASSING / LOITERING**

- Students who are at school must be under the supervision of a staff member. Students should not be at school unsupervised.
- Students are not to loiter in bathrooms or locker rooms.
- No more than one student is permitted in a bathroom stall at any one time.

## **INSUBORDINATION**

Insubordination is the willful disregard of directives issued by a Westwood High School staff member (administrator, teacher, integration aide, support staff member, bus driver, caretaker, professionals, etc.) and sanctions include :

- detention(s) and parent notification
- suspension
- community work

**SKIPPING**

Skipping class is prohibited.

Consequences include:

- detention(s) / parent notification and work missed may result in a zero grade
- suspension
- community work

**GAMBLING**

Any form of gambling is prohibited.

Consequences may include:

- detention(s) / parent notification
- suspension
- community work

**SELLING OF CONSUMABLES OR OTHER COMMODITIES**

Students are not permitted to sell products, consumables or other items at school.

Consequences include:

- detention(s) / parent notification
- suspension
- community work

## **SAFE SCHOOLS POLICIES**

### **BULLYING AND VIOLENCE**

**Bullying:** Refers to any repeated direct or indirect behavior, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

**Violence:** Refers to any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

The Westwood High School – Senior Campus Community pledges its support for the position of the Lester B. Pearson School Board’s Safe and Caring School Policy with respect to school safety and security. To that end, Westwood High School is committed to working towards eliminating all forms of bullying and violence in its community and to taking a regular measure of its school climate as it relates to these particular issues.

### **APPROPRIATE ONLINE BEHAVIOUR:**

All members of the WWS community are expected to use cyber technologies such as email, cell phone, text messaging, instant messaging, personal websites, online personal polling websites, and any other social media platform, responsibly both in AND outside of school.

Cyberbullying or cyber-misconduct can’t be used by an individual or group to harm or defame others or anyone within or beyond the WWS community. The misuse of technology to invade or threaten personal privacy or to disrupt the school’s culture of learning will not be tolerated.

Such acts are considered harassment and may be considered a criminal act and will be dealt with accordingly. Cyber threats will be reported to the local law enforcement (For details refer to the LBPSB 14 Appropriate Use of Digital Resources and Technologies Policy <https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws>)

## DRUGS & ALCOHOL

The school's policy on drugs and alcohol is that possession, use, or selling of drugs or drug paraphernalia, and alcohol in the school (on school property or school sanctioned activities) is prohibited and consequences will occur.

Drug Trafficking (Lester B. Pearson School Board Drug Policy): For any infraction where the use or possession of alcohol or an illicit drug is for the purpose of trafficking/supplying:

- Police will be called to investigate.
- The student(s) will be suspended or expelled.

## WEAPONS

- Students found in possession of a firearm or explosive, including a pellet gun, will be suspended or expelled. Police will be notified.
- Possession of a replica firearm will result in suspension and police will be notified.
- Students who use any weapon or a replica thereof in an assault, or use any weapon or replica of a weapon in a threatening manner towards another person will be suspended or expelled and police will be notified.
- Students found in possession of a prohibited weapon *other than* a firearm or explosive will be suspended for a longer duration and possible expulsion. Police will be notified.

## LOCKS/ LOCKERS

- Students are assigned a locker for the school year . Students are expected to have the school-issued lock on their lockers.
- Students are expected to keep their lockers clean and free of graffiti. In any case of concerns regarding the safety or the well-being of students, the WWS administration or staff has the right to search or inspect lockers with or without the student present. Students are expected to always store all bags in lockers unless entering or leaving the building.

***As members of the Westwood community, students are reminded that they represent our school at all times and are responsible for upholding the Code of Conduct during school hours, including lunch hour, and while participating in school events on and off of the school grounds. A student who demonstrates unacceptable conduct, as outlined in the school's Code of Conduct, will be held accountable in accordance with the school's discipline policy.***